

JOB DESCRIPTION

ADVOCATE COUNSELOR-LTW METROPOLITAN DIPLOMA PLUS HIGH SCHOOL

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.

Title: Advocate Counselor

Reports to: Program Manager

FLSA: Regular Full-Time Exempt

Basic Function: Provide academic and career counseling for caseload. Perform counseling duties consistent with the needs of program participants. Assists with the delivery of educational services.

Program Description: *The Learning to Work Program* administered at *Metropolitan Diploma Plus 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. The school is located at 985 Rockaway Avenue, Brooklyn, NY.

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. Complete the individual services strategy with participants.
- Provide crisis intervention services.
- Conduct the Adolescent Biopsychosocial Assessment.
- 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.



Qualifications:

Minimum of BA or BS; at least 5 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.

General Requirements: All staff are expected to be committed to the mission, vision, and values of Mission Society.

Salary & Benefits: Salary range low to mid \$30's based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, retirement plan, 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, or fax to 212-979-5764. **Include in subject line: re: LTW Metropolitan - Advocate Counselor.**

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.