

Oak Park Township
JOB DESCRIPTION

CLASS. TITLE:	Youth Interventionist-CADC	FLSA: Full Time
DEPARTMENT:	Youth Services	DATE: 03/2021
DIVISION:	Town	
REPORTS TO:	Youth Interventionist Supervisor	

Job Summary: The Youth Interventionist (CADC) builds collaborations between systems and agencies to prevent, intervene, and combat substance use and abuse by youth in Oak Park and River Forest Communities. The Youth Interventionist (CADC) will also work with other youth interventionist clients outside of the substance use/abuse arena in the focus areas of the program. The interventionist assists youth to implement substance abuse programming geared toward youth in the Oak Park and River Forest Communities. This is an ideal position for recent grads!

Job Functions:

- Ability to show knowledge or ability to gain knowledge in the following areas: Substance use/abuse, Gangs, school attendance/refusal issues, anxiety and depression, substance abuse, trauma, aggression, and behavioral problems.
- Carries a caseload of 16-20 individuals for substance abuse counseling and interventions. Performs crisis interventions and assists in developing a comprehensive treatment plan for clients.
- Run substance abuse groups that focus on current events, trends, and needs.
- Collaborates closely with families, school personnel, mental health professionals, and other agencies associated with client. See clients in the office, their homes, school, and other areas outside of the office.* Current suspended due to COVID but will resume.
- Help provide wraparound services by encourage and referring youth, families, parents/guardians to other community services and activities.
- Knowledge of the DSM 5 and ability to diagnosis is a plus.
- Able to maintain and complete documentation related to job duties in a timely manner. Must have good time management skills.
- Initiate and maintain in contact (via phone, email, or in person) with youth, parents/guardians, families, mentors, therapist, police, and other community agencies involved in youth's case, with consents.
- Maintain relationships and partnerships with current agencies and organizations that serve youth in the Oak Park and River Forest Communities
- In the summer, carry a small park caseload (around 7) to visit weekly looking for gang graffiti, drug paraphernalia, litter, and other suspicious acts to help keep parks safe.
- Assists agencies in developing long-term community based strategic plans to help with village wide substance abuse prevention efforts regarding youth, including implementing goals/strategies.
- Keeps Supervisor informed regarding community issues and sensitive topics.
- Participate in weekly supervision with Interventionist Supervisor and participate in weekly Youth Services Team Meetings currently held on Tuesdays.
- Performs other duties as assigned.

Oak Park Township
JOB DESCRIPTION

Job Type: Full-time

Minimal Qualifications:

- CADC certification (required)
- Bachelor's degree in Social Work, Psychology, Youth Development, Human Development, or other related field.
- A minimum of 2 years of working with youth and families.

Education:

- CADC Certificate
- Bachelor's Degree required, Master's Degree preferred

Knowledge, Skills, and Abilities

Knowledge of:

- Substance abuse treatment, social work, counseling, or 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

Skill In:

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

Ability To:

- 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.