

**City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Director of Social Services	<b>Level:</b> MI
<b>Title Code No:</b> 10056	<b>Salary:</b> \$60,000-\$70,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Assistant Director	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Programs Division/Reentry Services (I-CAN)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 192489	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction has a unique opportunity for an Assistant Director in the Reentry Services Unit. The successful candidate will be responsible for leading the activities of the Program Monitoring Unit (PMU) to ensure the integrity of the Individualized Corrections Achievement (I-CAN) program. I-CAN is an innovative, state-of-the-art reentry initiative designed to reduce recidivism among inmates who are at moderate to high risk of re-offending. Inmates who participate in the program receive a broad range of jail- and community-based services, including employment assistance, housing, family support, and substance use treatment. Responsibilities include, but are not limited to:

- Ensuring the integrity of the I-CAN program through site visits, audits and payment reconciliation.
- Leading the integrity functions of PMU by establishing processes, developing timelines and managing timelines, ensuing deadlines are met. Training other staff on how to perform site visits, conduct audits, and review bills.
- Conducting site visits to observe I-CAN services and developing recommendations for program improvement.
- Formulating audit protocols, preparing for quarterly audits, performing audits, developing reports to summarize findings.
- Reviewing monthly bills to ensure accurate payments and entering invoice information into the billing database and prepare billing reports. Formulating, updating and revising billing and reporting instruments.
- Assisting in the development of short and long term plans for reentry programming. Researching best practices to inform program development.
- Coordinating I-CAN activities at one or more facilities, as needed. Collaborating with contracted providers and serving as the primary liaison between providers and DOC staff. Addressing both provider and DOC operations issues as they arise. Preparing reports to document program activities and billed services. Developing and implementing strategies to maximize program participation.
- Conducting interviews with inmates who are eligible for the I-CAN program and referring them to the appropriate provider. Preparing reports on inmate interviews and referrals.
- Preparing presentation materials, reviewing reports and documents, prioritizing and managing multiple projects simultaneously, and performing other duties as assigned.
- Performing administrative tasks as assigned.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

**Preferred Skills**

- Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency;
- Experience in a high-paced environment, with the ability to manage information and distribute appropriately;
- Ability to establish positive working relationships with multiple units and different levels of staff;
- Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;
- Candidate must be well-organized, proactive, resourceful, flexible, able to communicate with staff (at all levels) in a fast-paced environment, meet deadlines, and perform with a high level of professionalism.

**Residency Requirements**

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

**To Apply:**

Applicants (external): Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for job ID#192489

For City employees: Go to Employee Self-Service (ESS) [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for job ID# 192489

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

Only those candidates under consideration will be contacted.

**Post Date:** 05/30/2015

**Post Until:** Until Filled

**The Department of Correction and The City of New York are Equal Opportunity Employers**