



Job Description

Job Title: Advocate Counselor
Location: New York, NY
FLSA Status: Part 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.

- **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)
- **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)
- **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:

This is a part-time 25 hours position Monday to Friday. 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.

- Ability and patience to work with young people, recognizing their exuberance and juvenile behavior, particularly in group settings.
- Remain in a stationary position working at a computer at least 30% of the time or monitoring activities.
- Move for long periods, providing instruction or facilitating workshops.
- Travel when visiting work sites or taking field trips, using public transportation, traverse city streets, ascend/descend stairs, and be exposed to outside weather conditions, sometimes while escorting youth.

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.

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
- Proficient in Microsoft Word and Excel.
- Demonstrate leadership ability.