



connections
FOR THE HOMELESS

2121 Dewey Avenue
Evanston, IL 60201
847.475.7070

JOB DESCRIPTION

YOUTH PROGRAMS SUPERVISOR

FLSA Status: Exempt

Summary of Position: The Youth Programs Supervisor will oversee all aspects of the Our House, Bridges to Home and Aftercare services programs. Supervises a team of case managers and house mentors providing services to program participants. The services are delivered using harm reduction and trauma informed frameworks and positive youth development practices.

Specific Duties:

- Able to be on-call and responsive to crisis and emergency situations on a rotating schedule after business hours and on weekends.
- Supervise, train and evaluate the staff that is responsible for maintaining a safe and stable environment for the program participants ensuring best practice service delivery.
- Plan and implement groups, activities, and celebrations for program participants.
- Coordinate entry into Our House and Bridges to Home programs.
- Coordinate service referrals to community partners, actively develop additional community partner relationships, and manage landlord relationships.
- Work internally with other departments to manage the day-to-day needs of Our House and Bridges to Home.
- Oversee all aspects of the program including supply management, check requests, programmatic details, facilities maintenance, staff scheduling, and certifications.
- Monitor grant management and ensure data collection, site procedures, staff training, and other activities are congruent with requirements of grant in partnership with the Youth Programs Manager.
- Participate in agency planning including development of service metrics and budget development in partnership with the Youth Programs Manager.
- Responsible for defining and developing appropriate service offerings and interventions, and articulating participant- and staff-based objectives and measurements by which the agency will demonstrate the effectiveness of its work. Ensure the timely and accurate entry of all required data and produce required reports.

- Work constructively in a team setting and builds relationships with other team members.
- Adhere to the Core Values and Code of Conduct for Connections for the Homeless.

The following qualifications are requirements for the position:

- At least one year of supervisory experience
- Experience working with youth ages 18-24 who are homeless and/or fleeing from domestic violence.
- Deep understanding of principles of harm reduction and trauma-informed care, and the impact of severe mental illness on individuals and their families
- Experience working in case management

The following qualifications are highly desirable:

- Experience with private and public grant management, particularly grants from the U.S. Department of Health and Human Services, including metric and budget development
- Bilingual English/Spanish

Other requirements:

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis
- Valid Illinois Driver's License
- Flexible schedule – may be required to attend after hours meetings or respond to emergencies
- Able to work independently and with diverse populations
- Excellent speaking, writing, and interpersonal skills
- Computer literacy in Microsoft Word, Excel and Outlook

Reports to: Youth Programs Manager
November, 2022