

## JOB DESCRIPTION

### ADVOCATE COUNSELOR/YABC WASHINGTON IRVING

New York City Mission Society helps children, youth, and families in New York City's poorest neighborhoods transcend the ills of poverty and create a cycle of success for generations to come. We have a dynamic portfolio of education, workforce development, prevention, and youth development and community-building programs.

**Title:** Advocate Counselor/YABC Washington Irving

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

**Program Description:** The Learning to Work Program (LTW) at the Washington Irving Young Adult Borough Center (YABC) provides academic, social-emotional, post-secondary planning, and career-readiness counseling to YABC's students. YABC is an evening academic program designed specifically to meet the needs of high school students who might be considering dropping out because they are behind in meeting their graduation requirements or because they have adult responsibilities that make attending school in the daytime difficult.

**Basic Function:** Provide comprehensive support services to program participants as required by the LTW program contract and appropriate to students' needs. Outreach to students who fail to attend school. Provide individual and group counseling to assist students with their social-emotional and academic growth. Assist senior staff in implementing post-secondary counseling and internship programs. The LTW program is located at High School for Fashion Industries, 225 W. 24th Street, New York, NY 10011. The hours of the program are Monday-Thursday, 1-9pm and Friday, 9am-5pm.

#### Responsibilities:

- Establish a rapport with program participants.
- Provide attendance support and individual counseling on a monthly basis to caseload of program participants.
- Provide individual- and group-counseling focusing on post-secondary planning, social-emotional development, and career-readiness skills.
- Collaborate with other LTW and Department of Education staff to track student progress and attendance, develop individualized participant support plans, and conduct telephone, in-school, and home visit outreach.
- Input data in multiple databases in a timely manner.
- Identify participants educational and career goals and help them to develop post-secondary plan.
- Assist Internship Placement Specialist in matching participants to appropriate internship opportunities.
- Assist LTW Social Worker in providing crisis intervention services.
- Accompany participants on day- and overnight- trips to locations within and outside of New York State.
- Other duties as assigned.

**Required Qualifications:**

- Minimum of B.A. or B.S. degree
- Demonstrated interest in working with low-income students and/or students of color
- Knowledge of basic youth development principles
- Ability to work in a highly collaborative environment
- Detail oriented and capable of managing multiple simultaneous projects

**Preferred Qualifications:**

- Ability to speak Spanish, Mandarin, Cantonese, or Arabic
- At least 2 years' experience working and providing counseling services to children and adolescents
- Experience working with LGBTQ youth
- Experience facilitating groups
- Experience conducting home visits
- Basic knowledge of college application and financial aid processes
- Familiarity with NYC Department of Education policies and procedures

**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, 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, **Re: YABC Washington Irving 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.