



## Program Coordinator-Englewood Leadership Training Program (ELTP)

**About Us:** Volunteers of America is a national, faith-based nonprofit organization founded over 125 years ago. VOA Illinois is one of the oldest affiliates of the Volunteers of America family delivering strength-based trauma-informed, gender-responsive and culturally sensitive programs and services at the highest standards of excellence to our clients. We have never stopped reinventing our services and we continue to innovate based on our communities' evolving needs. VOA Illinois, a certified "Great Place to Work," fosters an organizational culture focused on faith, innovation and collaboration. Year after year VOA IL expands and promotes from within, holding a workforce with over 50% having experienced promotion. Check out our careers page to find more opportunities at [PAYCOMONLINE.NET](https://www.paycomonline.net).

**Position Type:** This is a Full-time, in-office position and requires a 40-hour week on average. May include occasional weekend and/or evening hours as assigned.

**Environment:** Physical demands include sedentary work, operating a computer and other office productivity machinery with frequent communication with clients and colleagues of VOA Illinois and others involved in the care and custody of clients. The individual hired must be able to move, traverse and travel in the community in a vehicle, assist clients in and out of a vehicle if necessary and transport clients in the community.

**Core Competencies:** To perform this job successfully, an individual **must** be able to meet or exceed the following;

- Drive engagement and communication with clients that embodies empathy, patience and emotional intelligence.
- Advocate for clients using active listening to determine resources and meet various needs.
- Collaborate with VOA colleagues, outside organizations or vendors, etc. to connect clients and obtain necessary resources.
- Display discipline in managing time and attention to assigned caseload, tasks or projects.
- Exercise prudent stewardship of agency resources.
- Exhibit cultural competence while serving clients of diverse backgrounds and commit to expanding knowledge and understanding of different communities and people groups.
- Demonstrate ethical and professional behavior at all times.
- Engage with trauma-informed care approach and practice principles.
- Recognize and display ability to de-escalate and resolve conflict as necessary.

**Program Overview:** The Englewood Leadership Training Program (ELTP) is a comprehensive initiative designed to empower and equip African American youth in the Greater Englewood community with the tools they need to succeed in life. Our program's main goal is to help young people reduce their involvement in the criminal justice system while improving their life outcomes and positively impacting their families, friends and community. ELTP by VOA Illinois leverages JAC priority program areas including Prevention/Support Services and Case Management. Through workshops and discussions, ELTP will provide youth with the skills and knowledge they need to navigate life's challenges successfully.

**Essential Functions:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The functions listed below are representative of the knowledge, skills and/or ability required for the position. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions of this position.

- The Program Coordinator will develop, implement and modify the program curriculum
- Provides constant supervision and direct care of the participants
- Creates and maintains a physical and psychologically safe environment designed for emotional growth and healing
- Required data collection and documentation will be complete, timely and accurate
- Establish a positive, trusting, and accepting rapport with the participants and staff
- Acts upon own analysis of participant situations under clinical supervision.
- Reports progress on program to supervisor
- Participates in agency studies of particular problems or casework practices
- Delivers services with sensitivity to the clients cultural and socioeconomic characteristics
- Upholds and actively demonstrates investment in the mission and values of Volunteers of America of Illinois

**Other Duties:** As assigned by supervisor.

**Education and Experience:**

1. This position prefers a Bachelor's degree in Social Work, Clinical Psychology, or related field from an accredited college or university.
2. Prefer one year of post-graduate experience with one year of proven clinical experience, or have four years of pre-graduate and post-graduate combined experience.
3. Prefer experience working with children and adolescents providing guidance/education/support developing social/academic skills

**Compensation and Benefits:** Base Salary Range: \$40,000- \$48,000

- BCBS IL Medical Dental, Vision
- 403b/403b Matching
- Paid-Time Off
- Life Insurance
- PSLF
- Employee Assistance Program (EAP)
- Flexible Spending Account (FSA) / Health Savings Account (HSA)
- Referral program
- AFLAC Supplemental Insurance options

**EEOC Statement**

VOA Illinois understands that it takes diversity of thought, culture, background and perspective to create a truly impactful organization and strongly encourages women, people of color, LGBTQ+ individuals, persons with disabilities, members of ethnic minorities, foreign-born residents and veterans to apply. Candidates interested in working with VOA Illinois should feel motivated to apply even if they do not match every requirement, as we understand the value of transferrable skills and passion for service.

VOA Illinois provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, gender identity or expression, age, sexual orientation, national origin, disability, veteran status or any other characteristic protected by state, federal or local law. Reasonable accommodations provided to qualified applicants and employees with disabilities upon request.