JOB DESCRIPTION

BEHAVIOR AND FAMILY ENGAGEMENT SPECIALIST – MIDDLE SCHOOL

Founded in 1812, NYC Mission Society is in its third century of providing programs and services to youth in underserved communities. Today, our educational, cultural enrichment, and workforce development programs make a positive, long-term impact on youth in the City’s most underserved communities by promoting academic achievement and providing career opportunities. Each year, we serve more than 2,000 children and families throughout New York City with our programs, supportive services, and community events. 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:Behavior and Family Engagement Specialist, After-School Program

Basic Function: Ensure participants are consistently meet the culture standard and expectations of the HVA West Middle School and the Mission Society After-School Program. Liaison between families and the after-school program.

Location: Harlem Village Academy – 244 W. 144th Street New York, NY 10030

Hours: Part-time: 25 hours per week (Monday-Friday, 1-6pm)

Program Description:The Mission Society’s Power Academy is an after-school program dedicated to cultivating the personal growth and educational advancement of all 6th to 8th grade participants. With a curriculum focused on academic enrichment, community service, cultural enrichment, the arts, recreation, and character education, the Power Academy will reinforce school-day learning in a safe and healthy environment. **(This position is Fully In-Person and will begin September 2022)**

Principal Responsibilities:

* Create a supportive and nurturing environment for students.
* Ensure safety of program participants by providing overlapping supervision.
* Conduct peer mediation sessions between participants in crisis using restorative methods.
* Develop, implement and track participant behavior plans and goals.
* Work in collaboration with group leaders to manage difficult behavior.
* Update families frequently on child’s behavior and participation in the program.
* Keep record of behavior infractions and behavior logs.
* Keep and submit a weekly report log of all contact with families.
* Create and coordinate family engagement events.
* Send updates and notices to families regarding program events and occurrences.
* Attend team and group supervision meetings.
* Interact with teachers and school leadership team.
* Attend professional development trainings as required by the agency and program contract.
* Other duties as assigned.

Qualifications:

* Bachelor’s Degree in a related field and at least three years of experience working with adolescence (elementary or middle-school aged) required.
* Knowledge of DYCD and the Compass SONYC Model preferred.
* Knowledge of social and emotional learning required.
* Must have a strong interest in working with school-aged children between the ages of 11 and 14.
* Must have the ability to work collaboratively with a wide range of program and school staff.
* Must have excellent communication (written and verbal), interpersonal, organizational, and administrative skills.
* Must be proficient in Microsoft suite (word, excel, power point and publishing).
* Must be a self-starter and self-motivated.

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

Salary & Benefits: Hourly wage of $28 per hour.

Apply: Interested and qualified individuals should forward their resumes with cover letter to HR@missionsociety.org. **Include in Subject Line: Re: Behavior and Family Engagement Specialist, Power Academy.**

Visit our website at [www.missionsociety.org](http://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.*

The Mission Society of New York City is an Equal Opportunity Employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.