**Job description**

**Advocate Counselor**

**Emma Lazarus High School**

Mission Society of New York City (NYCMS) 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.

**Program description:**

The *Learning to Work Program* administered at Emma Lazarus High School for International Scholars is in collaboration with the NYC Department of Education. The program assists students, who are over-aged and under-credited, in acquiring the skills, knowledge, attitudes and behavioral changes that will maximize their potential, all while learning English as a second language. The program’s aim is to enable students to graduate high school, transition into post-secondary education, or into meaningful permanent employment.

**Title:** **Advocate Counselor**

**Flsa status:** **Full-Time. non-exempt**

**Reports to: Program Director**

**Basic function:**

Provide case management services to program participants. Perform advisory duties consistent with the needs of program participants. Assists with the delivery of educational services.

**Duties & responsibilities:**

* 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 requiring case management services and resource brokering
* Facilitate and lead two advisory groups that meet twice a week of 15 students each. Responsible for following up with them and their academics, family life, social life, attendance issues.
* Facilitate and lead 2 seminar groups, topic tbd
* Coordinate community service / service learning activities for the school community
* Support students and families in acquiring outside services, including but not limited to legal aid, immigration services, Medicaid, Food Stamps, housing, etc.
* Create and maintain a running collection of up- to- date resources in greater NYC area
* Maintain accurate case notes and referral logs
* Provide crisis intervention services
* Advocate for in-school remediation for participants as appropriate. Prepare paperwork i.e. intake forms, evaluations, reports etc. as needed
* Advocate for participants needing social services and care
* Provide interpersonal and life management skills support
* Participate on interdisciplinary participant progress teams within the school
* Other duties as assigned

**Qualifications:**

* Minimum BA degree
* Bilingual required (Spanish, Mandarin, Cantonese, Arabic, Bengali, French, Creole, Russian ideal)
* Knowledge of resources in the greater NYC area
* At least 2 years’ experience working and providing counseling and case management services to youth and adolescents
* Knowledge of adolescent development and youth development principles
* Experience working with immigrant youth and the issues of immigrant youth
* Demonstrate enthusiasm for work, sense of humor, patience and self-control
* Values providing outstanding customer service and working in a team environment with school personnel

**General requirements**: all staff are expected to be committed to the mission, vision, and values of Mission Society.

**Salary and benefits:**

Salary range is $49,000-$52,000 based on qualification, experience, and fit. Comprehensive benefits include medical, dental, and life & long term disability insurance, 403(b) retirement plan with 5% employer contribution, transitchek, employee wellness program, municipal credit union membership, and voluntary supplemental insurance options.

**Apply**:

Interested and qualified individuals should forward their resumes with cover letter and salary requirements to hr@nycmissionsociety.org, **re: Advocate Counselor for Emma Lazarus High School.**

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

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

New York City Mission Society is an equal opportunity employer and complies with the requirements of the Americans with Disabilities Act. We encourage all qualified individuals to apply.