JOB DESCRIPTION

SENIOR ADVOCATE COUNSELOR/INTERNSHIP PLACEMENT SPECIALIST
New York City Mission Society 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.

Title: Senior Advocate Counselor/Internship Placement Specialist
FLSA Status: Full-Time Non-Exempt
Reports to: Program Manager
Location: LTW Washington Irving YABC

Basic Functions: Provide comprehensive support services to program participants, with a specific focus on job readiness, career exploration, and post-secondary planning. The hours of the program are 1-9pm, Monday-Thursday, and 9-5 on Friday.

Program Description: The Learning To Work Program (LTW) administered at the Washington Irving Young Adult Borough Center (WIYABC) is in collaboration with the NYC Department of Education. WIYABC is an evening academic program designed specifically to meet the needs of high school students who might be considering dropping out because they are behind or because they have adult responsibilities that make attending school in the daytime difficult. The LTW Program aims to assist students in graduating high school and transitioning into post-secondary education or meaningful permanent employment.

Responsibilities:
• Establish a rapport with program participants. Assist them in identifying their educational and career goals; help them to formulate post-secondary plans.
• Facilitate workshops that prepare participants for the world of work and for entrepreneurial endeavors.
• Partner with businesses, community-based organizations, and other entities to develop internship sites and a wide variety of employment opportunities.
• Assist participants with resume development, job interviewing skills and job readiness skills.
• Monitor the academic and employment progress of participants in the internship program and in assigned caseload.
• Provide crisis intervention services as needed.
• Prepare and organize paperwork and filing for the LTW program and internship cohort (e.g. participant intake forms, LTW internship contracts, evaluations, reports, and other files as needed).
• Provide individual and group counseling
• Advocate for participants needing social services and care
• Input data in multiple databases in a timely manner
Other duties as assigned.

Qualifications:
Minimum BA degree and at least 3 years experience working with and providing counseling and/or workforce development services to children and adolescents. Knowledge of adolescent development and youth development principles. Experience working with English language learners, inner-city youth and the issues of inner-city youth. Detail oriented, demonstrate enthusiasm for work, sense of humor, patience and appropriate boundaries with students. Values providing outstanding customer service and working in a team environment with school personnel. Familiarity with YABC and/or LTW programs preferred. Fluency in a language other than English preferred.

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

Salary and Benefits: Salary range low $40Ks based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, 403(B) Retirement 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 and salary requirements to HR@nycmissionsociety.org, Re: Sr. Advocate Counselor Internship Placement Specialist – Washington Irving YABC or fax to 212-979-5764.


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.