

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social services agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has over 400 dedicated full-time and part-time employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: AIM Program Director
Department: Youth Services
Reports to: Director of Youth Services
Hours: Full-Time

Program Description:

Youth@Union Programs are built on a foundation of academic skills enrichment, positive youth development, and the cultivation of informed and independent decision making. Recognizing the needs of the East Harlem community and its children, Union Settlement Association has created the Advocate Intervene Mentor (AIM) Program in partnership with the NYC Department of Probations (DOP). The program serves 16 adolescents between the ages of 13 and 18, who are facing a violation of probation due to chronic absenteeism and/or chronic unresponsiveness to interventions and engagement strategies. In addition to being under the supervision of a Probation Officer, each AIM participant will be paired with an advocate. Advocate/mentors will work with no more than four young people at a time to help build and strengthen social bonds between the client and the community in which they live. Advocate/mentors will be available to the youth and their families 24/7 and participants will reside in various neighborhoods of Manhattan.

Position Summary:

The Program Director will be responsible for overseeing all programming, including supervising program staff, developing initial Individualized Service Plans (ISP) and the Safety/Crisis plans,

conducting home visits, training, overseeing and monitoring the Mentors, leading the mental-health focused weekly workshops, and providing mental health counseling to participants and families.

Responsibilities:

- Supervise program staff, including hiring and managing staff and conducting annual performance evaluations.
- Conduct intake with all participants within 72 hours of DOP referral.
- Conduct ISPs and Safety/Crisis plans (including psychosocials) for all participants within 10 days of referral from DOP.
- Conduct home visits to all participants within 30 days of referral from DOP to inform safety assessment.
- Match Advocate Mentors with participants.
- Provide individual and family counseling to all participants.
- Make referrals for participants and family members, as needed, in order to support the development and the progress of the participant and family.
- Organize monthly workshops, events, and/or activities for participants and families to attend to increase engagement.
- Ensure opportunities for civic engagement, service learning, and group activities are available and taking place for participants.
- Organize weekly workshops for participants in the areas of Preventative Services, Life Skills, Leadership, and Life Redirection.
- Manage program budget to ensure fiscal responsibility.
- Produce monthly, quarterly, and other mandated reports both internally and to contractors.
- Oversee staff training.
- Attend trainings as assigned and needed.
- Conduct program staff meetings bi-weekly.
- Lead the Quality Improvement Committee, including presenting program data quarterly.
- Collaborate with the NYC Department of Probations, Center of Economic Opportunity (CEO), and other city agencies and community-based organizations to ensure the program is successful.
- Collaborate with the Youth Services Platform Team, as needed, for support and guidance for program development.
- Create and maintain a welcoming, productive, and encouraging environment for participants, their families, and members of the community.
- Participate in Youth Services programmatic committees.
- Attend committee meetings, programmatic meetings, departmental meetings, and agency wide leadership staff meeting.
- Additional duties as assigned by the Director of Youth Services.

Qualifications:

- LMSW or LCSW required and demonstrated experience working with high-risk, probation and/or court-involved urban youth, ages 13 to 18.
- Successful background, criminal record, fingerprinting and reference check required.
- Must be available 24/7 to ensure safety of participants and support of program staff, as needed.

- Experience in facilitating workshops on Life Skills, Preventative Services, Leadership and/or Life Redirection.
- Experience and knowledge of the Juvenile Justice System, Department of Probation, Family Court and Alternative to Detention (ATD).
- Strong organizational, verbal, and written skills.
- Demonstrated computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- An innovative and patient professional dedicated to serving youth in an urban setting.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send cover letter, resume, three professional references, and salary requirements to:

Jobs@unionsettlement.org

Please indicate AIM Program Director in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER