**JOB DESCRIPTION**

**ADVOCATE COUNSELOR - ACADEMIC/CAREER COUNSELOR**

**Program Description:**

The *Learning to Work Program* administered at *ELLIS Preparatory Academy* 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 permanent

employment. ELLIS Preparatory Academy is a welcoming school designed for new immigrants over the age of 16, who have been in the U.S. for less than 1 year. Some know almost no English and have had little education in their home countries. Others have strong academic skills and are nearly ready for college. The primary languages spoken at ELLIS are Spanish, French and Arabic.

**TITLE: Advocate Counselor/ELLIS Preparatory Academy**

**FLSA STATUS: Full-Time Non-Exempt**

**REPORTS TO: Program Manager**

**BASIC FUNCTIONS:**

Provide academic, SEL, and career counseling for caseload. Perform counseling duties consistent with the needs of program participants. Assists with the delivery of educational, programmatic, & other services that are offered at ELLIS-Level Up.

**AREAS OF RESPONSIBILITY AND ACCOUNTABILITY:**

* Support with intake & enrollment services of school & program participants. Prepare paperwork i.e. intake forms, evaluations, reports etc. as needed.
* 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. Complete the individual services strategy with 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.
* Assist participants in transferring to alternative schools as appropriate.
* Advocate for access to needed participant services and care.
* Conduct employability skills, work readiness activities, and facilitate advisory/elective lessons.
* Provide interpersonal and life management skills counseling.
* Participate in an interdisciplinary participant progress team.
* Assist with post-secondary and/or internship preparation when needed.
* Other duties as assigned
* Other duties as assigned.
* Attendance outreach via home visits, calls, emails, etc.
* Creating individual and group enrichment or community service activities to assist with the overall goals of LTW.
* Assist with morning welcoming efforts.

**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) 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@nycmissionsociety.org, Re: LTW ELLIS Preparatory Academy 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.*

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.