****

**Job DESCRIPTION**

**ADVOCATE COUNSELOR**

**EMMA LAZARUS HIGH SCHOOL**

New York City Mission Society (NYCMS) helps children, youth, and families in New York City’s poorest neighborhoods transcend the ills of poverty and create a cycle of success for generations to come. We have a dynamic portfolio of education, workforce development, prevention, and youth development and community-building programs.

**Program Description:**

The *Learning to Work Program* administered at Emma Lazarus High School for International Scholars is in collaboration with the NYC Department of Education. The program assists students, who are over-aged and under-credentialed, in acquiring the skills, knowledge, attitudes and behavioral changes that will maximize their potential. The program’s aim is to enable students to graduate high school, transition into post-secondary education, or into meaningful permanent employment.

**Title:** **Advocate Counselor**

**FLSA Status:** **Full-Time Non-Exempt**

**Reports to: Program Manager**

**Basic Function:**

Provide academic, career, college counseling. Perform counseling duties consistent with the needs of program participants. Assists with the delivery of educational services.

**Duties & Responsibilities:**

* Establish a rapport with program participants. Assist them in identifying their educational and career goals; help them to formulate future plans.
* Maintain a caseload of participants including January graduates and an advisory group.
* Facilitate and lead two advisory groups that meet twice a week of 15 students each. Responsible for following up with them and their academics, family life, social life, attendance issues.
* Support the college process, specifically with January grads and their applications, FAFSA, TAP.
* Support all graduates and their scholarship applications.
* Provide crisis intervention services.
* Advocate for in-school remediation for participants as appropriate. Prepare paperwork i.e. intake forms, evaluations, reports etc. as needed.
* Monitor the academic progress of participants on assigned caseload.
* Advocate for participants needing social services and care.
* Provide interpersonal and life management skills counseling.
* Participate on interdisciplinary participant progress teams within the school.
* Other duties as assigned.

**Qualifications:**

* Minimum BA degree.
* Bilingual required (Spanish, Mandarin, Cantonese, Arabic, Bengali, French, Creole, Russian ideal).
* Knowledge of college process.
* At least 2 years’ experience working and providing counseling services to children and adolescents.
* Knowledge of adolescent development and youth development principles.
* Experience working with immigrant youth and the issues of immigrant youth.
* Demonstrate enthusiasm for work, sense of humor, patience and self-control.
* Values providing outstanding customer service and working in a team environment with school personnel.

**General Requirements**: All staff are expected to be committed to the mission, vision, and values of Mission Society.

**Salary and Benefits:**

Salary range mid $30s based on qualification, experience, and fit. Comprehensive benefits include Medical, Dental, and Life & Long Term Disability Insurance, 403(b) Retirement Plan with Employer Match, TransitChek, Employee Wellness Program, Municipal Credit Union Membership, and Voluntary Supplemental Insurance options.

**APPLY**:

Interested and qualified individuals should forward their resumes with cover letter and salary requirements to HR@nycmissionsociety.org, **Re: Advocate Counselor for Emma Lazarus High School.**

*Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*

Visit our website at [www.nycmissionsociety.org](http://www.nycmissionsociety.org).

New York City Mission Society is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.

Revised 9-10-13