

UNION SETTLEMENT

Job Description

Position: Preventative Services Counselor and Site Supervisor
Department: Youth Services
Reports to: SONYC Program Director
Hours: Mondays through Fridays, 2:30 PM to 6:00 PM
FLSA: Non-Exempt
Reviewed: 11/29/2017

Position Summary:

The Preventative Services Counselor is the coordinator for the **Healing Our Problems Early (HOPE)** activities at a Middle School Center Based Program at our Jefferson Community Center. 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.
- 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.
- 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.
- Produce mandated program reports, including outcomes and attendance.
- 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.
- Participate in special events and staff meetings.
- Participate in at least one Youth Services programmatic committee.
- Additional responsibilities as assigned by Program Director, Assistant Director of Youth Services, and 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 References to:
jobs@unionsettlement.org please indicate Preventative Services Counselor and Site Supervisor in
subject of e-mail.

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