



## Job Description

**Position:** Advocate Counselor  
**Program:** Brooklyn High School for Leadership and Community Service  
**Reports to:** Program Director

### Position Summary:

Brooklyn Community Services is one of Brooklyn's first and largest non-sectarian social services agencies. BCS, which presently serves more than 10,000 individuals annually, is committed to a broad and diverse range of services including education and child care; services to strengthen families; and services to foster self-sufficiency for adults.

Brooklyn High School for Leadership and Community Service is a small, academically rigorous, full-time New York City Department of Education Transfer School designed to re-engage high school students who are over-age and under-credited or have dropped out of high school. BCS is directly responsible for the administration of the school's Learning-to-Work Program, which enhances the school's academic component by offering additional academic support, career and education exploration, work preparation, skills development, and internships.

### Responsibilities:

- Provide academic planning and case management services for a caseload of 40 + students, including Seniors/Juniors participating in the College Bound Program.
- Provide weekly individual and daily group counseling, including facilitating an Advisory/College Bound Group five days per week.
- Supervise a group of students who act as College Peer Mentors to younger students and attend regular Peer Mentor trainings to support youth.
- Assist youth in attending school regularly by identifying obstacles, connecting students with resources and conducting attendance outreach including home visits.
- Provide crisis intervention as needed, including mediation support.
- Provide family outreach and conduct parent/guardian meetings as appropriate.
- Provide counseling and support services to families with the intent of improving communication between family members and students to ensure they have support they need to function at optimal levels.
- Facilitate College/FAFSA Workshops to parents through the PTA.
- Document all work and keep case records on all students on caseload as required.
- Attend DOE Parent-Teacher conferences, School Leadership meetings, Parent Teacher Association meetings and Out of town College Trips in accordance with DOE school calendar.
- Provide assistance with College application process

### Qualifications Required:

- Bachelor's degree required; MSW degree preferred
- Experience and demonstrated case management support 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;
- College preparatory experience required; Willingness to be creative and work as an integral part of a team;
- Fingerprinting and criminal background check required.
- Prior experience in a school setting preferred

### How to apply:

[Click here to apply to the Advocate Counselor role](#)