



JOB DESCRIPTION

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 *Harlem Renaissance 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: Sr. Advocate Counselor /Internship Placement Specialist

FLSA STATUS: Full-Time Non-Exemp

REPORTS TO: Program Director

BASIC FUNCTION: Provide academic and career counseling, Perform counseling duties consistent with the needs of program participants & assists with the delivery of educational services. Perform all duties related to internships including developing sites, job training and intern supervision.

DUTIES & RESPONSIBILITIES:

- Establish a rapport with program participants, Assist them in identifying their educational and career goals & help participant formulate future plans.
- Facilitate workshops that prepare participants for the world of work and for entrepreneurial endeavors.
- Partner with businesses, corporations, community based organizations to develop student internships and a wide variety of employment opportunities.
- Assist participants with resume development, job interviewing skills and all job readiness skills.
- Conduct daily attendance outreach
- Maintain a caseload of participants, monitor the academic and employment progress of participants on assigned caseload, and provide interpersonal and life management skills counseling.
- Provide crisis intervention services as needed.
- Advocate for in-school remediation for participants as appropriate.



- Prepare paperwork i.e. intake forms, LTW contracts, evaluations, reports etc. as needed.
- Advocate for participants in need of social services and additional support
- Participate on interdisciplinary participant progress teams within the school
- Other duties as assigned.

QUALIFICATIONS:

- Minimum BA degree
- At least 2-3 years' experience working and providing counseling services to children and adolescents
- Knowledge of adolescent development and youth development principles
- Familiarity with YABC or LTW programs preferred
- Experience working with inner-city youth and the issues of inner-city youth
- Detail oriented
- 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
- Demonstrate interpersonal, organizational, multi-tasking and communication skills

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, Subject: **Sr. Advocate Counselor Internship Placement Specialist – LTW Harlem Renaissance HS.**

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.*