

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

<b>Civil Service Title:</b> Social Worker	<b>Level:</b> none
<b>Title Code No:</b> 52613	<b>Salary:</b> \$25.00-\$35.00 <b>Frequency:</b> HOURLY
<b>Business Title:</b> Social Worker (Part-Time)	<b>Work location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Adult Programming & Community Partnerships	<b>Number of Positions:</b> 1
<b>Job ID:</b> 213718	<b>Hours/Shift:</b> 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 DOC seeks to recruit a part-time Social Worker to provide individual and group counseling for adult inmates. Under general supervision, the successful candidate will interact daily with adult inmates in designated facilities to conduct client/patient intake process to obtain information; assist with evaluations and social work treatment plans; provide counseling; make referrals as necessary; interview inmates requiring social services; assist with inmate discharge planning for return to the community; assist with outreach services and community resources; consult with other professional staff in implementing an approach to inmate care; participate in special studies and research projects; attend meetings and forums; 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; and perform related duties as assigned.

**Qualification Requirements**

1. A Master's Degree in Social Work from an accredited school of social work.

Certification/License Requirements

For those who receive certification before September 1, 2004: A valid Certified Social Worker (CSW) certificate issued by the New York State Department of Education is required.

For those who receive certification after September 1, 2004: A valid Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) must be obtained within one year of the date of appointment. Employees who fail to obtain their LCSW or LMSW within one year after appointment will automatically have their probationary periods extended for no more than six months. Failure to obtain the LCSW or LMSW by the end of 18 months of service will result in dismissal.

**Special Note**

Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The agency has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

**Preferred Skills**

Experience working directly with juveniles developmentally disabled adults or adolescents 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 counseling techniques, behavior modification and intervention techniques;

Ability to mentor and provide positive interaction, guidance and leadership to adult inmate populations;

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**

For City employees: Go to Employee Self-Service (ESS)-[www.nyc.gov/ess](http://www.nyc.gov/ess) and search for Job ID#:213718.

For all other applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 213718.

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

**Post Date:** 09/14/2015

**Post Until:** 09/28/2015

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