

Life Skills Coach/Social Worker

Job Description

Qualifications

Applicants for the position of Life Skills Coach must have earned a Master's Degree from an accredited college or university in psychology, social work, counseling, or a related area. Preference will be given to candidates with work experience serving adolescents, and to candidates with special competencies, which will enhance the quality of the North Cook Young Adult Academy program. These specialized competencies may include multiple Illinois State certifications, and/or experience working in innovative programs with a proven record of success.

Reports to:

The Life Skills Coach reports to the Associate Site Director.

Responsibilities:

Interventions

- Provides group and individual counseling
- Provides crisis intervention, including mediation, as needed
- Implements Social Emotional Learning Curriculum and Restorative Practices
- Provides appropriate referrals as needed
- Connects students and their families with community resources, as needed
- Coordinates the provision of support services in cooperation with the site director and the site team.

Professional Responsibilities

- Participates in AEP and mid-year/end-of-year conferences
- Synthesizes and transmits relevant information on new student to site staff
- Prepares for and participates in parent/teacher conferences
- Works with the Site Directors to collect all necessary data for reporting purposes
- Provides guidance related to graduation and post-graduation plans
- Serves as liaison with Off Site Service Providers and coordinates educational assignments
- Attends all staff meetings and NCYAA professional development seminars
- Fully and consistently adheres to all policies and procedures delineated in the *North Cook Young Adult Academy Policy Manual* and the *NCISC Policy Manual*
- Fulfills other responsibilities, as assigned by supervisory personnel

Learning Environment

- Supports other staff members
- Holds students accountable for their behavioral performance
- Assists with behavior management when not working with individuals or groups
- Creates and implements behavior management plans

Compensation and Terms of Employment:

Compensation for the position of Life Skills Coach is individually established annually by the NCISC Governing Board. The position of Life Skills Coach is an "at will" position and subject to annual evaluation and employment. Life Skills Coaches are not eligible for tenure.

Evaluation:

The Life Skills Coach is evaluated annually by the Associate Site Director.

Office Manager/Administrative Assistant to Executive Director

Job Description

This position reports directly to the Executive Director at North Cook Intermediate Service Center and is a 12-month position. Besides administrative/secretarial work accomplished for the Executive Director, this position is responsible for the general operations of the organization. Here are the areas of responsibilities:

Human Resources

- Create packets and associated documents for newly hired staff members for NCISC and NCYAA. These documents and North Cook procedures are explained to all new staff.
- Meet with NCYAA staff before the start of the school year – to explain any payroll or insurance questions.
- Report employees to the online New Hire reporting system.
- Calculate salary adjustments when needed i.e., employee starts middle of the year, resigns mid-year, dock days, etc.
- Enter employee data, payroll and other HR information into iVisions online system, working with the Business Manager.
- Enter time sheet data into iVisions for payroll every two weeks.
- Administer Open Enrollment in Oct./Nov. for a January 1 start date in conjunction with District 62.
- Liaison with District 62 for all insurance/personnel related issues.
- Periodically check insurance bills for accuracy.
- Create TRS Report for District 62. This is a spreadsheet with all certified staff included with contracted days, actual number of days worked, salary, termination date if applicable along with number of reported sick days.
- Enter EIS (Employee Information System) to the State on their online portal. This takes place three times a year usually in September, October and May for evaluation reporting; June/Aug. for salary information.
- Maintain employees data in the online MetLife website, adding new employees, removing departed employees, and updating annual salaries.
- Attend two insurance committee meetings annually with District 62 in conjunction with the Insurance Carrier representative to have the latest information.

Governing Board of Directors

- Role of Board Secretary preparing Governing Board agenda, packet, and setup meeting. Meetings are every quarter during morning work hours. Also create the meeting minutes. Agendas and minutes are posted to North Cook's website.
- Maintain and organize these files accurately on the server.
- Assist the Board President with the distribution and collection of the Executive Director's evaluation in Google docs.

Technology and Website

- Website updates and creations using Blackboard.
- Support staff using Learning Stream and Authorize.net. These systems are used for Professional Development classes and for bus driver trainings. These systems allow users, on our website, to register and make credit card payments for all classes.

- Liaison for IT department assisting in identifying various needs to accommodate staff and system upgrades
- Support staff at NCISC and NCYAA with technology issues and needs.
- Create forms using Jotform system online that are needed for the website integration.
- Use of Google email, calendar, and some apps for daily work routines.

Accounting

- Assist the Business Manager with any information needed for our online iVisions accounting system.
- Oversee inventory in conjunction with Account Coordinator and Tech representative. Notify accounting when new equipment is purchased.
- Oversee 403B/457 plans per our agreements with Fidelity, Axa and Lincoln Investment. TSA is a third part administrator.

Compliance

- Help coordinate “GOTO Meetings” for Compliance with Rich Duran, Compliance Coordinator.
- Create user accounts in the online Compliance system for districts that are scheduled for compliance visits in the next fiscal year.
- Send out compliance reports to the districts once Rick Duran finishes his reports.

General Office Management

- Create calendar documents for NCISC and NCYAA to be handed out to staff and posted on the website.
- Update phone directory and hand out to staff.
- Help maintain printers and postal machine.
- Liaison with E2, who visits us weekly for technology support.
- Assist Executive Director with quarterly Staff meetings/breakfasts.
- Responsible for work orders to Continental Office Plaza (management)
- Assist in responding to FOIA requests with the Executive Director.
- Maintain HUBMAN Key card system for entry into suite 414 and lower level L15 (NCYAA school)
- Mail out Truancy letters as directed by the Truancy Officer.