

**Position Title: Child Support Advocate/Job Coach**  
**FLSA Status: Non-Exempt**  
**Salary Range: \$35, 500 - \$40,000**  
**Reporting Relationship: Director of Participant Services**

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**Position Summary:**

The **Center for Employment Opportunities (CEO)**, a nonprofit agency that provides comprehensive employment services –including transitional work and job development –to over 2,000 people a year returning to New York City from stays in prison and jail, seeks a Child Support Advocate to work closely with the Director of Participant Services.

**Essential Functions:**

The essential functions include, but are not limited to, the following:

- Conduct weekly orientation to recruit candidates
- Interview and screen prospective participants
- Facilitate fatherhood workshops
- Encourage and assist participants in setting and achieving long term and short term goals
- Accompany and Advocate for participants at Office of Child Support and Family Court
- Track participants' progress through other CEO programs
- Work in conjunction with relevant staff members in assessing and evaluating participant progress
- Serve as a liaison between CEO, Officer of Child Support and Family Court staff working directly with the Responsible Father Program
- Conduct positive interaction with participant's families
- Assist in planning family activities i.e. group trips, and educational activities
- Prepare weekly activities and attendance reports
- Assess young adult participants to determine the program in which the clients should be enrolled
- Conduct pre-employment workshops and specialized youth program sessions
- Perform field work
- Identify problems **early** and provide necessary support
- Monitor daily program performance to provide encouragement or to take corrective measures when needed
- Develop and implement strategies to ensure 100% program participation and retention in transitional work
- Maintain weekly contact with participants, CEO staff and parole officers
- Maintain accurate records and update notes in the computerized case management system at each meeting with a participant or after talking to a participant via phone – notes should describe efforts to keep participants engaged
- Make appropriate referrals to outside agencies when necessary

**Other Duties:**

- Performs other job-related duties and responsibilities as may be assigned from time to time.

**Minimum Qualifications:**

- College grad or 5 years experience working with disadvantaged populations. In possession of strong oral and written communication skills (English/Spanish preferred)

**Proficiency Qualifications:**

Strong leadership and organizational skills. Ability to prioritize and coordinate a large number of projects with minimum supervision. Excellent interpersonal, verbal and written communication skills. Good PC skills and the ability to track cases. Ability to communicate effectively with people of diverse cultures and backgrounds. Commitment to the mission of CEO.

**To apply:** Please send a letter explaining your interest in the position and qualifications for it with salary requirements, along with a resume to:

Alba Rivera  
Director of Participant Services  
Center for Employment Opportunities  
32 Broadway, 15<sup>th</sup> floor  
New York, NY 10004  
Email: [arivera@ceoworks.org](mailto:arivera@ceoworks.org)

Fax: 212-785-4677

No telephone inquiries please.