

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

Civil Service Title: Administrative Director of Social Services	Level: M-II
Title Code No: 10056	Salary: \$70,000-\$90,000 Frequency: ANNUAL
Office Title: Deputy Director of Re-entry Services	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Programs Division/Re-entry Services (I-CAN)	Number of Positions: 1
Job ID: 192493	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique opportunity for a Deputy Director of Reentry Services. Under general supervision and with latitude to exercise independent action, the selected candidate will serve as the Deputy Director of Re-entry Services. The successful candidate will be responsible for working with the Executive Director to efficiently and effectively manage all aspects of re-entry services provided by the Department, implement the expansion of the Individualized Correction Achievement Network (I-CAN) program and advance broader re-entry priorities of the Department. 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:

- Providing overall direction and oversight of the daily operations of the I-CAN program, including direct supervision of jail-based staff and activities. Managing contractors associated with I-CAN to ensure effective delivery of re-entry services. Ensuring quality and integrity of all services provided under re-entry contracts with DOC. Evaluating program performance against established goals. Addressing both provider and DOC operational issues and short - and long-term needs that contribute to the success of DOC's re-entry programs. Serving as primary liaison to re-entry providers.
- Conducting best practice research and striving to reach delivery of the highest quality re-entry services to the inmate population. Seeking expertise on developments in re-entry services to create a strategic vision to incorporate best practices from both inside and outside the Department. Coordinating service delivery and development of innovative initiatives in partnership with managerial staff in the Programs Division.
- Establishing unit objectives, priorities and benchmarks consistent with departmental goals; monitoring and developing methods for comprehensive evaluations of program effectiveness. Revising operational procedures to achieve a reduction in recidivism for inmates at moderate to high risk of recidivism.
- Coordinating with facility staff to ensure effective delivery of program services and seamless information-sharing with providers and other DOC units as necessary.
- Representing the I-CAN program at meetings with program staff at the facilities and in the community. Developing relationships and supporting and assisting in the development of a pro-active network of DOC staff and contracted service providers within the facility that accommodates and fosters I-CAN goals and objectives.
- Knowledgeable of community resources and emerging program services in New York City and nationally.
- Responsible for the development and generation of reports that chart the progress of I-CAN; reviewing and analyzing these reports to ensure accuracy and improve outcomes; conducting trend research and analysis; identifying concerns and proposing solutions; and communicating relevant data to agency stakeholders to resolve individual complaints and address trends evidenced by the data.
- Coordinating regular service provider and stakeholder operations meetings.

He/she will be responsible for maintaining excellent relations and a teamwork atmosphere with contracted service providers, facility uniformed staff in all DOC facilities, and other community-based organizations as required. This position may be located on Rikers Island.

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

- Candidates must have demonstrated experience in interaction with government, not-for-profit and community-based agencies; Focused on the delivery of services to populations similar to those served by the Department of Correction and in areas of particular need, including drug abuse treatment and prevention, mental health services, housing, employment etc.;
- Familiarity with the government contracting systems, process and outcome evaluation is also necessary.

To Apply:

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess search for Job ID#192493

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#192493

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

Only those candidates under consideration will be contacted.

Post Date: 5/1/2015

Post: Until Filled