



Employment Opportunity

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Part-Time Advocate/ Mentor

Department: Youth Services

Reports to: AIM Program Director

Hours: Part-Time (19-30 hours/week)

Position Summary:

The Part-Time Advocate Mentor will be responsible for building strong relationships with up to 2 high-risk youth and their Family Team. The Advocate Mentor will be expected to collaborate with the Department of Probation to support the mentees during crisis, as needed, and assist mentees to develop life skills to become more self-sufficient and arrest free.

General Responsibilities:

- Mentor up to 2 high-risk youth on probation. This includes attending events, trips, and/or activities for participants and families, as needed.
- Assist Program Director in developing Individualized Service Plans (ISP) and Safety/Crisis plans for participants and meet with Program Director bi-weekly to provide updates and progress on participants.
- Establish and lead Family Team monthly meetings to track progress, unmet needs, and additional supports needed for each participant in order to reach goals as indicated in ISP.
- Conduct one home visit for each assigned participant quarterly to ensure safety, as well as adequate supports and resources are available to participant.
- Make referrals in collaboration with Family Team and Program Director for participants and members of the family, as needed, in order to support the development and progress of participant and family.
- Attend and participate in workshops in the areas of Preventative Services, Life Skills, Leadership, and Life Redirection. Collaborate with Program Director to identify civic engagement, service learning, and group activity opportunities for participants to complete as a program requirement.
- Provide weekly written updates for each participant to document services, activities, progress, needs, challenges, and achievements.
- Attend weekly staff meetings.
- Additional duties as assigned by Program Director and Director of Youth Services.

Qualifications:

- Experience and knowledge of the Juvenile Justice System, Department of Probation, Family Court and Alternative to Detention (ATD) is highly preferred.
- Bilingual (English/Spanish) highly preferred.
- Must be available during scheduled work hours to ensure safety of participants and support of program staff, as needed.
- 21 years of age and older and able to commit to at least one year of mentoring services.
- Passion, expertise, dedication, and/or experience working with moderate to high risk urban youth, ages 13 to 18.
- Able and willing to complete the application and orientation process including interview, training and background checks (individuals with criminal backgrounds will be accepted if and when approved by the Department of Health).
- Ability to comprehensively read, write, and communicate verbally.
- Ability to work in a fast paced, challenging, and constantly changing environment and population without becoming overwhelmed or making rash decisions.

To Apply:

Please send Cover Letter, Resume, References and Salary Requirements to jobs@unionsettlement.org. Please indicate Part-Time AIM Advocate/ Mentor in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER