



TRANSITIONAL LIVING PROGRAM (TLP) COORDINATOR

Job Description

ESSENTIAL FUNCTION

Responsible for the overall direct service to TLP clients; provides supervision to TLP staff; maintains records, supplies, equipment, and maintenance for TLP facility; and participates in TLP program planning/implementation.

SPECIFIC DUTIES

DIRECT SERVICES

1. Coordinate the implementation of the TLP Program Plan and the subsequent staff training in keeping with the agency policy and procedures to ensure that the needs of the clients and program are being met.
2. Supervise staff/client interactions and provide training and/or supplemental services as needed to ensure appropriate and beneficial environment/ interventions for clients.
3. Coordinate needed intervention for clients specific to milieu, facility, peer or staff concerns.
4. Assure the effective coordination of all necessary resources and/or transportation for clients regarding medical, therapy, school, employment, volunteer, and/or visit needs.
5. Assure the implementation of independent life skills through individual client interaction or through life skills groups.

VOCATIONAL DUTIES

- Monitor/ supervise implementation/ documentation of vocational action plan with each client.
- Monitor/ supervise engagement of clients in job development activities; i.e. contacting employers, developing jobs compatible with youth interests and abilities, conducting task/ job analysis.
- Monitor/ supervise identification/ implementation of on-site job training needs; e.g. learning specific job requirements/duties, job training strategies, structured training techniques for teaching job performance skills and job related skills.
- Monitor/supervise assistance/ facilitation of pre-employment vocational skills as indicated; e.g. resumes, job applications, interviewing, social skills, accepting supervision, etc.
- Monitor/supervise on-going monitoring/ evaluation/ documentation of performance and progress.

EDUCATIONAL DUTIES

- Monitor/ supervise assistance with developing and implementing an educational plan with each client.
- Monitor/ supervise assistance/ facilitation of client enrollment in the indicated educational institution.
- Monitor/ supervise assistance to clients with researching and obtaining educational funding
- Monitor/ supervise attendance to educational staffings with student to provide advocacy.
- Monitor/ supervise identification/ implementation of tutoring needs to help ensure academic success.

- Supervise on-going monitoring/ evaluation/ documentation of performance and progress.

SUPERVISION OF TLP WORKERS

1. Conduct orientation and job training for new-hires pertaining to specific job duties, TLP program plan and client interactions/ goal implementation.
2. Conduct ongoing supervision of TLP staff, both in the milieu and individually (no less than bi-weekly) to evaluate staff performance and determine/discuss staff concerns and/or training needs.
3. Schedule and conduct monthly team meetings to provide an open forum to discuss agency/ program/ milieu related information/updates and concerns.
4. Ensure the maintenance of agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."

HOUSE MANAGEMENT

1. Monitor/supervise program facility and grounds inspections for safety, maintenance and cleanliness.
2. Monitor/supervise scheduled program facility and grounds maintenance tasks, repairs and cleaning.
3. Monitor/ approve purchases of required program hygiene, household and office supplies.
4. Monitor/ approve inventory/ documentation for program purchases/ procurements.
5. Review/ approve facility and grounds inspection/maintenance reports.
6. Review/ approve documentation of program safety drills per PQI Procedures for Fire/Tornado.
7. Monitor attendance/ participation with assigned PQI committee.
8. Assist in the scheduling of onsite delivery of major gifts/ donations.
9. Assist in the scheduling/ coordination of onsite volunteer activities.
10. Assist in the planning/scheduling of major repairs and/or remodeling projects up to and including the research/contact of service and resource providers.

PROGRAM ADMINISTRATION

1. Ensure the TLP Program meets or exceeds performance benchmarks as defined in the TLP Contract.
2. Ensure on-going compliance with all applicable DCFS rules, policies and procedures as well as all TLP licensing standards.
3. Responsible for collecting/submitted program outcome data as defined by the agency's PQI process as well as participate on the assigned PQI committee.
4. Ensure full utilization of beds and maintain a resident waiting list as necessary, in coordination with the Caseworker.
5. Work effectively with Monitors and other officials to ensure effective operations and relationships to advance the program's standing.
6. Work effectively with any/all outside agencies, current/potential donors and/or service and resource providers.
7. Work effectively with members of Clinical Staff and Operation Staff to refine and advance effective programming and services.
8. Attend monthly multi-disciplinary team meetings.
9. Assist HR Specialist with interviewing/ hiring/ disciplining/ terminating TLP staff.
10. Responsible for TLP staff scheduling and TLP Program coverage.
11. Approve time and pay via ADP for all assigned staff members.
12. Provide 24-hour back-up and on-call services as required.
13. Carry out all duties as designated by the Residential Supervisor.

ACCOUNTABILITY

The Transitional Living Program Coordinator shall be supervised by and accountable to the Residential Supervisor.

HOURS OF EMPLOYMENT

Hours and days shall be scheduled according to the needs of the TLP Program.

JOB QUALIFICATIONS

1. Must be at least 25 years of age in accordance with the Illinois Department of Children and Family Services Licensing Standards for Transitional Living Programs.
2. Undergraduate Degree in Human Services from an accredited school with a minimum of two years of residential experience with two years supervisory experience required.
3. Demonstrated commitment to and understanding of Shelter's mission, vision, and values.
4. Must have a valid Illinois driver's license, automobile, and must submit proof of Illinois auto insurance.
5. Must complete a Medical and T.B. test. Must be fully vaccinated against COVID-19, according to the latest CDC guidelines.
6. Must meet Child Care Facility Driver requirements in accordance with the Illinois Department of Children and Family Services.
7. Must pass the requirements for the Applied Food Service Sanitation certification.
8. Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Illinois Department of Children and Family Services.
9. Must submit official educational transcripts from the last school in which a degree was awarded.
10. Must complete New Hire Orientation and become certified in CPR and First Aid and CPI before working independently.
11. Ability to lift 40 lbs with the capability to move up and down stairs without assistance.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. The employee must be capable of working a varied shift schedule. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

Shelter, Inc. is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities. We actively strive to create an environment that supports all employees, placing value in contributions from people from diverse backgrounds, and honoring all experiences, perspectives, and unique identities.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the assigned facility, and occasionally in vehicles, meeting rooms both in the facility and at other agency sites.

SALARY

\$50,000-\$54,000

CLASSIFICATION STATUS

This is an exempt position.

ABOUT SHELTER Since 1975, Shelter has been a leader in Chicagoland for providing the emotional and physical care, programs, and services that children need to build safer, healthier, and brighter futures. We are the only agency in the state of Illinois to provide fully comprehensive and community-based services for children and families at risk and in need. Our programs include emergency housing, transitional living, foster care, home visiting, and clinical support services. We are available 24 hours a day, 365 days a year. Shelter is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities.

SEND APPLICATION BY MAIL, FAX OR EMAIL

1616 N. Arlington Heights Road, Arlington Heights, IL 60004

FAX: 847.590.6184 • Email: HR@shelter-inc.org

Application in [PDF format](#) • Application in [Microsoft Word format](#)

