



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: Choices Youth Advocate

Department: Youth Services

Reports to: Choices Site Supervisor

Hours: Part-Time (18 hours/week, Monday through Friday, 3pm-7pm)

Program Description:

Union Settlement has partnered with the Center for Alternative Sentencing and Employment Services (CASES) to expand its highly successful **Choices alternative-to-detention (ATD) program**. The Choices ATD program targets moderate to high-risk middle school aged youth adjudicated in New York County Family Court, with evidence-based mental health and teen pregnancy interventions, after-school programming including fitness classes, tutoring, and daily meal service, and connections to continuing services for youth and families following program completion.

Position Summary:

The Youth Advocate is responsible for implementing and leading daily after-school activities including the six session “Baby Think It Over” teenage pregnancy prevention sessions, “Too Smart To Start” prevention workshops focused on gang involvement and substance abuse, and/or healthy cooking classes to prevent further at-risk behavior by participants. The Youth Advocate will also be responsible for providing social and recreational activities including gender groups, sports, dance, poetry, media arts, and other interest-based clubs as determined by feedback obtained from participants and input from program leadership.

Additional Responsibilities:

- Take daily attendance and provide data to program leadership, as needed.
- Provide daily tutoring and homework help to participants.
- Participate in café lounge, house meetings, trips, and other program activities daily, and as needed.
- Provide intervention and behavior modification during workshops and program hours, as needed.

- Assist in the tracking of participant's attendance, academic progress, life skills, personal development, and wellness through report cards, standardized screenings, surveys, interviews, focus groups, and other tools, in collaboration with CASES program staff.
- Attend home and school visits with Site Supervisor and/or CASES program staff as needed.
- Communicate program information and provide data to the Site Supervisor and Director of Youth Services.
- Assist in the development of academic support, life skills, personal development, and cultural enrichment activities, as needed.
- Conduct home visits, as needed.
- Attend monthly supervision with Site Supervisor to discuss program's progress and personal performance.
- Participate in at least one Youth Services programmatic committee.
- Attend and participate in committee, programmatic, departmental, and agency wide leadership staff meetings.
- Additional duties as assigned by Site Supervisor and Director of Youth Services.

Qualifications:

- Bachelor's Degree in Education, Criminal Justice, Social Work, Psychology or related field and demonstrated experience working with at-risk and/or juvenile delinquent populations; at minimum, 24+ college credits and 3 years of demonstrated experience working with at-risk adolescents.
- Successful background, criminal record, fingerprinting and reference check required.
- Highly skilled and experienced in interacting with at-risk urban youth ages 11 to 16.
- Strong organizational, verbal, and written skills.
- Demonstrated computer proficiency.
- Demonstrated experience facilitating successful preventative services (teenage pregnancy, substance, obesity, gang involvement), nutrition, wellness, or recreational programming.
- 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, references, and salary requirements to:

hr@unionsettlement.org

Please indicate Choices Youth Advocate in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER