

UNION SETTLEMENT

JOB 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: Seasonal Field Advisor
Department: Youth Services
Reports to: SYEP Program Director
Hours: Part-Time (20hrs/week)
Rate: \$20.00 per hour
FLSA: Non-Exempt

Position Summary:

The Seasonal Field Advisor ensures successful field placements transpire for all youth. Seasonal staff would be required to travel to the variety of placement sites, to engage and track participant progress. This position also requires considerable use of customer relationship management with placement sites, labor market information, motivational, mentoring, career assessment planning and coaching skills in order to enhance participant's experience of Career pathway exploration.

Responsibilities:

- Complete intake process and individual service plans for all participants.
- Complete pre-/post evaluations and work readiness assessments.
- Complete data entry including daily attendance records, participant demographic information and anticipated outcomes.
- Conduct weekly follow-up calls to participants when necessary, to maintain daily attendance.
- Maintain excellent participant files, track participant outcomes, and maintain attendance records.
- Conduct case management and maintain superb case management notes.
- Assist participants in the process of self-evaluation and future planning.
- Manage worksite relationships and ensure appropriate placements.
- Provide follow-up support during internships including monitoring participant work hours, collecting timesheets, resolving conflicts, and where necessary, replacements.
- Manage participant engagement through program cycle towards successful completion.
- Additional duties as assigned by the SYEP Director.

Qualifications:

- Some college or higher in a related field with 2 years of experience.
- Demonstrated employment counseling or job development experience preferred.
- Demonstrated experience in working high school youth.
- Willingness to travel to different work sites.
- Knowledge of job development strategies required.

- Knowledge of labor market trends in a range of occupational fields (professional, skilled, semi-skilled, and industrial).
- Ability to outreach, network, and market participants and program.
- Ability to motivate participants toward full-time employment.
- Excellent interpersonal skills.
- Excellent organizational, verbal, and written skills.
- Excellent computer skills.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Familiarity with the East Harlem community preferred, but not required.
- Demonstrated understanding of the employment challenges facing minority youth in underserved communities.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume, References, and Salary Requirements to:

youngadultservicescareers@unionsettlement.org

Please indicate Seasonal Field Advisor in the subject of email.

UNION SETTLEMENT IS AN EQUAL OPPORTUNITY EMPLOYER