

## JOB DESCRIPTION

### SENIOR ADVOCATE COUNSELOR/INTERNSHIP PLACEMENT SPECIALIST

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 *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.

**Title:** Senior 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.

**Location:** 985 Rockaway Ave, Brooklyn, NY 11212

#### 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 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. 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 contracts, evaluations, reports etc. as needed.
- Conduct weekly LTW seminar
- Provide individual and group counseling
- Monitor the academic and employment progress of participants on assigned caseload.
- 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
- 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
- Astute knowledge of performance based contracting
- 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

**Salary & Benefits:** Salary range low to mid \$40Ks 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.

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

**Apply:** Interested and qualified individuals should forward their resumes with cover letter to **HR@nycmissionsociety.org**, Include in subject line **Re: Sr. Advocate Counselor Internship Placement Specialist—LTW Metropolitan Diploma Plus HS.**

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.