

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

Civil Service Title: Associate Correctional Counselor	Level: II
Title Code No: 51274	Salary: \$53,000-\$60,000 Frequency: ANNUAL
Business Title: Program Associate	Work location: 75-20 Astoria Blvd., East Elmhurst, New York 11370
Division/Work Unit: Programs Division/Reentry Services (I-CAN)	Number of Positions: 1
Job ID: 192524	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique opportunity for a Program Associate in the Reentry Services Unit. The successful candidate will be responsible for coordinating the Individualized Correction Achievement Network (I-CAN) program in several facilities as well as ensuring the integrity of the 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. The recruited 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. Responsibilities include, but are not limited to:

- Ensuring the integrity of the I-CAN program through site visits, audits and payment reconciliation.
- Conducting site visits to observe I-CAN services and developing recommendations for program improvement.
- Formulating audit protocols, preparing for quarterly audits, performing audits, developing reports to summarize findings.
- Reviewing monthly bills to ensure accurate payments and entering invoice information into the billing database and prepare billing reports. Formulating, updating and revising billing and reporting instruments.
- Assisting in the development of short and long term plans for reentry programming. Researching best practices to inform program development.
- Coordinating I-CAN activities at one or more facilities, as needed. Collaborating with contracted providers and serving as the primary liaison between providers and DOC staff. Addressing both provider and DOC operations issues as they arise. Preparing reports to document program activities and billed services. Developing and implementing strategies to maximize program participation.
- Review and aggregate reports on inmate interviews and referrals.
- Preparing presentation materials, reviewing reports and documents, prioritizing and managing multiple projects simultaneously, and performing other 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.

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 and search for job ID#192524
For City employees: Go to Employee Self-Service (ESS) www.nyc.gov/ess and search for job ID#192524

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

Post Date: 05/01/2015

Post: Until Filled

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