

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

<b>Civil Service Title:</b> Associate Correctional Counselor	<b>Level:</b> II
<b>Title Code No:</b> 51274	<b>Salary:</b> \$53,022/\$60,975-\$72,378 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Education Specialist	<b>Work location:</b> Rikers Island, Hazen Street, East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Educational Services Unit	<b>Number of Positions:</b> 4
<b>Job ID:</b> 193820	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction (DOC) seeks to recruit candidates to serve as Education Specialists. Under the supervision of the Executive Director for Educational Services, with some latitude for independent action, the candidates selected will be responsible for the daily coordination of inmate educational services on Rikers Island. Incumbents will perform duties to include but not limited to:

- Coordinating and supporting the daily operations of mandated and non-mandated educational services offered by the Department of Education, the Office of Adult and Continuing Education, the Horticultural Society of New York, education volunteers, providers of college preparation instruction, providers of education transitional services and other partnering agencies, by conducting daily field visits to assist efforts of recruitment, implementation, operation, and compliance;
- On an on-going-basis, conduct surveys and focus groups of young adults and adults to ensure their educational needs are met by the providers of educational and transitional services; offer recommendations on how best to strengthen on-going services, make modifications, and/or identify and integrate new services as a result of results obtained from these engagement sessions;
- Assisting with the efforts of the unit in its research, identification, and integration of best practices and evidence-based programming in the field of education and other areas within the Division and successfully used within correctional settings and the juvenile justice system;
- Conducting internal quality audits to ensure mandates and/or expectations set by the Department and partnering agencies are regularly met; provide guidance and recommendations to meet the goals of educational components and work closely with providers and Departmental staff when deficiencies are identified in order to develop a plan of action to ensure the success of these services;
- Assisting with the planning and execution of extra-curricular activities and/or events planned by providers as a way to incentivize young adults such as Career Days, Family Days, Field Days, Parents-Teachers Conferences, performances, end of semester ceremonies and the annual congregate graduation ceremony;
- Preparing, submitting and monitoring reports as required by the Department to include, but not limited to: the MFMR, Indicators Report, and operational weekly, monthly, and quarterly reports;
- Assisting with the preparation and facilitation of internal and/or interagency training sessions that would result in a stronger operation of services, as well as partnerships;
- Support the work of the Executive Director and perform related duties as assigned.

**Qualification Requirements**

1. A four year high school diploma or its educational equivalent and five years of satisfactory full-time experience providing direct counseling, guidance, crisis-intervention or informational and referral services, to inmates of a correctional facility, substance abusers or a similar client population; or
2. Education and experience equivalent to "1" above. Thirty (30) semester credits from an accredited college will be considered equivalent to one year of the required experience. However, all candidates must have a four year high school diploma or its educational equivalent and at least two years of experience as described in "1" above.

**Preferred Skills**

Ability to organize and administer projects with non-agency partners;  
 Excellent written and oral communication skills, interpersonal skills, problem-solving and decision-making skills;  
 Microsoft Office (Word, Excel, Outlook, PowerPoint) proficiency.

**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:**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#:193820.  
 For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 193820.

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

**Post Date:** 05/20/2015

**Post Until:** 06/12/2015

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