

# UNION SETTLEMENT

## 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](http://www.unionsettlement.org).

**Position:** Life Coach and Education Specialist  
**Department:** Youth Services  
**Reports to:** Director of Young Adult Programming  
**Hours:** Full-Time, including some evening hours

### **Position Summary:**

Recruit young fathers and conduct job readiness workshops, employment/career counseling and job placement assistance for Union Settlement's Young Men on the Rise initiative. Young men on the Rise addresses the needs of young fathers ages 16 to 24. Program goals include increasing their engagement with their children, their availability to their children, responsibility in their relationships, and increased material/financial support to their children. Services also includes individual, group, and family counseling, mentoring, parent skills training, mediation and conflict resolution, job readiness, and employment assistance.

### **Responsibilities:**

- Conduct education and employment counseling sessions with young fathers, including labor market overview, job search techniques, and positive work habits.
- Generating statistical and narrative reports as needed.
- Production of program reports and evaluations of ongoing services.
- Assist participants with resumes, job interview preparation and job applications.
- Build relationships with employers, develop new job leads and maintain existing contacts and serve as a key liaison between program and employers.
- Identify internships, advanced training, postsecondary education and employment opportunities.
- Facilitate referrals, to supplement support services as needed.
- Conduct follow-up services as needed.
- Attend program staff meetings, departmental staff meetings, professional development workshops and programmatic events and trips.
- Participation on programmatic and departmental committees.
- Additional duties as assigned by Young Men on the Rise Program Coordinator and Director of Youth Services.

**Qualifications:**

- Master's Degree in Social Work, Counseling or Psychology with a minimum of 2 years demonstrated experience in a youth development program conducting case conferences, case review/assessment, and case management of teens and young adults preferred.
- At minimum, Bachelors Degree in Social Work, Counseling, Psychology, or related field, and at least 4 years of demonstrated experience working with at-risk teens and young adults.
- Certification as a Life Coach is a plus.
- Ability to complete successful background, criminal records, fingerprinting, and reference checks.
- Expertise in several of the following areas: gang involvement prevention, teenage pregnancy prevention, addiction prevention, peer and dating violence prevention.
- Strong verbal, written, clerical, organizational, and problem solving skills.
- Strong computer skills.
- Demonstrated ability to perform multiple activities effectively in a fast-paced, challenging, and constantly changing environment.
- Knowledge of the challenges young men of color face in urban settings.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, and References to:

[hr@unionsettlement.org](mailto:hr@unionsettlement.org)

Please indicate Life Coach and Education Specialist in subject of e-mail.

Submissions without salary requirements will not be considered.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**