

Position Title: **Advocate Counselor**
Program: Concord High School
Site: 109 Rhine Avenue, Staten Island, New York 10304
Reports To: NYCID Program Director – Concord High School
Salary Range: \$35,000 - \$38,500

New York Center for Interpersonal Development (NYCID)

Founded in 1970, New York Center for Interpersonal Development (NYCID) is a not-for-profit organization on Staten Island that promotes the improvement of human relationships and the strengthening of communities as fundamental to achieving a civil society. We provide youth, community, and professional development programs, as well as dispute resolution services that educate and inform the public about constructive problem-solving, effective communication and intercultural awareness. We also operate a training institute to teach these skills to others.

Concord High School Mission:

The mission at Concord High School is to develop the leaders of tomorrow by preparing all students to meet the high academic, technical, civic and workforce challenges of the twenty-first century. We believe that strong leadership throughout our united community of faculty members, students, parents and associates will move us toward our goals. We, therefore, hold in the highest regard the initiative, planning, effort and teamwork that result in academic rigor, in standard setting student performance and in continuous improvement.

School Culture:

NYCID complements the mission at Concord High School by providing an array of youth development supports, personal and professional development, and life skills management services for students, including but not limited to: outreach and student recruitment, orientation and engagement, individual and family counseling and referrals, case management, extracurricular activities, youth leadership development, academic support and tutoring, college exploration and advisement, preparation for employment, employment internships and support and guidance toward planning for meaningful post-secondary experiences.

Program Overview:

Concord High School is a New York City Department of Education Transfer High School located in Staten Island. The school provides technology rich programs for students (ages 16 to 21) who are over-age and/or under-credited, as well as ESL (English as a Second Language) students. Concord's rigorous curriculum meets the NYS Regents and college admissions standards.

General Summary:

Under the direct supervision of NYCID's Program Director, the Advocate Counselor acts in the capacity of a case manager, responsible for a caseload of approximately fifty students. The advocate's role is to build rapport and establish a supportive relationship with each student. Acting as both mentor and guide, the advocate is responsible for assisting students in assessing their current skills and knowledge, creating long and short-term goals, and helping students strategizing plans to achieve documented goals. The advocate will work to identify barriers to student success and aid in resolving and/or minimizing the impact of the identified obstacles.

Minimum Qualifications:

Candidate **should** possess BA/BS in education, social sciences, human services, or related field and (2) years experience providing counseling to at-risk students or related population. Candidate must be fingerprinted by NYC Department of Education (See below).

The candidate should bring to the position:

- Familiarity with youth development principles
- Ability to engage and develop rapport quickly with young adults
- Ability to work with minimal supervision
- Excellent written and oral communication skills
- Group and individual counseling skills
- Excellent organizational skills
- Computer literacy skills
- Curriculum development experience

Responsibilities

Duties and responsibilities include but are not limited to:

- Providing counseling and advocacy to support and motivate program participants
- Providing crisis intervention
- Maintaining monthly case files, Individual Service Strategies and Goal Setting logs
- Facilitating workshops in program areas such as real-life skills, conflict resolution, mediation, leadership, community service and youth employment
- Maintaining ongoing communication with parents of participants to include home visits when long-term absences occur
- Monitoring student attendance and evaluation performance (i.e. reviewing report cards)
- Assist in carrying out other aspects of the program including planning trips, celebrations, and participating in gender specific after school group
- Providing comprehensive post high school planning for all assigned students
- Promoting leadership among students by closely involving youth in planning program activities
- Collaborating effectively with Internship coordinator to promote and support students' work experience
- Communicating with Department of Education Administration
- Conducting outreach to recruit youth into the program
- Preparing necessary reports in a timely manner
- Meeting daily with immediate supervisor and attend staff meetings

Knowledge, Skills and Abilities:

- Excellent analytical and problem-solving skills
- Knowledge of conflict resolution and/or mediation practices
- Knowledge of office management principles and procedures
- Strong organizational skills: the ability to work accurately with a great amount of detail
- Ability to plan, develop and coordinate multiple projects and to direct projects when necessary
- Effective verbal and written communication skills
- Ability to develop, plan and implement short and long-range professional goals
- Ability to foster a cooperative work environment
- Ability to maintain the highest degree of confidentiality, integrity, and professionalism
- Demonstrated proficiency in operating standard office equipment and Microsoft Office applications

Additional Notes:

- Candidate **must** be fingerprinted by NYC Department of Education. There is an initial expense of \$135.00 for processing. Candidate is reimbursed expense when officially hired
- This is a 12-month program that at times includes working during holidays
- Bi-lingual Spanish/English a plus