**Job Opening:**

**BRONX COMMUNITY H.S. ADVOCATE COUNSELOR**

Mission Society of New York City improves the lives of children, youth, and families in the city’s most underserved communities. Through programs and services that respond to community needs, we create cycles of success for generations to come.

The *Level Up Program* administered at *Bronx Community High School* is a collaboration with the NYC Department of Education and New York City Mission Society. 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 permanent employment.

**Position Summary**

**Title:** Advocate Counselor

**Program:** Bronx Community High School

**Reports To**: Program Director

**Supervises:**

**Employment Status**: Full-Time Non-Exempt

**Basic Function:**

Provide comprehensive support services to program participants as required by the Level Up program contract and appropriate to students’ needs. Outreach to students who fail to attend school. Provide individual and group counseling to assist students with their social-emotional and academic growth. Assist senior staff in implementing post-secondary counseling and internship programs.

**Duties and Responsibilities**

* Establish a rapport with program participants.
* Provide attendance support and individual counseling on a monthly basis to caseload of program participants.
* Provide individual- and group-counseling focusing on post-secondary planning, social-emotional development, and career-readiness skills.
* Collaborate with other Level Up and Department of Education staff to track student progress and attendance, develop individualized participant support plans, and conduct telephone, in-school, and home visit outreach.
* Input data in multiple databases in a timely manner.
* Identify participants educational and career goals and help them to develop post-secondary plan.
* Assist Internship Placement Specialist in matching participants to appropriate internship opportunities.
* Assist Level Up Social Worker in providing crisis intervention services.
* Accompany participants on day- and overnight- trips to locations within and outside of New York State.
* Other duties as assigned.

**Qualifications**

* Minimum of B.A. or B.S. degree
* Demonstrated interest in working with low-income students and/or students of color
* Knowledge of basic youth development principles
* Ability to work in a highly collaborative environment
* Detail oriented and capable of managing multiple simultaneous projects

**General Requirements**

Staff is expected to be committed to the mission, vision, and values of Mission Society.

**Salary and Benefits**

Salary mid-40k, based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, 403(b) retirement plan with employer match, 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: Bronx Community High School Advocate Counselor Position.

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