

2014 NYC SUMMER INTERNSHIP PROGRAM

DEPARTMENT OF CORRECTION

Human Resources Division
75-20 Astoria Boulevard, Suite 320
East Elmhurst, NY 11370

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AGENCY DESCRIPTION

The Department of Correction, provides custody for males and females inmates, 16 years and older, who after arraignment on criminal charges are unable to post bail or are remanded without bail, pending trial. The department also incarcerates individuals sentenced in the city to terms of up to one year, parole violators awaiting revocation hearings as well as others charged with civil crimes.

UNIT DESCRIPTION

The Workforce Development Unit coordinates and provides soft and hard skill training programs to sentenced and detained inmates.

POSITION TITLE

Workforce Graduate Intern (2)

INTERNSHIP RESPONSIBILITIES

The internship opportunity is located on Rikers Island.

Workforce 101 Course Instruction:

- Lead facilitation of the Department's Workforce 101 course, which comprises five components; résumé writing, cover letter writing, interview preparation, familiarization with community based organizations, and cognitive behavioral therapy.
- Attend 3 training sessions about the curriculum's structure and content, pedagogical strategies, and ways to measure outcomes.
- Edit résumés and cover letters prepared by Workforce101 participants.
- Enter Workforce101 participants' contact information and other pertinent data in online database.
- Conduct one-on-one employment discharge planning interviews with Workforce 101 participants.

Workforce Development Unit Assistance:

- Research Workforce Development and Reentry national best practices.
- Compile database of employment focused community based organizations.
- Draft grant proposals for public and private entities and brief the Director of Workforce Development on upcoming opportunities.
- Present new Workforce Development initiatives to the Deputy Commissioner of Strategic Planning and Programs.
- Attend meetings with the Director of Workforce Development and Workforce Development Program Specialist.
- Engage with community based organizations to strengthen service provider partnerships.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The intern selected must be currently enrolled in a graduate degree program in an accredited college or university. Enrollment verification is required prior to the commencement of employment.

APPLICATION PROCESS

To apply: Résumé must be received by 05/30/2014. Email cover letter and résumé in Microsoft Word or pdf format (indicating position title) to: susan.howard@doc.nyc.gov or mail cover letter and résumé (indicating position title) to:

Susan Howard, Program Coordinator
Human Resources Division
NYC Department of Correction
75-20 Astoria Blvd, Suite 320
East Elmhurst, NY 11370

SALARY RANGE

\$20.57 per hour

ADDITIONAL INFORMATION / COMMENTS

Submission of your résumé is not a guarantee that you will receive an interview.

Note: Only those candidates under consideration will be contacted.