

Civil Service Title: Principal Administrative Associate

Office Title: POP Employment Counselor

Salary: \$27.42/hour

Duration: This is a 12 month grant funded position beginning October 2009.

Work Location: TBD

Number of Positions: 2

The Parks Opportunity Program is an innovative transitional employment program which provides intensive skills training, adult education, employment counseling, job placement assistance as well as a paid work experience to Public Assistance recipients. Through this comprehensive approach, POP helps trainees attain independence and stability. POP seeks experienced employment and job-readiness counselors to facilitate daily job readiness workshops with program trainees as well as perform individual case management. Through this work with the trainees, counselors are responsible for identifying individual barriers to employment and addressing those needs in an appropriate manner.

MAJOR RESPONSIBILITIES

- Under general supervision, with some latitude for independent initiative for independent and judgment, perform difficult supervisory or administrative functions.
- Conduct group and individual counseling sessions with POP participants. Maintain caseload and facilitate workshops.
- Perform individual case management with participants, including employment plans, case management and progress notes.
- Address a variety of personal issues that may act as barriers to employment, educational attainment, or the achievement of personal goals.
- Provide appropriate referrals and follow-up services based on a wide variety of client needs.
- Perform crisis intervention (i.e. homelessness or domestic violence) when necessary.
- Coordinate with Education and Training staff to ensure participants' educational and training progress and goal achievement.
- Work with Job Developers to identify job opportunities for clients to assist them in gaining employment.
- Report to POP management for all clinical and administrative supervision.

QUALIFICATION REQUIREMENTS

1. Baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

New York City Residency required within 90 days of employment.

PREFERRED SKILLS/QUALIFICATIONS

1. A Master's of Social Work or Counseling or a Bachelor's of Social Work with post graduate experience.
2. Experience working with the welfare-to-work and knowledge of citywide resources.
3. Experience working with groups and case management.
4. Spanish fluency is highly desirable.
5. Computer proficiency in Microsoft Word, Excel and Access.
6. High level of enthusiasm for helping individuals achieve self-sufficiency.

To apply, please submit resume and cover letter by October 14th, 2009 to:

Nancy Corbett

City of New York/Parks & Recreation

24 West 61st Street, 2nd floor

New York, NY 10023

Email: Nancy.corbett@parks.nyc.gov

Attention: POP/2010-Employment Counselor

www.nyc.gov/parks

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Telecommunications Device for the Deaf: (800) 281-5722