

Youth Services Interventionist Supervisor Job Description

Job Summary: The Youth Interventionist Supervisor builds collaborations between systems and agencies to prevent, intervene, and combat negative youth behavior in Oak Park and River Forest Communities. The Supervisor assists severely at risk youth and families, supervises interventionists, and works with the Director to review, develop, and implement programming geared toward youth in the Oak Park and River Forest Communities.

Job Functions:

1. Supervises Youth Interventionists, building a positive rapport with trust, team work, and communication.
2. Carries a small caseload of individuals and groups for direct counseling. Performs other duties of a Youth Interventionist: crisis intervention, making social diagnostic assessments of at risk factors for clients, and assists in developing a comprehensive treatment plan for clients.
3. Develops relationships and partnerships with new and current agencies and organizations that serve youth in the Oak Park and River Forest Communities. Facilitates partnerships and collaborations, assists in problem solving to maintain productive relationships between community administrative leaders.
4. Provides oral and written reports to various boards and the public when required, speaks before various to groups to explain the Youth Interventionist Program philosophy, mission, values, goals, and accomplishments.
5. Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies. Communicates with and between staff, administrations, boards, agencies, committees, and the public to continue community development efforts.
6. Establishes priorities among assignments. Establishes times of completion and quantity/quality of work services. Identifies, and discusses program projects, problems and issues. Supervises subordinate staff, monitors, and evaluates performance and recommends recognition/and or disciplinary action.
7. Monitors budgetary expenditures for training area of Interventionists and assists in developing narratives/justifications used in budgetary process as required.
8. Seeks outside funding to help support programs. Prepares and maintains grants related to sources of funding. Completes reports related to grants received and administers grant funded initiatives related to intervention program.
9. Keeps Director Informed regarding community issues and sensitive topics.
10. Keeps open communication with Director in regards to the Youth Interventionist Program.
11. Performs other duties as assigned.

Minimum Qualifications

Education and Experience: Masters Degree in Social Work, Social Services or a related field. 5-7 years of direct experience in working with youth issues including gangs, violence, substance abuse, mental health, education, activities, and employment.

Licenses and Certifications: LCSW, LCPC or related license is preferred, not required

Knowledge, Skills, and Abilities

Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution
- Grant Writing and monitoring procedures

Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building
- Supervision of subordinates

Ability To:

- Lead, organize, and maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.