

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

Civil Service Title: Administrative Director of Social Services	Level: MI
Title Code No: 10056	Salary: \$55,000-\$74,000 Frequency: ANNUAL
Business Title: Senior Reentry Planner	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: 192800	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique opportunity for a Senior Reentry Planner 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:

- Supervise a team of reentry planners who are responsible for interviewing and recruiting participants for the I-CAN program and other reentry initiatives. Ensuring that staff are using motivational interviewing and other techniques to engage inmates in the program. Providing training and support to all staff. Developing processes and protocols for the recruitment and referral process.
- Ensuring proper documentation of inmate assessments utilizing appropriate reporting mechanisms, including web-based data collection systems. Overseeing and aggregating reports on assessment outcomes.
- Identifying and implementing innovative ways to maximize program participation. Identifying barriers to engagements and proposing solutions to address these barriers.
- Developing partnerships and 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 other tasks 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

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# 192800
For City employees: Go to Employee Self-Service (ESS) www.nyc.gov/ess and search for job ID 192800

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

Post Date: 05/06/2015

Post: Until Filled

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