



### Position Announcement

Today's Date: 11/09/2018

Posting #: 8509

Job title: **Program Advocate**

**FLSA/ Code/ Status:** Nonexempt / 1223 /CUB unrepresented

Location: **Westside Youth Opportunity Center, 1510 W Lafayette Ave.**

Salary Range : \$33,299-\$61,504

Status: **Temporary with Benefits**

### Position Overview:

Work involves providing direct advocacy and support services for program enrollees

### About the Mayor's Office of Employment Development (MOED)

The mission of the Mayor's Office of Employment Development coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper.

### Typical Examples of Work Performed:

- Works with students individually and in groups to resolve difficulties in areas which include: school attendance, school performance, school adjustment, peer and family interrelationships, and full participation in the program.
- Makes telephone calls and/or home visits to the parents of students, as directed by the site supervisor, to obtain maximum parental involvement in affecting positive change for students and effective implementation of the program.
- Confers with school personnel, as directed by the site supervisor, to determine specific student progress and identify areas of need for the program's academic and other support services.
- Recommends strategies to reduce or alleviate problems which hinder students' academic growth and/or school adjustment.
- Recommends to immediate supervisor other services, resources or methodologies to improve program effectiveness and assure program goal attainment.
- Assists in program recruitment and follow-up activities/procedures.
- Assists in student and parent orientation activities.
- Responsible for documentation and other record keeping of all student and parent involvement in appropriate records/files.
- Works with students at multiple schools.
- Performs other duties as required.

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### **Key Attributes:**

- Knowledge of the needs of "at risk" populations (education, social, employment).
- Knowledge of the principles of human behavior and counseling techniques.
- Ability to relate as a "helping" professional; effectively counseling students regarding social, educational, and work related problems.
- Knowledge and experience related to working with ex-offenders between 18 and 24.
- Ability to motivate participants and increase their interest in personal development.
- Ability to maintain or enhance an effective working relationship with MOED, City Schools, and other community agency personnel.
- Ability to express ideas effectively, both orally and in writing.
- Knowledge of community resources.
- Ability to provide quality youth development activities across multiple locations.
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).

### **Required Education & Experience:**

- Completed bachelor's degree at an accredited college or university, with major course work in counseling, social work, education or a related field.
- Or, any equivalent combination of acceptable education and experience.

### **Special Requirements:**

- Maryland driver's license and daily access to an automobile.
- Criminal Background Investigation.

#### **Interested applicants may submit their resume**

via email: [resumes@oedworks.com](mailto:resumes@oedworks.com) please place job title and posting number in the subject line

via fax: to 410-396-8132; please place job title and posting number on fax cover

via mail: 417 E. Fayette Street, Suite 468, Baltimore, MD, 21202- Attn HR;

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