

UNION SETTLEMENT

EMPLOYMENT ANNOUNCEMENT

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: Advocate/ Mentor
Department: Youth Services
Reports to: AIM Program Director
Hours: Part-Time (19 hours/week)
FLSA: Non-Exempt

Position Summary:

The AIM Program (Advocate, Intervene, Mentor) is designed to work intensively alongside the Department of Probation to assist program participants in 2 ways:

- a) Providing support and assistance that enables participants to comply with the conditions of Probation.
- b) Addressing the familial, educational, social, and mental health issues frequently associated with a history of involvement with the juvenile justice system in order to help participants avoid re-arrest and change the trajectory of their lives.

Advocate/ Mentors are responsible for developing strong relationships with up to 4 high-risk youth currently on Probation. Advocate/ Mentors are expected to have a collaborative relationship with parents/ guardians of participants, the AIM team-including other Advocate/ Mentors and the Program Director, service providers working with participants, and the Probation Officer monitoring participant's compliance with the conditions of Probation. Advocate/ Mentors will help participants develop a 'buy-in' and readiness for change and assist participants with the life circumstances that shaped their involvement with the juvenile justice system. In working with participants to achieve service plan outcomes, Advocate/ Mentors may be required to accompany participants to appointments, help participants develop life skills, and intervene during a crisis. While Advocate/ Mentors are expected to use their personal and professional experience to ensure participants safety, help participants achieve service plan goals, shape participants decision making, improve participants capacity for critical thinking, and promote the development of a positive support system, Advocate/ Mentors will be guided by the clinical lens provided by the Program Director.

Responsibilities:

- Advocate/ Mentors will support, intervene, provide advocacy, and mentor up to 2 high-risk youth on probation. The Advocate/ Mentor will meet with the Probation Officer on a weekly basis at a minimum, and engage participants in planned activities to support participant's achievement of service plan outcomes.
- Advocate/ Mentors will meet with program participants in accordance with service plan needs and contractual requirements. While Advocate/ Mentors will spend a predominant amount of time with participants in the field, Advocate/ Mentors will meet with the Program Director twice during the week, at a minimum.
- Advocate/ Mentors will be available to participants 24/7. Advocate/ Mentors will be assigned a work phone and are expected to immediately contact the Program Director when there are safety concerns.
- With guidance from the Program Director, Advocate/ Mentors will create a weekly schedule of planned activities in order to work strategically with program participants. .
- Advocate/ Mentors will participate in individual and group supervision provided by the Program Director on a weekly basis.
- Advocate/ Mentors will participate in monthly Family Team meetings with the Probation Officer, participant, parent/ guardian, Program Director, and any other individual our participants may have an alliance with.
- Advocate/ Mentors will attend on-site and training or events as required by the Program Director.
- Advocate/ Mentors will facilitate weekly workshops in the areas of Preventative Services, Life Skills, Leadership, and Life Redirection.
- Advocate/ Mentors will collaborate with the Program Director to identify opportunities for civic engagement, community service, engagement in pro-social recreational activities and the development of a pro-social network.
- Advocate/ Mentors will document participant's progress toward achievement of service plan goals and participants engagement in formal and informal activities.
- Additional duties as assigned by the Program Director and Associate Director for Prevention/Intervention Services for Youth.

Qualifications:

- Experience with, and knowledge of the Juvenile Justice System, Department of Probation, Family Court and Alternative to Detention (ATD) is highly preferred.
- High School Diploma required; College degree is highly preferred. Five years of comparable experience with at risk/high risk youth or/and youth on probation may be substituted for a college degree.
- Bilingual in English and Spanish is a plus.
- Commitment to at least one year of mentoring services.
- Passion, expertise, dedication, and experience working with moderate to high risk urban youth, ages 13 to 18.
- Must be available during scheduled work hours to ensure safety of participants and support of program staff, as needed. Advocate/ Mentors may be required to alter their scheduled hours depending upon the needs of participants.

- Ability to work in a fast paced, challenging, and constantly changing environment without becoming overwhelmed or making rash decisions.

To Apply:

Please send Cover Letter, Resume and 3 Professional References to:

youngadultservicescareers@unionsettlement.org.

Please indicate Advocate/ Mentor in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER