



**JOB DESCRIPTION  
ADVOCATE COUNSELOR  
EMMA LAZARUS HIGH SCHOOL**

New York City Mission Society (NYCMS) 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* administered at Emma Lazarus High School for International Scholars is in 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.

**Title:** Advocate Counselor

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

**Reports to:** Program Manager

**Basic Function:**

Provide academic, career, college counseling. Perform counseling duties consistent with the needs of program participants. Assists with the delivery of educational services.

**DUTIES & RESPONSIBILITIES:**

- Establish a rapport with program participants. Assist them in identifying their educational and career goals; help them to formulate future plans.
- Maintain a caseload of participants including January graduates and an advisory group.
- Facilitate and lead two advisory groups that meet twice a week of 15 students each. Responsible for following up with them and their academics, family life, social life, attendance issues.
- Support the college process, specifically with January grads and their applications, FAFSA, TAP.
- Support all graduates and their scholarship applications.
- Provide crisis intervention services.
- Advocate for in-school remediation for participants as appropriate. Prepare paperwork i.e. intake forms, evaluations, reports etc. as needed.
- 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 required (Spanish, Mandarin, Cantonese, Arabic, Bengali, French, Creole, Russian ideal).
- Knowledge of college process.
- At least 2 years' experience working and providing counseling services to children and adolescents.
- Knowledge of adolescent development and youth development principles.
- Experience working with immigrant youth and the issues of immigrant youth.
- 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 AND BENEFITS:**

Salary range mid \$30s based on qualification, experience, and fit. Comprehensive benefits include Medical, Dental, and Life & Long Term Disability Insurance, 403(b) Retirement Plan with Employer Match, TransitChek, Employee Wellness Program, Municipal Credit Union Membership, and Voluntary Supplemental Insurance options.

### **APPLY:**

Interested and qualified individuals should forward their resumes with cover letter and salary requirements to [HR@nycmissionsociety.org](mailto:HR@nycmissionsociety.org), **Re: Advocate Counselor for Emma Lazarus High School.**

*Note: We are unable to accept phone calls. Applicants must meet qualifications stated above. Only applicants selected for further consideration will be contacted.*

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

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.