



JOB POSTING
SR. 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 *Emma Lazarus 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. The school is located at 100 Hester St NY, NY 10002

Title: Sr. Advocate Counselor /College-Career Specialist

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.

DUTIES & RESPONSIBILITIES:

- Assist students with CUNY/SUNY/Private College Applications
- Assist students in filing financial aid forms (FAFSA)
- Assist students with registering for SATs
- 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.
- Establish rapport with family members and assist in parent teacher conferences, workshops related to college.
- 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
- 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
- Bilingual (Mandarin, Bengali, Arabic, French, Russian)
- At least 2 years' experience working and providing counseling services to children and adolescents
- Knowledge of adolescent development and youth development principles
- Knowledge of CUNY/SUNY/FAFSA/SAT application/registration process
- 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

SALARY AND BENEFITS:

Salary range low \$40's based on experience, qualifications and fit. Comprehensive benefits include Medical, Dental, Life, Long Term Disability Insurance, and 403(B) 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@nyemissionsociety.org. **Include in subject line-Re: LTW Emma Lazarus High School-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.

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