



EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is one of the largest social service agencies in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 18 different sites to serve over 13,000 local residents each year. In addition, two related entities – Union Settlement Home Care Services and Union Settlement Federal Credit Union – offer complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Preventative Services Youth Advocate

Department: Youth Services

Reports to: Youth Empowerment Program Coordinator

Hours: Part-Time, including some Saturdays and evening hours.

Program Description:

The Youth @ Union Program is 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** in partnership with **Hunter College School of Social Work of the City of New York (HCSSW)** and **Isaac Newton Middle School for Math & Science**, has created the **Youth Empowerment Program (YEP)**, a three year initiative designed to address the serious health and safety issues that are faced by minority youth in East Harlem. The primary components include after school programming, Saturday Academy, summer programming, and family engagement for 40 middle school youth. **YEP** operates out of Isaac Newton Middle School for Math & Sciences

Position Summary:

The Preventative Services Youth Advocate will be responsible for the management and maintenance of participants and weekly preventative services activities and workshops including gang prevention, pregnancy prevention, addiction prevention, and peer/dating violence prevention for up to 40 participants. The Preventative Services Youth Advocate is responsible of recruitment and facilitation of intake, development of Individual Service Strategy (ISS) for each participant, Attendance Improvement services including home visits as needed, and weekly recording of case notes for each participant.

Additional Responsibilities:

- Quarterly review of each ISS.
- Identification and review of educational and life skills needs of each participant leading to a schedule of activities.
- Providing face-to-face advisory sessions, “One-to-One Meetings”, at least once every two weeks with each participant.
- Maintenance of weekly contact including conducting phone calls and attending program activities with each participant.
- Facilitating of group meetings, including study groups and workshops.
- Development and implementation of elective preventative activities for general program members.
- Thorough completion and timely submission of all forms, including but not limited to weekly report, referral forms, and incident reports.
- Weekly review of caseload, small groups, and activity groups with supervisor.
- Collection of documentation from participants, including but not limited to parent consent forms, student assent forms, report cards, progress reports, etc.
- Participation in at least one Youth Services programmatic committee.
- Attendance and participation in monthly Youth Services staff meetings.
- Fulfillment of other responsibilities as assigned by Program Coordinator and Director of Youth Services.

Qualifications:

- Preferred: Bachelor’s Degree in Human Services or related field, with appropriate experience in working with at-risk middle school youth.
- Minimum: 40+ college credits and at least 2 years of experience working with at-risk youth.
- Candidates must complete successful background, criminal records, fingerprinting, and reference checks.
- Expertise in several of the following areas: gang involvement prevention, teenage pregnancy prevention, addiction prevention, peer and dating violence prevention.
- Strong public speaking, computer, writing, and organizational skills.
- Demonstrated ability to perform multiple activities effectively.
- Bilingual (English/Spanish) a plus.

To Apply:

Please send Cover Letter, Resume and References to:

hr@unionsett.org

Please indicate Preventative Services Youth Advocate in subject of e-mail.

In-House Deadline: Friday, December 11, 2009.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER