

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

**Position:** Hub Youth Advocate/Outreach  
**Department:** Youth Services  
**Reports to:** Hub Program Director  
**Hours:** Full-Time (35 hours/week)  
**FLSA:** Non-Exempt

### **Position Summary:**

The Hub Youth Advocate will be responsible for providing general case management including engagement, advocacy, referrals and tracking of participants ages 10 to 24 within the East Harlem Youth Opportunity Hub Program. The Youth Advocate will be expected to collaborate with program staff, provider partners, participants and their families to ensure successful access and navigation of 400 participants annually through Hub.

### **Responsibilities:**

- Assist in conducting Intake of participants.
- Partner with program staff and service Hub partner providers to conduct individual assessments of potential Hub participants.
- Assist family members with referrals including but not limited to phone calls to participant and families, scheduling appointments, completing necessary documentation, accompanying participant and/or family members to appointments to ensure a warm handoff.
- Provide outreach to Union Settlement programs, Hub provider partner sites, and other external locations to track participant's engagement and progress and report back to Hub team.
- Provide information and knowledge to East Harlem youth, young adults and their families to help market and promote services of the East Harlem Youth Opportunity Hub program.
- Participate in Outreach activities such as: flyer distribution, street team activities, scheduled events, open houses, and social media.
- Escort clients to and from provider agencies in East Harlem area as needed.
- Bridge connections between youth and provider agencies to connect youth to Hub services.
- Maintain accurate and timely participant and activity records.
- Provide intervention and social emotional support to participants and their families as needed.
- Attend team meetings for program updates, progress and Hub / agency related matters.
- Attend Monthly Partner Provider meetings as needed.
- Additional duties as assigned by Hub Program Director, Hub Assistant Director, Assistant Director of Youth Services and Director of Youth Services.

**Qualifications:**

- Preferred: Bachelor's Degree in Criminal Justice or related field and 2-3 years of direct experience in workshop facilitation, case management and or working with high risk and disconnected youth. At minimum, some college credits in related field and 5 years of successful demonstration of working with high-risk youth and adolescents.
- Bilingual preferred.
- Strong written, verbal, clerical organization and problem solving skills.
- The ability to perform at a high level.
- Demonstrate the ability to engage, manage and work with a variety of personalities.
- Ability to perform multiple tasks effectively in a fast paced, challenging, and constantly changing environment and population without becoming overwhelmed or making rash decisions.

**To Apply:**

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

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

Please indicate Hub Youth Advocate/Outreach in the subject of e-mail.

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