



**Position Title:** Youth Development Specialist

**Reports To:** Residential Supervisor

**Position Type:** Part Time/Full Time/Non-Exempt/In-person

For over 50 years, The Harbour, Inc. has provided emergency housing, transitional living programs, and supportive resources to youth experiencing homelessness in the Chicagoland region. We are seeking a collaborative, open-minded, and creative professional to join our quest to empower youth, promote individual safety, stability, and personal growth, and build an innovative workplace culture.

**General Summary:**

Provides supervision and support to residents in the Safe Harbour Emergency Shelter Program or the Transitional Living Programs of The Harbour. The Floater position provides “off-schedule” coverage to support youth and site coverage needs. This position works collaboratively as a member of a multidisciplinary team to develop and implement plans for both individual youth and site as a group.

**Direct Service:**

- Developing and maintaining positive relationships with youth in care.
- Teaching daily living skills
- Providing crisis intervention and milieu counseling
- Maintaining a physically and emotionally safe environment

**Documentation:**

- Documents resident activities and behaviors in client files and communication logs per agency procedures. This includes:
- Medication records
- Critical incident reports
- Progress notes daily on each youth
- Maintaining the house calendar and assisting youth with medical, dental, vision etc. Appointments.
- Completes maintenance forms and follows through on repairs and other household maintenance issues.
- Distributes documents to youth and obtains necessary signatures from youth

**Teamwork:**

- Developing and maintaining positive working relationships with all team members.
- Communicating concerns across and between shifts.
- Participating actively as a staff member, attending staff meetings and youth meetings as scheduled.

- Maintain positive relationships with colleagues internally and externally, referral sources, client family members, and the community.
- Demonstrate the ability to work constructively with parents, partner agencies and the community.

#### **Professional Growth:**

- Participates in supervision and staff development and displays the ability to utilize and integrate material presented in training and supervision. This includes:
- Completion of 80 hours of agency-required training.
- Obtains and maintains certification in First Aid and CPR
- Attends at least 10 hours of in-service or external training annually and demonstrates that the material presented is integrated into practice.
- Actively engages in and completes annual goal-setting process.

#### ***Other duties that support the mission of our agency***

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#### **Requirements:**

- BA, BS, or BSW in human service field or 60 college credit hours preferred.
- Experience with adolescent/young adult population.
- Valid Illinois driver's license, valid auto insurance and a reliable vehicle.
- Meets DCFS requirements for transporting clients
- Operate kitchen equipment: stove, coffee maker, microwave, deep fryer, etc
- Operate office equipment: copier machine, smartphone, computer, Microsoft Teams.
- Walk up and down stairs at least 20 times per shift.
- Supervise residents via direct eye contact and observing behavior.
- Lift items up to 20 lbs.
- Write reports, logs, and update client files.
- Move household furniture up to 25 lbs. and move it at least 12 feet to arrange and rearrange the home.
- Is computer proficient and can write reports and record in client files.
- Light housekeeping and minor repairs to sites as needed.

#### **Compensation:**

- Starting rate \$20.18 per hour

**Required Background Check:** Employment at The Harbour, Inc. is contingent on passing a background check.