**Job Opening:**

**SR. Advocate Counselor C.C.S**

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**Position Summary**

**Title:** SR. Advocate Counselor Career Specialist

**Program:** Metropolitan Diploma Plus High School

**Location** : 985 Rockaway ave, Brooklyn, NY 11212

**Reports To:** Program Director

**Supervises:** Level-Up Interns

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

**Basic Function:**

Provide academic and career counseling, Perform counseling duties consistent with the needs of program participants & assists with the delivery of educational services. Perform all duties related to internships including developing sites, job training and intern supervision.

# Duties and Responsibilities

* Establish a rapport with program participants. Assist them in identifying their educational, college and career goals; help them to formulate written plans through post secondary planning.
* Maintain a caseload of participants. Complete the individual services strategy with participants.
* Provide crisis intervention services
* Prepare and execute workshops on college and career planning
* Assist students in filing financial aid forms (FAFSA)
* Arrange and execute college visits and inform students about college / career opportunities
* Advocate for in-school remediation for participants as appropriate. Prepare paperwork i.e. intake forms, evaluations, reports etc. as needed.
* Provide individual and group counseling
* Monitor the academic progress of participants on assigned caseload
* Advocate for participants needing social services and care
* Provide interpersonal and life management skills counseling
* Participate on interdisciplinary participant progress teams within the school
* Other duties as assigned

# Qualifications

* Minimum BA degree
* At least 5 years experience working and providing counseling services to children and adolescents
* Knowledge of adolescent development and youth development principles
* Experience working with inner-city youth, English language learners and the issues of inner-city youth
* Knowledge of performance based contracting
* 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

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

# Salary and Benefits

Salary range: $56,100-$59,100 based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, voluntary 403(b) retirement plan with employer match, TransitChek, Employee Wellness Program, Municipal Credit Union membership.

# Apply

## Interested and qualified individuals should forward their resumes with cover letter to:

[HR@missionsociety.org.](mailto:HR@missionsociety.org) Include in subject line-Re: Level-up Metropolitan Diploma Plus High School SR. Advocate Counselor/College Career Specialist.

## 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.*