

**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-\$65,000 Frequency: ANNUAL
Business Title: Reentry Planner/Enroller	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Programs Division/Reentry Services (I-CAN)	Number of Positions: 12
Job ID: 192528	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique opportunity for a Reentry Planner in the Reentry Services Unit. The successful candidate will be responsible for engaging inmates in the Individualized Correction Achievement Network (I-CAN) program and assessing their barriers to reentry into the community. 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:

- Recruiting inmates for the I-CAN program and assessing their needs, such as employment, housing and substance use. Using motivational interviewing and other techniques to engage inmates in the program. Referring inmates to partner organizations for services.
- Documenting inmate assessments utilizing appropriate reporting mechanisms, including web-based data collection systems. Preparing reports on assessment outcomes.
- Identifying and implementing innovative ways to maximize program participation. Identifying barriers to engagements and proposing solutions to address these barriers.
- Maintaining collaborative relationships with service providers and facility staff to ensure smooth service delivery.
- In collaboration with other team members, coordinating I-CAN activities at one or more facilities. Collaborating with contracted providers and serving as a liaison between providers and DOC staff. Addressing both provider and DOC operations issues as they arise.
- Assisting in the development of short and long term plans for reentry programming. Researching best practices to inform program improvement.
- Preparing presentation materials, reviewing reports and documents, and performing other duties as assigned.
- Performing administrative tasks 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 and search for job ID#192528
For City employees: Go to Employee Self-Service (ESS) www.nyc.gov/ess and search for job ID#192528

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

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