



Position: Counselor Coordinator
Reports to: Program Coordinator
Program: Turning Point Brooklyn Education Center

ABOUT TURNING POINT:

Turning Point (TPBK) serves as a stepping stone for at potential residents of Brooklyn who have decided to seek ways to improve their everyday lives. Our Education Center opens the door to a better life through high school equivalency testing, college preparation and job readiness. Turning Point Brooklyn’s Education Center offers Adult Basic Education (ABE) classes, High School Equivalency (HSE) classes, and English for Speakers of Other Languages (ESOL) classes, at almost all skill levels. The Education center is also an official HSE test site.

Responsibilities:

- Oversee all case management and career counseling support for students attending the Education Center.
- Complete intake, assessment and individual service plans at enrollment for students/ participants.
- Develop and implement work readiness curriculum in conjunction with work readiness trainer and teachers.
- Keep daily attendance and participation records for workshops and classes.
- Conduct weekly worksite assessments, documenting participant and supervisor challenges and successes.
- Assist youth in maintaining work site placement through identifying obstacles, meeting weekly at worksites and connecting youth with external resources. Reviewing challenges in weekly workshops.
- Provide crisis intervention as needed, including mediation support and wrap around services/referrals.
- Assist in carrying out other aspects of the program including planning trips, celebrations, and leadership activities/council.
- Support youth in developing career and educational plans including creating or updating resumes.
- Document all work and keep case notes on all participants on caseload as required.
- Help to build the next generation of skilled workforce for employers.
- Issue pre and post assessments to students using Best Bets to accurately assess vocational readiness as well as track improvements and oversees performance evaluation for all interns.
- Coordinate linkages with Adult Learning Centers throughout the city
- Conduct orientation workshops for students interested in participating in the internship program.
- Meet with student, perform work readiness assessments and assist them in identifying career choices.
- Develop a network of community based internship placement sites for students and career pathways.
- Organize and facilitate relevant Career and Job Readiness workshops, panels and fairs such as Career Panels, Job Fairs, etc.
- Assist students with employment/internship applications including assisting student with developing employment portfolios that include resumes, cover letter samples, etc within 30 days of program entry or after referral to services
- Document all work and keep case records on all students on caseload as required.
- Work closely with the Education Center and a member of the interdisciplinary team to best meet the holistic needs of the student.
- Provide outreach to youth involved in the program to maintain retention
- Perform other duties as assigned.



Qualifications:

- Bachelor's degree, Masters preferred (MSW with SIFI)
- Bilingual a plus (Mandarin, Spanish, Arabic)
- Experience and demonstrated skill in working with youth and families required
- Excellent organizational, written, and communication skills.
- Must have a commitment to work from a strength-based and/or youth development perspective
- 2 Evening hours per week

Contact:

Email Resume and Cover Letter to:

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