

NYC  
MISSION  
SOCIETY:   
JOB DESCRIPTION

**ADVOCATE COUNSELOR**

**Program Description:** The *Learning To Work Program* (LTW) administered at *Bronx Community High School* is a collaboration with the NYC Department of Education and New York City Mission Society. 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:** Advocate Counselor

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

**REPORTS TO:** Program Manager

**BASIC FUNCTIONS:**

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.

**AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:**

- 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

**PREFERED QUALIFICATIONS:**

- 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

**SALARY AND BENEFITS:**

Salary range low to mid \$30'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.

**APPLY**

Interested and qualified individuals should forward their resumes with cover letter to [HR@nycmissionsociety.org](mailto:HR@nycmissionsociety.org), Re: Bronx Community High School Advocate Counselor Position or fax to 212-979-5764.

Visit our website at [www.nycmissionsociety.org](http://www.nycmissionsociety.org).

*Note: No walk-ins or phone calls will be accepted. 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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by law.