**200.18 TITLE:**

**Student Advisor for ELP and Alumni on Campus**

**JOB DESCRIPTION**

Are you passionate about making a positive difference in the lives of young people? Do you thrive on the opportunity to lead and inspire a dedicated team towards a shared mission? If so, the Boys Home of Virginia invites you to embark on a rewarding journey with us.

At the Boys Home of Virginia, our mission is to help each student strive to become a productive member of society by developing his spiritual, mental, physical, and social potential. We are seeking a dynamic and compassionate individual to lead our development efforts. This is not just a job; it is an opportunity to be a catalyst for change, shaping the future of young lives and fostering a sense of community.

If you are driven to make a positive impact, and possess strong leadership skills, we encourage you to explore this opportunity. Join us in our mission to create a brighter future for the next generation – your leadership can be the difference that transforms lives.

We are seeking a well-adjusted, mature individual with kindness, patience, and understanding, capable of fostering a disciplined, nurturing environment whereby rules are firmly but fairly applied. Additionally, we are seeking someone fully devoted to carrying out the mission and vision with the utmost fidelity.

**GENERAL DEFINITION OF WORK:**

Performs direct professional and support service work ensuring the care, security, and safety of students under their care; performs work related to post-graduation and career planning, goal planning, and mentoring to the students. Advocates for the student’s best interest. Performs work under the general supervision of the Lead Student Advisor. Develops life skills and leadership skills to resident in the ELP and Alumni program.

**TYPICAL TASKS:**

* Willing to work a highly flexible schedule necessary to meet the needs of the older students and alumni on campus.
* Coordinates the functioning of the Service Team;
* Coordinates, documents, and plans with the Service Team the development, implementation, and completion of each Individualized Student Plan in relation to the student’s potential;
* Maintains documentation on progress toward each student’s individualized goals and assists the student with character building skills;
* Acts as the primary contact person to work with parents, guardians, and interested parties;
* Works closely with the Medical Coordinator to plan, coordinate, and transport medical-related appointments;
* Assists with summer camp registration and transportation.
* Works closely with staff to see that the philosophy of BOYS HOME is always maintained in established policies and procedures;
* Assists the student and the family to maintain their relationships and prepare for the student’s future care;
* Assists the student, in close coordination with staff, to strengthen his capacity to function productively in interpersonal relationships;
* Willingness to supervise students to include functioning as a fill-in houseparent on an infrequent basis.;
* Coordinates efforts to assure a full array of options for future planning for post-graduation including scholastic testing, interviews with other professionals, college campus tours, trades, workforce, etc.;
* Ensures each student in the ELP has developed and is following through on a post-graduation plan to enter a trades program, college, or military service.
* Interviews and selects Alumni Program candidates in close coordination with the student’s Service Team. The purpose of ELP is to support the mission of Boys Home by providing students with the opportunity to independently practice the social, physical, mental, and spiritual skills learned in ILSP in an environment.
* Coordinates, schedules, and teaches the life skills curriculum to both candidates and members of ELP;
* Closely monitors each ELP member’s finances, time management, work schedule, and extra-curricular involvement to align performance to his individualized goals;
* Oversees the Alumni Program. The purpose of Alumni Program is to support the mission of Boys Home by giving students who have demonstrated proficiency in ILSP and ELP the opportunity to practice their social, physical, mental, and spiritual skills in an environment that offers more independence and freedom than ELP.
* Responsible for coordination of transportation needs for alumni for college, work and holiday travel;
* Monitors grades of the alumni and hold them accountable to policy and procedure for Boys Home and the ELA program;
* Conducts frequent inspections of the cottages for both ELP and ELA to ensure the cleanliness and organization is in accordance with campus-wide expectations;
* Will follow up on graduate alumni a minimum of every six months and non-graduate alumni at the discretion of the lead advisor.
* Performs related tasks as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the practice and methods of adolescent residential care; working knowledge of counseling and social work principles and practices, particularly as related to adolescent behavior; general knowledge of community services and facilities for adolescents; ability to develop and maintain plans for adolescents with emotional and socialization issues; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with adolescents, other employees, officials, and the general public.

**EDUCATION AND EXPERIENCE:**

Shall have a baccalaureate degree in social work, psychology, or counseling with documented fieldwork experience and must be supervised by the program director; or a baccalaureate degree and three years of professional experience working with children.

**IMMEDIATE SUPERVISOR:** Lead Advisor

**Revised:**