

# UNION SETTLEMENT

## EMPLOYMENT 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](http://www.unionsettlement.org).

**Position:** AIM Advocate/Mentor  
**Department:** Youth Services  
**Reports to:** AIM Program Director  
**Hours:** Part-Time (19 hours/week)  
**FLSA:** Non-Exempt

### Position Summary:

The AIM Program (Advocate, Intervene, Mentor) has been modeled to work alongside the Department of Probation to assist program participants in 2 ways:

- a) The AIM program will provide support and assistance to enable participants to comply with the conditions of Probation as set forth by Family Court.
- b) The AIM program will address the familial, educational, social, cultural, and mental health issues that frequently accompany participants involvement with the juvenile justice system, in order to help participants changes their trajectory.

Part-time Advocate/ Mentors are responsible for developing a strong relationship with up to 2 high-risk youth currently on Probation. Advocate/ Mentors are expected to work collaboratively with parents/ guardians of participants, the AIM Team, the probation officer monitoring participant's compliance with the conditions of probation, and collateral service providers. Advocate/ Mentors will help participants develop a 'buy-in' and 'readiness for change' as a platform for navigating the conditions that shaped participants involvement with the juvenile justice system. Advocate/ Mentors are expected to work strategically to help participants achieve objectives and goals outlined in the service plan while enabling participants to maintain their sense of autonomy. In working toward achieving service plan outcomes, Advocate/Mentors will be required to accompany participants to appointments, help participants improve decision-making skills, and intervene during a crisis. Action steps taken by Advocate/Mentors will be guided by a service plan, programmatic expectations, and the lens provided by the Program Director.

### Responsibilities:

- Support, intervene, provide advocacy, and mentor up to 2 high-risk youth on probation. The Advocate/Mentor will be available to participants 24/7, will regularly and proactively address safety issues, and intervene during a crisis or emergency.
- Meet with the assigned probation officer on a weekly basis, at a minimum, to review participant's progress toward achieving service plan goals, and address any challenges undermining the achievement of goals.

- Meet with participants a required number of hours each week. Meetings between Advocate/Mentors and participants may occur anywhere participants are comfortable, i.e. home, community, AIM office, will always be strategically planned, and in the service of deepening a collaborative partnership and/or supporting participants progress toward achieving goals.
- Create a weekly schedule of planned activities with participants that incorporate actions steps to achieve service plan goals and the required number of weekly contact hours Advocate/Mentors are expected to have with participants.
- Attend on-site and off-site training or events as required by the Program Director, participate in weekly supervision provided by the Program Director, and bi-weekly case conferences facilitated by the Associate Director of Intervention/ Preventive Services.
- Identify opportunities for developing a pro-social alignment through participation in community service projects, civic engagement, and/ or involvement in recreational activities or cultural events.
- Facilitate weekly workshops in the areas of Preventive Services, Life Skills, Life Redirection, and Leadership.
- Record all contact with participants/family and service providers, documenting participant's engagement in activities, progress toward achievement of service plan objectives and goals, and follow-up actions steps.
- Additional duties as assigned by the Program Director and Associate Director for Prevention/ Intervention Services for Youth.

**Qualifications:**

- Passion, dedication, and professional experience working with moderate to high-risk youth, ages 13 to 18.
- Experience with and knowledge of the Juvenile Justice System, Department of Probation, Family Court, and Alternative to Detentions programs is highly desirable.
- Bachelor's Degree is highly preferred. Five years of comparable experience with this population may be substituted for a college degree.
- Bilingual in English and Spanish is a plus.
- Availability during scheduled work hours to ensure that services and teaming are adequately coordinated. May be required to alter scheduled hours depending upon the needs of participants.
- Ability to team well and work collaboratively in a fast paced, challenging, and constantly changing environment without becoming overwhelmed or making rash decisions.

**To Apply:**

Please send Cover Letter, Resume, and 3 References to:  
[youngadultservicescareers@unionsettlement.org](mailto:youngadultservicescareers@unionsettlement.org).

Please indicate Advocate/Mentor in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**