

# 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:** Workforce Counselor Advocate  
**Department:** Youth Services  
**Reports to:** Union East Program Director  
**Hours:** Part-Time, 25 hours per week

### **Program Description:**

Union East is an employment and educational achievement program for in-school youth. Union East will serve 95 high school seniors and juniors, offering work readiness, tutoring, mentorship, ACT, PSAT, SAT, and Regents prep, career exploration, college preparation, advocacy, referrals, community service, and summer employment.

### **Position Summary:**

The Workforce Counselor Advocate is primarily responsible for the management of 28 participants and conducting weekly workforce readiness workshops to 95 participants.

### **General Responsibilities:**

- Recruitment of participants and facilitation of intake.
- Development of an Individual Service Strategy (ISS) for each participant.
- Attendance Improvement/Dropout Prevention services including home visits as needed.
- Quarterly review of each ISS.
- Identification and review of educational and occupational needs of each participant leading to a schedule of activities.
- Administration of face-to-face advisory sessions, “One-to-One Meetings”, at least once every twenty (20) days with each participant.
- Maintenance of weekly contact – including conducting phone calls and attending program activities – with each participant.
- Administration of group meetings, including study groups and workshops.
- Development and implementation of elective activities for general program membership.
- Weekly recording of case notes for each participant.
- Thorough completion and timely submission of all forms, including but not limited to: weekly reports; stipend allocation, grievance, complaint, referral forms; and incident reports.
- Weekly review of caseload with supervisor.

- Collection of documentation from participants, including but not limited to: eligibility documentation, report cards, pay stubs, college admissions information, etc.
- Facilitation of weekly workforce readiness workshops and activities to 56 students.
- Participate on at least one Youth Services programmatic committee and all meetings as assigned by Program Director, Assistant Director of Youth Services, and Director of Youth Services.
- Fulfillment of other responsibilities as assigned by the Program Director, Assistant Director of Youth Services, and Director of Youth Services.

**Qualifications:**

- Bachelor's Degree in Human Services or related field, with demonstrated experience working with at-risk high school youth preferred; at minimum, 60+ college credits and at least 2 years experience working with at-risk youth.
- Expertise in several of the following areas: NYSED Learning Standards-Universal Foundation Skills, World of Work Awareness, Labor Market Knowledge, Knowledge of Various Occupations, Networking & Job Searching Techniques, Basic Living & Life Skills and Financial Management.
- Strong public speaking, writing, and organizational skills.
- Demonstrated ability to coordinate multiple activities
- Bilingual (English/Spanish) preferred

**To Apply:**

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

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

Please indicate Workforce Counselor Advocate in subject of e-mail.

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