

JOB DESCRIPTION

OUTREACH COORDINATOR

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.

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 or because they have adult responsibilities that make attending school in the daytime difficult.

Title: Outreach Coordinator/Washington Irving YABC LTW

FLSA Status: Full-Time Non-Exempt

Reports to: Program Manager/Washington Irving YABC LTW

Basic Function: Conduct outreach and home visits to determine intervention and develop personalized action plan for students and families. Identify students to prioritize for counseling while in the home and make necessary referral. **This 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, unless otherwise specified.**

Responsibilities:

- Establish rapport with YABC's students and provide individualized counseling.
- Conduct outreach via home visits to determine intervention and develop personalized action plans for students and families.
- Develop home visits tracking outcomes to at-risk and (LTA) Long Term Absent students to support their success.
- Perform comprehensive assessment, implementation, and periodic reviews of action plans each marking period.
- Administering support services for Washington Irving YABC's 215 students, including social-emotional counseling. Three to four days weekly will be in the field conducting home visits.
- Provide crisis intervention services inclusive of on-site crisis counseling.
- Ensure that students receive appropriate services either on-site or through referral to outside resources.
- Document contact with clients electronically.
- Participate in interdepartmental meetings, case conferences and mediations.

- Accompany participants on day- and overnight- trips to locations within and outside of New York State.
- Perform other duties as assigned.

Required Qualifications:

- Bachelor's degree or higher in Social Work or related counseling field.
- Demonstrated interest in working with low-income students and/or students of color.
- At least 2 years' experience working with adolescents.
- Knowledge of youth development principles.
- Excellent interpersonal communication (written and verbal) and organizational skills.
- Ability to work in a highly collaborative environment.

Preferred Qualifications:

- Previous experience conducting home visits.
- Ability to speak Spanish.
- Experience working with LGBTQ youth.
- Experience facilitating groups.
- Familiarity with NYC Department of Education policies and procedures.

Salary & Benefits: Salary range low 40's 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.

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: Washington Irving YABC Outreach Coordinator Position** or fax to 212.979.5764. Only applicants selected for interviews will be contacted.

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.