



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: EHTHP High School Youth Advocate
Department: Youth Services
Reports to: EHTHP Program Coordinator
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 East Harlem Teen Health Program* which will integrate rigorous sexual literacy programming with youth leadership, community engagement and parent education. This will include linkages to family planning, as well as extensive referrals to other services, including tutoring, arts, computer skills, counseling, employment, and college preparation. At the same time, we are targeting age ranges (middle school, early high school) and groups (disconnected youth) who are particularly vulnerable to peer influence and/or to feelings of hopelessness. The goal will be to work with three cohorts (96 middle school participants, 96 high school participants and 80 disconnected youth participants) of predominantly minority youth from low-income households each year to promote healthy sexual behaviors and reduce the practice of risky sexual behaviors.

Position Summary:

The High School Youth Advocate will be responsible for the management, maintenance, and facilitation of the *Teen Health Project* education program for 96 high school youth, which will also include prevention workshop delivered to adolescents and parents. The Youth Advocate will be responsible for recruiting 4 groups of 12 participants per cycle. The Youth Advocate will also be responsible for providing support to the Teen Health Council, developed by each cohort, to increase community motivation and advocacy for reducing risky sexual behaviors.

Additional Responsibilities:

- Assist in the launch and facilitation of The East Harlem Teen Health Program, including recruitment of participants for two cycles (Jan-June, July-Dec.).
- Provide one workshop per cycle on Healthy Relationships, Financial Assistance, and College Education to high school youth per cycle (Jan.-June, July-Dec.).

- Meet weekly with high school youth Teen Health Councils to offer support, coaching, and guidance in implementing monthly health activities and quarterly events.
- Ensure participants and families have access to comprehensive reproductive healthcare and family planning services.
- Advocate and make referrals for educational, social, recreational, vocational, and financial literacy programs as needed.
- Attend mandatory trainings and staff development trainings, as well as all other opportunities assigned by Program Coordinator.
- Participate in the Community Advisory Council.
- Thorough completion and timely submission of all forms, including but not limited to weekly reports, referral forms, incident reports, etc.
- Collection of documentation from participants, including but not limited to parent consent forms, student assent forms, etc.
- Participation in at least one Youth Services programmatic committee.
- Attend and participate in monthly Youth Services staff meetings.
- Fulfillment of other responsibilities as assigned by Program Coordinator and Director of Youth Services.

Qualifications:

- Bachelor's Degree in human services or related field with demonstrated experience in working with High School youth preferred; at minimum, 60+ college credits and 3 years of demonstrated experience working with high school youth.
- Expertise in health related workshops, activities and/or curriculum.
- Expertise in areas of teenage pregnancy prevention, HIV/AIDS prevention, and Healthy Relationships.
- Strong verbal, written, organizational, and problem solving skills.
- Strong public speaking skills.
- Strong computer skills.
- Demonstrated ability to perform multiple activities effectively in a fast-paced, challenging, and constantly changing environment.
- Familiarity with the East Harlem community preferred, but not required.
- Bilingual (English/Spanish) a plus.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.

To Apply:

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: hr@unionsettlement.org
Please indicate High School Youth Advocate in subject of e-mail.

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