



JOB POSTING

ELLIS Preparatory Academy
Senior Advocate Counselor – College Career 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 ELLIS Preparatory Academy 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.

ELLIS Preparatory Academy is a welcoming school designed for new immigrants over the age of 16, who have been in the U.S. for less than 1 year. Some know almost no English and have had little education in their home countries. Others have strong academic skills and are nearly ready for college. The primary languages spoken at ELLIS are Spanish, French and Arabic.

Duties & Responsibilities:

- Establish a rapport with program participants. Assist them in identifying their educational, college and career goals; help them to formulate written plans through post-secondary planning.
- Maintain a caseload of participants. Complete the individual services strategy with participants.
- Provide crisis intervention services
- Prepare and execute workshops on college and career planning
- Assist students in filing financial aid forms (FAFSA, TAP, and Scholarships)
- Arrange and execute college visits and inform students about college / career opportunities
- 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
- Monitor the academic 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
- Collaborate with various school-based community organizations and school administrators
- Maintain ongoing monthly database
- Capable of participating in overnight and extended day college tours/trips/exposures
- Other duties as assigned.

Qualifications:

- Minimum BA degree

- At least 5 years' experience working and providing counseling services to children and adolescents
 - Knowledge of CUNY, SUNY, and college programs along with additional support
 - Knowledge of additional post-secondary opportunities outside of college
 - Knowledge of adolescent development and youth development principles
 - Experience working with inner-city youth, English language learners and the issues of inner-city youth
 - Knowledge of performance-based contracting
 - Demonstrate enthusiasm for work, sense of humor, team mentality, patience and self-control. Values providing outstanding customer service and working in a team environment with school personnel
- Bilingual Spanish preferred

BENEFITS

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.

PROFESSIONAL LEVEL

Professional

MINIMUM EDUCATION REQUIRED

4-year degree

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: ELLIS Preparatory Academy - Senior Advocate Counselor/College Career Specialist**

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.