

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

<b>Civil Service Title:</b> Correctional Standards Review Specialist	<b>Level:</b> II
<b>Title Code No:</b> 52615	<b>Salary:</b> \$54,052-\$62,160 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Inmate Grievance Coordinator	<b>Work location:</b> 10-10 Hazen Street, (Rikers Island) East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Eric M. Taylor Center	<b>Number of Positions:</b> 1
<b>Job ID:</b> 201771	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction has a unique career opportunity for a candidate to serve as an Inmate Grievance Coordinator. Under general supervision, the candidate recruited will be responsible for coordinating the functions of the Inmate Grievance Resolution Committee; provide information to administrative staff; ensure that the Inmate Grievance Resolution Program operates within the confines of departmental directives, policies and procedures; provide direct supervision to grievance staff in the assigned jail facility; handle inmate grievance complaints; assist with inmate grievance investigations and resolutions; monitor and assess the degree of compliance by the DOC at the institutional level with minimum standards, consent decrees, court orders, legal mandates, departmental policies, procedures and regulations; recommend and propose solutions to improve institutional operations as they impact compliance with consent decrees and other legal mandates and institutional living and working conditions; serve as an intermediary, as needed and when appropriate, between prisoners and institutional staff to resolve prisoner complaints and grievances; prepare written reports on all evaluations and analyses; assists in processing, evaluating and preparing responses to appeals from prisoners arising from the minimum standards; and perform related duties.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of full-time paid experience in correction, social work, psychology, law, public administration or related field providing direct services to an inmate or detention population within a correctional or related facility; or
2. A high school diploma or evidence of having passed a high school equivalency examination and four years of full-time paid experience as described above; or
3. Education and/or experience equivalent to "1" or "2" above. Service as an inmate in a correctional or related facility may be substituted for a portion of the required experience up to a maximum of two years on a year for year basis. A graduate degree from an accredited college or university with a major in social work, psychology, law, criminal justice or public administration which includes a field placement performing duties as described above may be substituted for up to one year of full-time paid experience as described above. However, all candidates must have at least one year of full-time paid experience as described in "1" above.

**Preferred Skills**

Experience working directly with juveniles or developmentally disabled adults or adolescents in a group, community, educational, or institutional setting is preferred;  
 Ability to establish and maintain effective working relationships with all levels of correctional staff;  
 Ability to exercise independent judgment, prepare written reports and documents;  
 Prior professional experience handling and resolving complaints is a plus;  
 Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills.

**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#:201771.

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 201771

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

Only candidates under consideration will be contacted.

**Post Date:** 07/24/2015

**Post Until Filled**