

# Seeking a full-time Transitional Housing Life Skills Caseworker for 360 Youth Services' Transitional Housing Program serving young women experiencing homelessness.

Typical hours for this position are 1-9p or 3-11p, with some weekend hours.

## **EMPLOYEE JOB DESCRIPTION:**

- I. **JOB TITLE:** Life Skills Caseworker
- II. **SUPERVISORY CONTROL:** Transitional Housing Program Manager
- III. **GENERAL JOB DESCRIPTION:** Life Skills Caseworker will assess and support housing clients in the development and maintenance of skills pertaining to financial, employment, educational and interpersonal development based on individual and group needs.
- IV. **JOB RESPONSIBILITIES:**
  - a. Development of curriculum pertaining to preparing for, seeking, obtaining and maintaining employment. Caseworker will collaborate with THP Job Coach for continuity of services.
  - b. Development and support of apartment maintenance and hygiene skills for all residents.
  - c. Support residents in development of cooking and nutritional skills pertaining to developing a budget and preparing meals.
  - d. Facilitate weekly groups dependent on needs of each resident.
  - e. Conduct Ansell Casey Life Skills assessment and develop individualized plans for each resident which are updated quarterly.
  - f. Support residents in becoming civically and community engaged through social, support and volunteer opportunities.
  - g. Communicate with housing team, 360 Youth Services staff and community partners.
  - h. Maintain casenotes and client records.
  - i. Other duties pertaining to positive development of young people through collaboration with Program and Case Manager.
- V. **JOB QUALIFICATIONS:**
  - a. Minimum of 24 years of age.
  - b. Bachelor's Degree in Human Services Field or equivalent work/life experience.
  - c. A valid driver's license and personal automobile insurance as required by State of Illinois Law.
  - d. Commitment to providing affirming services for LGBTQ+ youth, youth experiencing homelessness and other vulnerable populations.
  - e. Demonstrate a level of professionalism, strong boundaries and personal integrity that can provide a positive and constructive role model for residents.
  - f. Experience in creation and facilitation of curriculum and groups.

**Preference will be given to candidates possessing the following:**

- Previous experience and relationships with LGBTQ community
- Previous experience in community engagement with diverse communities
- 360 Youth Services is an equal opportunity employer. LGBTQ+ identified individuals and people of color are strongly encouraged to apply.

*Interested applicants should send resume and cover letter to:*

Carolyn Wahlskog

Senior Program Manager

360 Youth Services

1305 W Oswego Rd

Naperville, IL 60540

[cwahlskog@360youthservices.org](mailto:cwahlskog@360youthservices.org)

331-215-7388 x1168