



*New Americans Initiative*  
YMCA of Greater New York  
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## JOB POSTING

**Job Title: Staten Island YMCA New Americans Welcome Center Counselor**  
**Organization: YMCA of Greater New York, New Americans Initiative**  
**Location: Staten Island YMCA Counseling Center; Staten Island, New York**  
**Salary: FT Full-Time**

### **Job Description:**

The YMCA of Greater New York's New Americans initiative, which serves New York City's extraordinarily diverse, low-income immigrant and New Americans populations, is seeking **an energetic and disciplined counselor to fill immediate full-time position.**

We are looking for a bilingual Counselor and/or Social Worker who is experienced in community outreach and counseling on Job Skills Training & Placement Assistance, Family Counseling and City-wide Services Information and Referrals. The counselor will report to the Program Coordinator of the Staten Island YMCA New Americans Welcome Center and is responsible for Community Outreach, Registration/In-Take Assessment and Follow-up, Database and Participant Case Management.

Individual must have excellent written and verbal communication skills, be highly organized, with strong attention to detail and willing to work with the Program Coordinator, teachers and staff. The ideal candidate will have a minimum of H.S. diploma and 3 or more years of relevant experience. Candidates who are bilingual in **Spanish**, Chinese, French and/or Russian/Polish are preferred. Knowledge of Best Plus/TABE Pre- and Post-Testing and Database Management is a plus.

### **Responsibilities Include:**

- Assist in program administration, specifically of Adult Literacy, and youth and family programming;
- Research referrals and other services and ensuring that students receive counseling on jobs and citizenship;
- Creating student profiles, documenting their performance goals and outcomes and helping them achieve them;
- Registering all new students and ensuring that all receive a pre- and post-testing;
- Maintaining the database and ensuring that the Program Coordinator has complete and correct documentation;

- Track deadlines and maintain comprehensive calendar of audit reports and forms due and assist in filling out all appropriate forms completely and submit in a timely manner;
- Work on special meetings/events as needed.

**How to Apply:**

SEND cover letter and resume, and salary requirements to Dio Gica, email: [dgica@ymcanyc.org](mailto:dgica@ymcanyc.org). Website: [www.ymcanewamericans.org](http://www.ymcanewamericans.org).