

<b>Job Title</b>	Counselor-Advocate
<b>PVN ID</b>	VA-2009-003709
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of K-16 Initiatives
<b>Status</b>	Part Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	12.00-25.00
<b>Closing Date</b>	Nov 18, 2020 (Or Until Filled)

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## General Description

The Creative Arts Team (CAT) is an educational outreach program at The City University of New York that uses the power of drama to inspire people to learn more. Each year, 15,000 young people, ages 3 to 21, participate in interactive workshops to examine social issues and curricular themes pertinent to our society (e.g.: literacy, conflict resolution, and health and wellness). CAT also provides professional development and life skills workshops to community members and educators.

### **Overview of Counselor Advocate Role within Literacy through Drama program:**

The Literacy through Drama High School team is made up of 4 Actor-Teachers who work in 5 schools around New York City. Working in duos, the Actor-Teachers partner with English teachers to create drama-based curriculum that supports higher order literacy skills and explores issues of importance to the young people. These issues have included college readiness, gentrification, social protest, sexual consent, and racism. Focus is placed on social and emotional learning as well as practical problem solving. Counselor Advocates work one-on-one with particular young people to offer additional support wherever they may need it.

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## Other Duties

### **Responsibilities will include:**

- Identifying participant issues and facilitate access to relevant supports, both inside and outside of school.
- Case-management:
  - Provide a holistic assessment of the participant's strengths and needs and development in an Individual Service Plan (ISP).
  - Ensure the implementation of the ISP.
  - Regularly review the ISP to assess whether goals have been met or need to be changed.
  - Follow-up to insure that the participant has received requested services.

- One-on-One Meetings:
  - Counselor Advocate will meet with participants biweekly and more frequently if needed during the period of service.
  - Each meeting will be documented with written progress notes. Progress notes would present an assessment of the needs and strengths of the participant, an objective account of the interaction, and a plan for meeting the specific goals in the ISP.
- Managing School Relationships: The Counselor Advocate will maintain regular contact with school personnel and will work with agency-identified linkage partners and other appropriate organizations and refer participants as needed.

## Qualifications

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### Core Competencies:

- Passionate about working with young people
- Positive attitude
- Knowledge and experience in providing nontraditional, experiential learning strategies; and experience working with youth
- Ability to communicate and work productively with staff and young people
- Ability to initiate, plan, organize, prioritize, and implement multiple projects and assignments
- Ability to work independently and as part of a team
- Ability to meet deadlines

### Qualifications:

- Bachelor's Degree from an accredited college and two years of work experience in the required fields. MSW or working towards an MSW a plus.

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