

City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice

Civil Service Title: Administrative Director of Social Services	Level: M-III
Title Code No: 10056	Salary: \$95,000-\$125,000 Frequency: ANNUAL
Business Title: Executive Director, CARE	Work location: Hazen Street, (Rikers Island) East Elmhurst, NY 11370
Division/Work Unit: Correction Assistance Response for Employees (CARE)	Number of Positions: 1
Job ID: 223999	Hours/Shift: Day Tour
<p><b>Job Description</b></p> <p>The New York City Department of Correction seeks a dynamic candidate to serve as the Director of Employee Assistance Program (EAP) for the Correction Assistance Response for Employees Unit (CARE). The DOC recognizes that during an employee’s career, the need for assistance in coping with unexpected situations may arise. The primary goal of the (CARE) Unit is to maintain employee wellness and ensure that a variety of services and referrals are provided to employees when unexpected personal, social or family incidents occur. Under supervision, with latitude for independent judgment and decision-making, the successful candidate will direct and supervise the DOC employee assistance program; oversee staff who provide counseling to staff; ensure employees receive referral services for a variety of employee concerns; provide information, referrals, and other support services for staff who may experience physical, social, emotional, personal and job performance problems; develop, direct and evaluate programs and policies to prevent and treat employee problems caused by stress, substance abuse, and family problems, financial difficulties, etc.; identify employees in need of assistance; review and evaluate effectiveness of treatment and referrals; through counseling staff, provide support for employees experiencing a crisis, implementing appropriate interventions and communicating status to appropriate personnel; interview employees who are domestic violence victims to assess the need for counseling services; provide direct counseling services and/or outreach services; coordinate EAP response to critical incidents and perform follow up activities related to any incident; maintain and prepare appropriate counseling records and reports; develop orientation and training programs for all employees and supervisory personnel concerning the role of employee assistance programs; serve as liaison and advisor to staff; establish and maintain a telephone “hotline” emergency referrals, etc.; and perform related duties as assigned.</p>	
<p><b>Qualification Requirements</b></p> <p>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</p> <p>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.</p>	
<p><b>Preferred Skills</b></p> <p>Professional experience in social work, counseling, consultation, or an Employee Assistance Program; Licensure as Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) is preferred; Knowledge of outreach services, non-profit organizations, and community based resources for employee referrals; Strong critical thinking skills, analytical, problem solving and communication skills; Ability to maintain a high level of confidentiality; Microsoft Office (Word, Excel, Outlook) proficiency.</p>	
<p><b>Residency Requirements</b></p> <p>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.</p>	
<p><b>To Apply</b></p> <p>For City employees: Go to Employee Self-Service (ESS)-<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID#:223999</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers">www.nyc.gov/careers</a> and search for Job ID#: 223999</p> <p>Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 11/24/2015	Post Until: 12/18/2015

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