

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Community Coordinator	Level: 00
Title Code No: 56058	Salary: \$47,703/\$\$54,858-\$74,049 Frequency: ANNUAL
Business Title: Program Counselor	Work Location: Rikers Island, East Elmhurst, New York 11370
Division/Work Unit: Youthful Offender Programs	Number of Positions: 20
Job ID: 189718	Hours/Shift: Day Tour
Job Description The New York City Department of Correction manages an average daily inmate population of approximately 14,000 individuals and provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The department seeks to recruit Program Counselors who will be responsible for implementing and facilitating rehabilitative and behavioral modification treatment programs for the adolescent and young adult inmate population. Under general supervision, Program Counselors will interact daily with adolescent and young adult inmates in designated housing areas, implement rehabilitative and behavioral modification programs and services, coordinate and supervise adolescent daily living activities, enforce behavioral modification program and facility rules, actively participate in individual and group treatment activities, support and promote rehabilitation and treatment programs, attend training sessions, workshops, and staff meetings to improve knowledge, skills, and abilities, work with uniformed correctional staff and service providers to achieve rehabilitative program goals, prepare reports and document inmate treatment progress, group interaction, and positive inmate behavior, recommend modifications to treatment plans, mentor inmates exhibiting behavioral problems, encourage positive interactions, behaviors, attitudes, ethics and morals, assist inmates with deescalating conflicts, manage inmate noncompliance with program rules, accompany adolescent and young adult inmates to facility programs and activities, motivate inmates to maintain general sanitation and hygienic living quarters, respond alongside uniformed correctional staff to manage incidents in the designated housing areas to ensure safety and security of inmates.	
Minimum Qualification Requirements 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience equivalent to "1", "2" above. However, all candidates must have at least one year of experience in “1” above.	
Preferred Skills Experience working directly with juveniles (ages 10-18) or developmentally disabled adults or adolescents (age 10 and up) 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. Knowledge of adolescent development and behavior, counseling techniques, behavior modification and intervention techniques. Ability to mentor and provide positive interaction, guidance and leadership to adolescent and young adult populations. Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills.	
Residency Requirement 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 the interview.	
To Apply For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for Job ID#189718 For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#189718 Submission of a resume is not a guarantee that you will receive an interview. Only those candidates under consideration will be contacted.	
Posting Date: 04/06/15	Post Until: 04/24/15

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