

## JOB DESCRIPTION

### 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.

**Title:** Senior Advocate Counselor—College Career Specialist

**Location:** Harlem Renaissance High School

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

**Reports to:** Program Manager

**Basic Function:** Provide academic, college and career counseling. Perform counseling duties consistent with the needs of program participants; assists with the delivery of educational services through advisory sessions. The hours of the program are Monday-Friday, 8am-4pm.

**Program Description:** The **Learning To Work Program** administered at Harlem Renaissance High School is 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.

#### 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), CUNY/SUNY applications, PSAT, SAT and Regents prep
- 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
- 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
- College/Career advising experience preferred
- 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, patience and self-control. Values providing outstanding customer service and working in a team environment with school personnel

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

**Salary & Benefits:** Salary range low \$40'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**, or fax to 212-979-5764. Include in **subject line: Harlem Renaissance High School - Senior Advocate Counselor/College Career Specialist**. 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.