Job Description

Job Title: Advocate Counselor
Location: Manhattan, NY
FLSA Status: Full Time, Non-Exempt
Classification: Professional
Department: Alianza Division
Program/Contract: LTW at Innovation Diploma Plus
Reports to: Program Director

Supervisory Responsibilities: Yes ☐ No ☒

Summary: This position provides direct supportive service and follow-up to program participants, assisting them in completing their high education and have a post-secondary plan. Documents delivery of contractual services such as academic support, job readiness, career exploration, attendance outreach, seminar, site information, counseling and exposure to job readiness and career exploration; develops materials/lessons to strengthen participate resiliency and knowledge. This position will serve as liaison between parent, school and student.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Developmental, Social Services
   - Responsible of overseeing a caseload of at least 40 students
   - Conducting regular one on one session with caseload, at least twice a month
   - Developing student social’s intelligence through teaching Advisory/Community Gathering
   - Adapting the existing Advisory curriculum and Lesson Plan to meet student’s developmental needs and develop resiliency
   - Creating and maintain a working alliance with Students
   - Providing crisis counseling for case load as needed
   - Providing attendance outreach through phone calls, morning wake-up calls, letters, case conferencing and/or home visit
   - Organize and implement special activities/events: Tutoring, leadership (Youth Council or Youth Leaders College Access or R.E.D – Real Educated Divas mentoring, G.R.E.E.N - Gentlemen Reaching Education Excellence Now, recreational, cultural, social activities
   - Support new student admission process (outreach, open houses/intake interviews, new students’ orientation, parents’ orientations, among others)

2. College & Career Readiness and Post-Graduation Planning
   - Supporting in tracking students’ academic progress using report cards, progress reports, and periodic assessments
   - Help students assess personality traits to develop realistic educational career plans
• Educating students and parents about colleges, the college admissions process, trends, procedures, and testing through workshops and or individual counseling
• Assist student in completing college and financial aid application
• Support students to develop employability skills (Resume building, Cover letter writing, Mock Interviews, completion of internship application, job shadowing opportunities)

3. **Administrative Duties**

• Record service/progress notes for caseload including but not limited to attendance outreach, individual counseling, career and college advisement, tutoring, seminar in web-based data collection systems (i.e. LTW services tool, Skedula/other).
• Assess for referrals to community-based support services for students and family members
• Assist Students not participating in subsidized internships provide with non-paid community service/ service-learning placements during the academic year, upon request
• Track volunteering students and number of hours completed
• Attend internal and external meetings, trainings and conferences as necessary

**Position Type and Expected Hours of Work:**

Days and hours are generally Monday to Friday 8:00 AM – 4:00 PM. This is a full-time position will require evening and occasional Saturday hours to meet program deadlines, or client needs and support special events.

**Working conditions and physical demands required:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Qualifications**

**Education and/or experience required:**

• Bachelor’s degree in related field required.
• Prior experience in the social service field.
• Minimum Two (2) years of experience working in the field of youth development.
• Proficient in Microsoft Word and Excel.

**Skills, Licenses, and/or competencies required:**

• Bilingual, English and Spanish required
• Strong communication, organizational, and administrative skills.
• Ability to work well independently as well as part of a team.
• Ability to handle multiple tasks
• Demonstrate leadership ability.
• Commitment to the mission of Catholic Charities Community Services.