

**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> \$53,000-\$60,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Program Assistant	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, New York 11370
<b>Division/Work Unit:</b> Programs Division/Reentry Services (I-CAN)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 192516	<b>Hours/Shift:</b> Day Tour

**Job Description**

The New York City Department of Correction has a unique opportunity for a Program Assistant in the Reentry Services Unit. The successful candidate will be responsible for supporting the Executive Director of Reentry Services and Program Innovation in the implementation of the Individualized Correction Achievement Network (I-CAN) program. 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:

- Assisting the Executive Director of Reentry Services and Program Innovation in the implementation of I-CAN and other reentry initiatives.
- Scheduling appointments, drafting correspondence, and planning events.
- Providing immediate, accurate, current information on I-CAN clients. Assisting in the preparation of reports and communication regarding program outcomes.
- Assisting with program monitoring functions, such as reviewing bills, conducting site visits and audits to ensure the integrity of the program.
- Conducting best practice research, sharing key takeaways with team members, and developing recommendations for achieving highest quality re-entry services for the inmate population
- Coordinating clearances, volunteer ID applications, and related paperwork to ensure that contracted providers and other authorized staff have appropriate access to jail facilities.
- Assisting in managing program calendars and inmate participation records.
- Preparing presentation materials, reviewing reports and documents, prioritizing and managing multiple projects simultaneously, and performing other duties as assigned.
- Performing administrative 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**

Microsoft Office Suite (PowerPoint, Word, Excel, Outlook etc.) proficiency;  
Experience in a high-paced environment, with the ability to manage information and distribute appropriately;  
Ability to establish positive working relationships with multiple units and different levels of staff;  
Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;  
The candidate must be well-organized, proactive, resourceful, flexible, able to communicate with staff (at all levels) in a fast-paced environment, meet deadlines, and perform with a high level of professionalism.

**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:**

Applicants (external): Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for job ID#192516  
For City employees: Go to Employee Self-Service (ESS) [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for job ID#192516

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

<b>Post Date:</b> 05/01/2015	<b>Post:</b> Until Filled
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**The New York City Department of Correction and The City of New York are Equal Opportunity Employers**