

HOT JOBS

Woodbourne Correctional Facility *Department of Corrections and Community Services* Woodbourne, NY

Overview: Woodbourne Correctional Facility is seeking a Full Time Office Asst. 1

Salary: \$31,780- \$39,423 annually

Schedule: M-F 8am-4pm

Duties/Skills:

- Cover the facility switchboard
- Transfer incoming calls to the appropriate Dept.
- Assist facility personnel with outgoing calls and maintain a log of all calls.
- Assist the personnel dept as needed.

Requirements:

- Position is provisional, must pass civil service exam and be reachable to maintain position
- To guarantee position must score 100 on exam.

Apply: Email Joanne.Rascoe@doocs.ny.gov

Overview: Woodbourne Correctional Facility is seeking a Full time Laundry Supervisor.

Schedule: M-F 7am-3pm.

Salary: \$39653-\$48662 annually

Duties/Skills:

PROCESS BETWEEN 20 AND 40 DRY TONS OF LAUNDRY PER MONTH. SUPERVISOR INCARCERATED INDIVIDUALS DOING THE LAUNDRY. ORDER SUPPLIES NEEDED, INSPECT LAUNDRY AREA FOR SANITARY AND SAFETY STANDARDS. THIS POSITION RECEIVES HAZARD DUTY PAY, WHICH IS .75 CENTS MORE PER HOUR APPROX : \$1560/YR

Requirements:

NYS Driver's License

2 Years of satisfactory experience in a large commercial or institutional laundry.

Candidate should have one year experience as a lead worker supervising other employees.

Apply: Email Joanne.Rascoe@doocs.ny.gov

Overview: Woodbourne Correctional Facility is seeking a NURSE II:

Candidates must possess a NYS license to practice as a registered professional nurse plus one year (1 year) of post licensure clinical nursing experience.

CARE FOR THE INCARCERATED INDIVIDUALS, MAINTAIN RECORDS, HAND OUT MEDICATIONS, ASSIST THE DOCTORS WITH THEIR CARE. MAINTAIN INVENTORIES OF MEDICATIONS. THIS TITLE ALSO HAS GEOGRAPHIC PAY (\$18,000 + HAZARD DUTY PAY (\$1560) ADDED TO THE BASE PAY. PAY IS BASE ON YEARS OF EXPERIENCE.

COVID VACCINE IS NOT MANDATED BUT MUST TEST WEEKLY.
INCLUDE COMPREHENSIVE HEALTH INSURANCE, VISION, DENTAL AND NYS RETIREMENT AS WELL AS VACATION, SICK AND PERSONAL LEAVE ACCRUALS.

Apply: Email Joanne.Rascoe@doccs.ny.gov

Overview: Woodbourne Correctional Facility is seeking a Teacher 1-4 Elementary Subject

Overview:

TEACH INCARCERATED INDIVIDUALS ELEM. SUBJECTS, PREPARE OR MODIFY CURRICULUM AND COURSE OUTLINES. PREPARE DAILY AND WEEKLY LESSON PLANS.DEVISE METHODS AND CONDUCT EVALUATIONS OF THE PERFORMANCE AND PROGRESS OF LEARNERS.TEACHERS WILL BE HIRED AT THE APPROPRIATE LEVEL FOR THEIR EXPERIENCE. HAZARD DUTY PAY IS ADDED TO SALRY APPROP. \$1560 / YEAR.

1. TEACHER 1 BA INCLUDING SATISFACTORY COMPLETION OF SEMESTER HOURS REQUIRED FOR TEACHING SPECIALITY
- 2.TEACHER 2 BA WITH PROVISIONAL TEACHING CERTIFICATE APPROPRIATE TO THE TEACHING SPECIALITY
3. TEACHER 3 BA WITH 30 ADDITIONAL GRADUATE HOURS AND A PERMANETTEACHING CERTIFCATE APPROPRIATE TO THE TEACHING SPECIALITY.
- 4.TEACHER 4. PERMANET TEACHING CERTIFICATE TO THE APPROPRIATE TEACHING SPECISLITY AND 2 YEARS OF TEACHING IN THE APPROPRIATE SPECIALITY AREA.

Apply: Email Joanne.Rascoe@doccs.ny.gov