**Job Opening:**

**Harlem Renaissance H.S. Advocate Counselor**

Program description:

The Level Up Program administered at Harlem RenaissanceHigh 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 employment.

**Title:** Advocate Counselor/Level up Harlem Renaissance High School

**Flsa status:** Full-time non-exempt

**Reports to:** Program Director

**Basic functions:** Provide academic and career counseling for caseload. Perform counseling duties consistent with the needs of program participants. Assists with the delivery of educational services.

**Areas of Responsibility and Accountability:**

•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.

•Provide crisis intervention services.

•Advocate for in-school remediation for participants as appropriate.

•Provide individual and group counseling.

•Assist in the coordination and implementation of leadership development activities.

•Monitor the academic progress of participants on assigned caseload.

•Advocate for access needed participant services and care.

•Provide interpersonal and life management skills counseling.

•Participate on interdisciplinary participant progress team.

•Assist with post-secondary and/or internship preparation

•Attendance outreach via home visits, calls, emails, etc.

•Creating individual and group activities to assist with the overall goals of ltw

•Assist with the development and maintance of a positive school culture

* Assist with recruitment efforts for the school population

•Other duties as assigned.

**Qualifications:**

Minimum of BA or BS; at least 2-3 years experience working and providing counseling services to children and adolescents; knowledge of adolescent development; experience working with inner-city youth; and the issues of inner-city youth; astute knowledge of performance based contracting. Demonstrates enthusiasm for work, sense of humor, patience and self-control. Values providing outstanding customer service and working in a team environment.

**Salary and benefits:**

Salary range $49,500-$52,500 based on experience, qualifications and fit. Comprehensive benefits include Medical, Dental, Life, Long Term Disability Insurance, 403(B) plan with employer contribution, 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@missionsociety.org, re: Level Up Harlem Renaissance Advocate Counselor position.

Visit our website at www.missionsociety.org.

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

*Mission Society of New York City is an equal opportunity and affirmative action employer. Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.*