



Job Title: Advocate Counselor Position

Department: Teach One Academy & Learning Center

Reports To: Executive Director

Hours: Part Time, evening and weekend hours as needed

Position Objective:

Teach One Academy & Learning Center is a 501(c)(3) nonprofit community based, co-educational, college-preparatory day school, that prepares talented, well-qualified, and motivated college-bound students, Third through Grade 12, to pursue and realize their academic, personal, and social potential. We provide a comprehensive, caring, and creative curriculum and extracurricular program that fosters an experience of excellence for each student. Inspired students, a superior faculty, and engaged families thrive in our diverse, safe, and supportive community. We afford students the opportunity to discover their passion in life and to learn to embrace confidently and responsibly the moral and ethical challenges of being lifelong learners, teachers of others, and citizens of an increasingly complex global community.

The Advocate Counselor will provide individual and group counseling, case management, advocacy, referrals and crisis intervention to students of the Learning Center, most specifically, high school students. He/she will also assist in implementing other aspects of the program in close collaboration with agency and school personnel.

Essential Functions:

- Provide case management for 70+ students identified as in need of supportive services;
- Perform initial intake of students into the program;
- Utilize Columbia University's CASASTART and Learning Center Wraparound model to provide intensive support to high school students and their families;
- Design and implement individualized service plan for each student including specific goals, objectives, and targeted dates to be reviewed 4 times a year; complete a 50 + questions questionnaire with students;
- Provide individual/group counseling, and crisis intervention as needed;
- Help students and parents learn how to navigate social, educational and legal systems to resolve problems;
- Provide family outreach and involvement as appropriate;
- Make home visits at least once a month;
- Arrange for or provide transportation to appointments for students and family members as needed;
- Intervene to prevent eviction, and utility shut-offs;
- Identify resources and establish a referral system;
- Conduct case management meetings regularly with parents and key personnel from different organizations;
- Develop and implement workshops responsive to student needs;
- Assist students in attending school regularly through identifying obstacles and connecting with resources, attendance outreach including home visits;
- Assist in carrying out other aspects of the program including planning trips, celebrations, and leadership activities;
- Support students with all aspects of the college preparation process including applications, financial aid, personal essay, and college visits;

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P.O. Box 1482, Lithonia, GA 30058 ~ Phone (678) 629-7493 ~ Fax (866) 899-8763

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- Assist in the preparation of trade or additional educational/skills options that will allow students to move to the next step in their development;
- Maintain all required documentation such as family income; previous and current services provided, progress notes, referrals, assessment and follow-up for review;
- Partner with schools and a Law enforcement agency;
- Hold meeting forums including case conferences, administrative meetings, advisory council meetings, bimonthly conference calls;
- Prepare and submit monthly and quarterly statistics, narrative and activity reports;
- Perform statistical, narrative, and record keeping duties as required;
- Participates in staff training programs;
- Attend department and agency meetings as required;
- Other related tasks that may be assigned

### Position Requirements:

- Bachelor's Degree required, Master's Degree in Education, non-profit administration, social work or related field preferred
- CPR and First Aid certified
- 5+ years experience in educational program serving children, with at least 2 in a supervisory capacity
- Demonstrated ability to develop and maintain professional partnerships with a variety of professionals, parents, and students in the community
- Experience working with adolescent/young adults individually and in groups
- Excellent writing, verbal and problem solving skills.
- Ability to develop resources through networking and to assist in creating job and educational opportunities for students.
- Ability to be self-directed and self-motivated, demonstrate the ability to handle multiple tasks.

### Apply:

Please submit your resume, cover letter, and salary requirements to [careers@teachoneacademy.org](mailto:careers@teachoneacademy.org). Include Advocate Counselor in the subject line. An email will be forwarded to your attention confirming the receipt of your resume.

### Physical Requirements:

Must have the ability to complete all standard administrative and support tasks including but not limited to care with consumers, climbing up and down stairs, operation of computers/phones/fax/printer/copy machine, and the ability to lift boxes, furniture, and equipment up to 30 lbs.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the policy of Teach One Academy that the Agency wholly complies with the equal treatment of all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, citizenship status or veteran status in all employment decisions, including but not limited to recruitment, hiring, compensation, training and apprenticeship, promotion, upgrading, demotion, downgrading, transfer, layoff and termination and all other terms and conditions of employment.

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