

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.

Position: SNL Youth Advocate
Department: Youth Services
Reports to: SNL Program Director
Hours: Part-Time (18 hours/week)

Overall Responsibilities: Provide case management, activity support, referrals and advocacy.

General Responsibilities:

- Assist in recruitment of participants for the program.
- Identify participants for CORE services to Program Director.
- Assist and, as needed, lead monthly Rap Sessions.
- Assist and provide group management in High Quality Sports & Fitness activities including Basketball, Tennis or Dance.
- Manage a caseload of 20 participants each cycle.
- Provide coaching, mentoring, guidance, referrals and advocacy to help participants progress successfully in program.
- Provide intervention services including home and school visits as needed.
- Maintenance of weekly contact – including conducting phone calls and attending program activities – with each participant.
- Weekly recording of case notes for progress of each participant on caseload.
- Assist in the collection of documentation from participants, including but not limited to: eligibility documentation, report cards, pay stubs, college admissions information, etc.
- Participate on at least one Youth Services programmatic committee
- Fulfillment of other responsibilities as assigned by the Program Coordinator and Director of Youth Services

Qualifications:

- Bachelor's Degree in Education or related field; or 24 college credits and at minimum three years experience working in a youth services program.
- Bilingual (English/Spanish) preferred.
- Strong verbal, written, clerical, organizational, and problem solving skills.

- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- The ability to perform at a high level.
- Dedication to serving youth in an urban setting.
- Innovation and patience.
- Demonstrated understanding of the challenges facing youth in an urban setting.

To Apply:

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

hr@unionsettlement.org

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

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER