Jail Facilities Compliance Monitor

Description

NYC Board of Correction (BOC) is a “watchdog” agency that monitors conditions inside the City’s jails. It sets minimum standards that regulate conditions of confinement and health and mental health care. BOC jail monitors perform the following duties:

- Monitors conditions inside the City’s jails and responds to complaints from staff and inmates
- Analyzes NYC Department of Correction’s (DOC) and NYC Department of Health and Mental Hygiene’s (DOHMH) compliance with minimum standards, consent decrees, and other legal mandates and Departmental policies, procedures, orders and directives.
- Conducts investigations regarding such unusual incidents as deaths, disturbances, escapes, etc. and prepares reports, studies, surveys and correspondence with respect to such incidents.
- Provides technical assistance to DOC administrators aimed at achieving compliance with the above-mentioned regulations and improving working and living conditions.

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Qualifications

1) A baccalaureate degree from an accredited college and two years of full-time paid experience in corrections, social work, psychology, law, public administration, law enforcement, or a related field providing direct services to an inmate or detention population within a correctional or related facility; or

2) A high school diploma or evidence of having passed a high school equivalency examination and four years of full-time professional experience as described in "1" above; or

3) Education and/or experience equivalent to "1" or "2" above. Service as an inmate in correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration, which includes a field placement performing duties as described in “1” above may be substituted for up to one year of full-time paid experience. However, all candidates must have at least one year of full-time experience as described in “1” above.

Skills

Excellent communication and writing skills, experience in conducting investigations, and demonstrated computer skills, including proficiency in Word and Excel. Fluency in Spanish and experience reading medical charts and knowledge of health and mental health illnesses and services are especially desirable.

How to apply

Please submit cover letter and resume:

Recruitment
NYC Board of Correction
51 Chambers Street, Rm. 923
New York, NY 10007

The Board of Correction is an EQUAL OPPORTUNITY EMPLOYER