

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

Civil Service Title: Administrative Director of Social Services	Level: M-III
Title Code No: 10056	Salary: \$75,000-\$95,000 Frequency: ANNUAL
Business Title: Director of Ministerial Services	Work Location: Rikers Island, Shore Road-Chaplaincy, East Elmhurst, New York 11370
Division/Work Unit: Strategic Planning and Programs/Ministerial Services	Number of Positions: 1
Job ID: 196214	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has an opening for a Director of Ministerial Services. Under general supervision and with latitude for independent action, the qualified candidate will serve as the Director of Ministerial Services. The candidate will be responsible for the development, coordination, implementation, and monitoring of services offered to the inmate population by the Ministerial Services Unit. The incumbent will specifically ensure strict adherence to the provisions of federal law and city and state minimum standards and mandates concerning inmates' religious rights. Responsibilities include but are not limited to:

- Providing overall direction and oversight of the daily operations of the division's ministerial services including direct supervision of department chaplains and religious volunteer activities; ensuring the effective delivery of mandated ministerial services; ensuring special requests regarding religious needs are received, reviewed and acted upon in a timely manner;
- Assessing the quality and quantity of ministerial services, fully utilizing existing resources and creating capacity to resolve unmet needs through existing staff and religious volunteers;
- Establishing unit objectives, priorities and benchmarks consistent with departmental goals; monitoring and developing methods for evaluating program effectiveness; and revise operational procedures to achieve desired program outcomes;
- Collaborating with other members of the Programs Division, conducting best practice research and striving to reach delivery of the highest quality religious services to the inmate population; coordinating service delivery and development of innovative initiatives in partnership with managerial staff in the Strategic Planning and Programs Division;
- Responsible for the generation of reports that chart the progress of ministerial services; 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;
- Developing and strengthening professional relationships with each denominational endorsement body; serving as the department's liaison with the New York Board of Rabbis, the Roman Catholic Archdioceses of New York, The Dioceses of Brooklyn, the New York Council of Churches and the Council of Imams;
- Ensuring compliance with the terms of the federally mandated Prison Rape Elimination Act and the Religious Land Use and Institutionalized Persons Act with regard to Ministerial Services;
- Performing other related duties as required.

Minimum 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

Three or more years professional experience in the field of ministerial services; excellent communication including written and oral skills, interpersonal and organizational skills, and demonstrated analytical skills; knowledge of religious and community services available for individuals involved in the criminal justice system; proficiency in Microsoft Office software (Excel, Outlook, PowerPoint, Word).

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 196214
For all other applicants: Go to www.nyc.gov/careers and search for Job ID#196214

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 06/05/2015

Post Until Filled

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