

**Job Announcement**

**Youth Facility Director 4 Position**

**Brookwood Secure Center**

**NYS Office of Children and Family Services**

**Salary: \$92,918**

The New York State Office of Children and Family Services (OCFS) is recruiting for the job opening for the Director (Youth Facility Director 4) of its Brookwood Secure Center in Claverack, Columbia County, New York. Scenic Columbia County is geographically close to Albany, the seat of New York State government, and only a short two hour drive from New York City. Brookwood Secure Center is accredited by the American Correctional Association.

OCFS, a national leader in adopting innovative mental health treatment approaches to improve the lives of youth in care, operates 12 residential care facilities for juvenile offenders ranging from non-secure, limited secure to secure. Brookwood Secure Center staff members provide counseling, educational and vocational programs, health services, mental health programs, recreational programs, religious services, and substance abuse treatment to the youth in residence. All OCFS facilities, including Brookwood Secure Center, are dedicated to promoting the healthy social and emotional development of the young people in care.

The Youth Facility Director 4 at Brookwood manages the 155-bed secure youth facility, in accordance with the New York State Executive Law, applicable regulations, and OCFS policies. The Director oversees facility operations to ensure that all necessary services and programs are effectively implemented. The Director establishes and maintains good relations with the surrounding community; serves as the facility's and OCFS' spokesperson to the local community; supervises the implementation of OCFS policies and procedures; and, makes certain that counseling, health, mental health, substance abuse treatment, and other services are provided to the youth in residence. Working with the dedicated facility staff, including psychiatrists, psychologists, nurses, educators, and with parents and families, the Director is responsible for the well-being and safety of the facility's youth.

The minimum qualifications for this position are:

- **For OCFS Employees:** One year of experience as a Youth Facility Assistant Director 3, M-1 or Youth Facility Director 1, M-1 or Youth Facility Assistant Director 4, M-2 or Youth Facility Director 2, M-2. OR,

- One year of professional experience at G-28/M-3 or above; or two years of professional experience at G-26/M-2; or three years of experience at G-24/M-1 or above; or a satisfactory equivalent combination of the above experience. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of OCFS-operated residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.
- **FOR EMPLOYEES OF OTHER NEW YORK STATE AGENCIES:** One year of professional experience at G-30/M-4 or above; or two years of professional experience at G-28/M-3; or three years of experience at G-26/M-2 or above. Qualifying experience must have been gained in a facility-based position, or in a central office position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.
- **FOR PERSONS NOT EMPLOYED BY NEW YORK STATE:** A bachelor's degree and eight years experience that must have been gained in the overall administration of a care/custody facility for an adult correctional, juvenile justice, mental health or forensic mental health population. Qualifying experience must have been gained in a facility-based position having substantial responsibility for the support of residential programs. Two years of the required experience must have included responsibility for the supervision of professional staff.

New York State employment offers competitive salaries and many benefits, including: membership in the New York State and Local Retirement System; comprehensive health insurance coverage, including dental and vision care; eligibility for participation in the New York State Deferred Compensation Program; and, paid leave benefits.

Qualified and interested individuals should forward a letter with their resume to:

The NYS Office of Children and Family Services  
Bureau of Personnel  
52 Washington Street, Room 231N  
Rensselaer, NY 12144  
Attn: Tracy Milanese

As an applicant for employment with the Office of Children and Family Services, you will be subject to required screening which includes a check by the New York State Statewide Central Registry of Child Abuse and Maltreatment, and a fingerprint check with the New York State Division of Criminal Justice Services and the FBI.

