

City of New York  
DEPARTMENT OF CORRECTION  
Job Vacancy Notice

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| Civil Service Title: Administrative Director of Social Services | Level: MI  |
| Title Code No: 10056  | Salary: \$55,000-\$74,000<br>Frequency: ANNUAL                       |
| Business Title: Senior Program Associate                        | Work location: 75-20 Astoria Blvd.,<br>East Elmhurst, New York 11370 |
| Division/Work Unit: Programs Division/Reentry Services (I-CAN)  | Number of Positions: 1   |
| Job ID: 192482  | Hours/Shift: Day Tour  |

Job Description

The New York City Department of Correction has a unique opportunity for a Senior Program Associate in the Reentry Services Unit. The successful candidate will be responsible for ensuring the effective delivery 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. 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:

- Under the direction of Executive Director of Reentry Services and Program Innovation, implementing innovative programming to reduce recidivism among inmates in DOC custody.
- Evaluating program performance against established goals. Identifying areas of improvement and developing action plans to reach performance goals.
- Developing a performance measurement system, including data collection, reporting, and interpreting findings. Leverage performance measurement systems to inform program planning and strategy efforts.
- Conducting best practice research and striving to reach delivery of the highest quality re-entry services to the inmate population. Seeking expertise on developments in re-entry services to create a strategic vision to incorporate best practices from both inside and outside the Department.
- Write reports, briefings, policy memos, research articles, newsletters and other written materials about I-CAN, other reentry initiatives, as well as best practices in the field.
- Developing and implementing innovative strategies to maximize program participation and performance. Evaluating program performance against targets.
- Developing partnerships and collaborative relationships with service providers to ensure smooth service delivery.
- Assisting in the development of short and long term plans for reentry programming. Carrying out special projects to support reentry services.
- Preparing presentation materials, reviewing reports and documents, prioritizing and managing multiple projects simultaneously, and performing other duties as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have a baccalaureate degree from an accredited college and the one year of experience at the administrative or management level as described in "1" above.

Preferred Skills

Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational 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.

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# 192482  
For City employees: Go to Employee Self-Service (ESS) [www.nyc.gov/ess](http://www.nyc.gov/ess) and search for job ID 192482

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

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| Post Date: 05/01/2015 |  | Post: Until Filled |
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