

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: Preventative Services Counselor and Site Supervisor
Department: Youth Services
Reports to: Middle School Program Director
Hours: Full-Time

Position Summary:

The Preventative Services Counselor is the coordinator for the **Healing Our Problems Early (HOPE)** activities at a designated middle school program. This Counselor is responsible for the management, maintenance, and facilitation of weekly preventative services activities and workshops, such as Too Smart to Start and Baby Think It Over. Additional workshops and activities will target gang prevention, pregnancy prevention, substance/addiction prevention, and peer/dating violence prevention.

Responsibilities:

- Supervise and review the establishment of age-appropriate preventative services curricula for middle school age youth during after school program hours.
- Produce program reports and evaluate ongoing educational and social services, as needed.
- Create individual files for documenting participants' involvement in preventative services.
- Manage bi-weekly strategic planning sessions with Program Director and program staff to discuss progress regarding prevention workshops.
- Develop staff capacity to implement creative and effective preventative activities and workshops.
- Act as the liaison between middle school staff and Union Settlement program staff.
- Support recruitment and outreach for program.
- Conduct outreach to parents of participants, as needed.

- Plan and implement weekly lessons on preventative services including gang involvement, pregnancy, substance, addiction, violence, bullying, HIV/STI, obesity, etc.
- Attend and escort youth on trips, as needed.
- Assist in other workshops and activities, including classroom management and behavior modification, as needed.
- Provide program oversight in absence of the program director as needed.
- Additional responsibilities as assigned by Program Director, Assistant Director of Youth Services, Director of Youth Services and Assistant Director of Youth Services.

Qualifications:

- Bachelor's Degree in Human Services or related field, with demonstrated experience working with at-risk middle school youth preferred; at minimum, Associate's Degree in related field and at least 3 years demonstrated experience working with at-risk youth.
- Successful completion of background and criminal record check, fingerprinting check, and reference check required.
- Expertise in several of the following areas: gang involvement prevention, teenage pregnancy prevention, addiction prevention, bullying, and peer and dating violence prevention.
- Strong computer skills.
- Strong verbal and public speaking skills.
- Strong written, 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.
- Demonstrated understanding of the challenges facing youth in an urban setting.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and 3 Professional References to: youthcareers@unionsettlement.org. Please indicate Preventative Services Counselor in the subject of e-mail.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER