



## **JOB POSTING**

### **Senior Advocate Counselor/Internship Placement Specialist**

#### **LTW YABC Washington Irving**

New York City Mission Society improves the lives of children, youth, and families in the city's most underserved communities. Through programs and services that respond to community needs, we create cycles of success for generations to come. Join Team Mission.

#### **Program Description:**

The *Learning To Work Program* administered at *YABC Washington Irving* is a 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:** **Sr. Advocate Counselor /Internship Placement Specialist**

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

**REPORTS TO:** **Program Manager**

**BASIC FUNCTION:** Provide academic and career counseling. Perform counseling duties consistent with the needs of program participants; assists with the delivery of educational services. Facilitate weekly advisory. The hours of the program are 1pm. – 9pm, Monday-Friday.



## **DUTIES & RESPONSIBILITIES:**

- Establish a rapport with program participants. Assist them in identifying their educational and career goals; help them to formulate post-secondary plans.
- Facilitate workshops that prepare participants for the world of work and for entrepreneurial endeavors.
- Partner with businesses, corporations, and community based organizations to develop internships and a wide variety of employment opportunities.
- Assist participants with resume development, job interviewing skills and job readiness skills.
- Maintain a caseload of participants and monitor the academic and employment progress of participants on assigned caseload.
- Complete the individual services strategy with each participant.
- Provide crisis intervention services as needed.
- Advocate for in-school remediation for participants as appropriate. Prepare paperwork i.e. intake forms, LTW internship contracts, evaluations, reports etc. as needed.
- Provide individual and group counseling
- Advocate for participants needing social services and care
- Participate on interdisciplinary participant progress teams within the school
- Other duties as assigned.
- **Current NYCDOE Fingerprint Clearance Required**

## **QUALIFICATIONS:**

Minimum BA degree and at least 3years experience working with and providing counseling services to children and adolescents. Knowledge of adolescent development and youth development principles. Experience working with English language learners, inner-city youth and the issues of inner-city youth. Detail oriented, demonstrate enthusiasm for work, sense of humor, patience and appropriate boundaries with students. Values providing outstanding customer service and working in a team environment with school personnel. Familiar with YABC and/or LTW programs preferred.

**GENERAL REQUIREMENTS:** All staff is expected to be committed to the mission, vision, and values of Mission Society.

## **SALARY AND BENEFITS:**

Salary range in the upper \$40ks based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance,



403(b) retirement plan with employer match, TransitChek, Employee Wellness Program, Municipal Credit Union membership, voluntary supplemental insurance options.

**APPLY:**

Interested and qualified individuals should forward their resumes with cover letter and salary requirements to [HR@nycmissionsociety.org](mailto:HR@nycmissionsociety.org), Subject: **Sr. Advocate Counselor Internship Placement Specialist – LTW YABC Washington Irving** or fax to 212-979-5764.

*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.*