



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-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

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 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 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.

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.