



JOB POSTING

ADVOCATE COUNSELOR- SERVICE LEARNING COORDINATOR

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 *Emma Lazarus High School* 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: Advocate Counselor-Service Learning Coordinator

FLSA Status: Full-Time Non-Exempt

Reports to: Program Manager

Basic Function:

Plan for and implement community service activities. Track community service hours. Provide academic, college and career counseling. Perform counseling duties consistent with the needs of program participants. Assists with the delivery of educational services through Advisory sessions.

DUTIES & RESPONSIBILITIES:

- Plan for and attend 4 monthly community service events in a variety of fields
- Track community service hours
- Establish a rapport with program participants and families.
- Maintain a caseload of participants and teach advisory class twice a week to caseload.
- Monitor the academic progress and attendance of participants in assigned caseload
- Provide crisis intervention services
- Prepare and execute workshops on service learning
- 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
- 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
- Knowledge of a second language (Arabic, French, Bengali, Russian, Mandarin, Cantonese preferred)
- 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 inner-city youth, English language learners and the issues of inner-city youth
- Knowledge of performance based contracting
- 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
- **Current NYCDOE Fingerprint Clearance Required**

SALARY AND BENEFITS:

Salary range low \$40's based on experience, qualifications 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. **Include in subject line-Re: LTW Emma Lazarus HS advocate counselor- Service Learning Coordinator**

Visit our website at 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.