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<b>Job Title</b>	PT Alumni Retention Counselor
<b>PVN ID</b>	HO-1709-002082
<b>Category</b>	Instruction and Social Service
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Division of Continuing Education & Workf
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$30.00-\$35.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Mar 27, 2018 (Or Until Filled)

## General Description

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The CUNY Fatherhood Academy (CFA) is a comprehensive program designed to promote responsible parenting and foster economic stability for unemployed and underemployed young fathers through education, employment, and personal development. Increased familial engagement, attaining a High School Equivalency (HSE) diploma and finding gainful employment are all essential goals of the CFA. The program's central focus is to help young fathers prepare for and enroll into college or training programs, with the understanding that earning a college degree is the most effective path toward providing long-term economic sustainability for themselves and their families. The program is targeted to serve Black and Latino fathers, ages 18–28, from throughout New York City.

Under the supervision of the Program Director, the Alumni Retention Counselor will monitor the progress of CUNY Fatherhood Academy (CFA) graduates and identify additional services that may be needed as they move into training, college and/or the world of work.

## Other Duties

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- Provide holistic and comprehensive alumni retention case management services to all program alumni including: evaluating intake assessment, benefit assessment, goal setting, personal and professional development, advocacy and referrals;
- Maintain a caseload of former and current CFA participants. Meet regularly with participants and provide assistance with obtaining needed services/benefits to achieve their individual service plan goals;
- Research and connect participants with educational and vocational opportunities based on their

individualized long-term goals, as appropriate;

- Works closely with participants to develop a mutually agreed-upon alumni service plan, reflecting assessment findings goals. Schedules follow up meetings to update plan as needed in order to achieve goals;
- Plan and facilitate workshops focused on personal and professional development;
- Utilize technology: telephone, text, e-mail and social media networking sites to connect and engage current CUNY Fatherhood Academy participants and graduates;
- Experience working with particular target populations, especially young adults or disconnected youth, strongly preferred;
- Work and collaborate with support staff in an effort to re-engage hard-to-reach participants;
- Ability to work in the mornings and some evenings as needed.

## Qualifications

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- Attend internal and external meetings, conferences, workshops, and other training opportunities as needed and/or required;
- Manages, tracks, and produces data for participant activity tracking reports. Develops/monitors participant incentive programs to increase productivity and engagement in program;
- Assists in organizing field trips, off-site family events, job fairs and graduation ceremonies.

### Qualifications

Bachelor degree required. Training in social work and/or counseling and experience working with large client population strongly preferred. Experience with and commitment to working with low-income families and individuals, especially young adults.

Excellent interpersonal, verbal, and written communication skills. Excellent time management, organizational and computer software skills. Strong commitment to the work of fatherhood.

**Hourly Rate:** \$30 - \$35 an hour depending on experience up to 25 hours per week

