



## JOB DESCRIPTION

### ADVOCATE COUNSELOR

#### PROGRAM DESCRIPTION:

THE LEARNING TO WORK PROGRAM ADMINISTERED AT BROOKLYN DEMOCRACY ACADEMY IS A

COLLABORATION WITH THE NYC DEPARTMENT OF EDUCATION. THE PROGRAM ASSISTS STUDENTS, WHO ARE

OVER-AGED AND UNDER-CREDENTIALLED, 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/LTW BROOKLYN DEMOCRACY ACADEMY

JOB LOCATION: 985 ROCKAWAY AVENUE, BROOKLYN, NY 11212

FLSA STATUS: FULL-TIME NON-EXEMPT

REPORTS TO: PROGRAM MANAGER

#### BASIC FUNCTIONS:

PROVIDE ACADEMIC AND CAREER COUNSELING FOR CASELOAD. PERFORM COUNSELING DUTIES CONSISTENT WITH THE NEEDS OF PROGRAM PARTICIPANTS. ASSIST WITH THE DELIVERY OF EDUCATIONAL SERVICES.



#### AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:

- 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. COMPLETE THE INDIVIDUAL SERVICES STRATEGY WITH PARTICIPANTS.
- PROVIDE CRISIS INTERVENTION SERVICES.
- ADVOCATE FOR IN-SCHOOL REMEDIATION FOR PARTICIPANTS AS APPROPRIATE. ASSIST IN THE COORDINATION AND IMPLEMENTATION OF LEADERSHIP DEVELOPMENT ACTIVITIES.
- PROVIDE INDIVIDUAL AND GROUP WORKSHOPS FOCUSING ON POST SECONDARY, SOCIAL EMOTIONAL, AND EMPLOYABILITY SKILLS.
- MONITOR THE ATTENDANCE AND ACADEMIC PROGRESS OF PARTICIPANTS ON ASSIGNED CASELOAD AND PROVIDE HOME VISITS AS NECESSARY.
- ASSIST PARTICIPANTS IN TRANSFERRING TO ALTERNATIVE SCHOOLS AS APPROPRIATE.
- ADVOCATE FOR ACCESS NEEDED PARTICIPANT SERVICES AND CARE.
- CONDUCT EMPLOYABILITY SKILLS AND WORK READINESS ACTIVITIES.
- PROVIDE INTERPERSONAL AND LIFE MANAGEMENT SKILLS COUNSELING.
- PARTICIPATE ON INTERDISCIPLINARY PARTICIPANT PROGRESS TEAM.
- ASSIST IN INSURING THAT PARTICIPANTS ARE APPROPRIATELY MATCHED TO JOBS.
- INPUT DATA IN MULTIPLE DATA BASES IN A TIMELY MANNER
- SIT ON VARIOUS SCHOOL TEAMS I.E. ATTENDANCE TEAM, GUIDANCE TEAM, PUPIL PERSONNEL TEAM, POST SECONDARY TEAM
- WORK COLLABORATIVELY WITH LTW STAFF, CBO'S, SCHOOL STAFF AND SCHOOL ADMINISTRATION



- ACCOMPANY STAFF ON LOCAL AND OUT OF STATE DAY AND OVERNIGHT TRIPS
- OTHER DUTIES AS ASSIGNED.

#### QUALIFICATIONS:

MINIMUM OF BA OR BS; AT LEAST 1-2 YEARS' EXPERIENCE WORKING AND PROVIDING COUNSELING SERVICES TO CHILDREN AND ADOLESCENTS; KNOWLEDGE OF ADOLESCENT DEVELOPMENT; EXPERIENCE WORKING WITH INNER-CITY YOUTH; AND THE ISSUES OF INNER-CITY YOUTH; ASTUTE KNOWLEDGE OF PERFORMANCE BASED CONTRACTING.

#### SALARY AND BENEFITS:

SALARY IS 40K 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 TO [HR@NYCMISSIONSOCIETY.ORG](mailto:HR@NYCMISSIONSOCIETY.ORG), RE: LTW BROOKLYN DEMOCRACY ACADEMY ADVOCATE COUNSELOR POSITION OR FAX TO 212-979-5764.

VISIT OUR WEBSITE AT [WWW.NYCMISSIONSOCIETY.ORG](http://WWW.NYCMISSIONSOCIETY.ORG).



NOTE: NO WALK-INS OR PHONE CALLS WILL BE ACCEPTED. APPLICANTS MUST MEET QUALIFICATIONS STATED ABOVE. ONLY APPLICANTS SELECTED FOR FURTHER CONSIDERATION WILL BE CONTACTED.

NEW YORK CITY MISSION SOCIETY IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, DISABILITY STATUS, PROTECTED VETERAN STATUS OR ANY OTHER CHARACTERISTICS PROTECTED BY LAW.

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