



## JOB DESCRIPTION

### ADVOCATE COUNSELOR - ACADEMIC/CAREER COUNSELOR

#### PROGRAM DESCRIPTION:

THE LEARNING TO WORK PROGRAM ADMINISTERED AT HARLEM RENAISSANCE HIGH SCHOOL 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 HARLEM RENAISSANCE HIGH SCHOOL

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. ASSISTS 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. PREPARE PAPERWORK I.E. INTAKE FORMS, EVALUATIONS, REPORTS ETC. AS NEEDED.
- PROVIDE INDIVIDUAL AND GROUP COUNSELING.
- ASSIST IN THE COORDINATION AND IMPLEMENTATION OF LEADERSHIP DEVELOPMENT ACTIVITIES.
- MONITOR THE ACADEMIC PROGRESS OF PARTICIPANTS ON ASSIGNED CASELOAD.
- 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.
- OTHER DUTIES AS ASSIGNED.
- ASSIST WITH POST-SECONDARY AND/OR INTERNSHIP PREPARATION
- ATTENDANCE OUTREACH VIA HOME VISITS, CALLS, EMAILS, ETC.
- CREATING INDIVIDUAL AND GROUP ACTIVITIES TO ASSIST WITH THE OVERALL GOALS OF LTW
- ASSIST WITH MORNING WELCOMING EFFORTS
- **CURRENT NYCDOE FINGERPRINT CLEARANCE REQUIRED**



#### QUALIFICATIONS:

MINIMUM OF BA OR BS; AT LEAST 2-3 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. DEMONSTRATES ENTHUSIASM FOR WORK, SENSE OF HUMOR, PATIENCE AND SELF-CONTROL. VALUES PROVIDING OUTSTANDING CUSTOMER SERVICE AND WORKING IN A TEAM ENVIRONMENT.

#### SALARY AND BENEFITS:

SALARY RANGE LOW TO MID \$30'S BASED ON EXPERIENCE, QUALIFICATIONS AND FIT. COMPREHENSIVE BENEFITS INCLUDE MEDICAL, DENTAL, LIFE, LONG TERM DISABILITY INSURANCE, VOLUNTARY 403(B) PLAN, TRANSITCHEK, EMPLOYEE WELLNESS PROGRAM, MUNICIPAL CREDIT UNION MEMBERSHIP, 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 HARLEM RENAISSANCE ADVOCATE COUNSELOR POSITION OR FAX TO 212-979-5764.

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

NOTE: WE ARE UNABLE TO ACCEPT PHONE CALLS. 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  
AND COMPLIES WITH THE REQUIREMENTS OF THE AMERICANS WITH  
DISABILITIES ACT. WE ENCOURAGE ALL QUALIFIED INDIVIDUALS TO APPLY.

REVISED 06/08/2020