



Trauma Specialist

Summary: Our team is expanding! ICOY is seeking a data-oriented Trauma Specialist to spearhead our trauma-informed care work to support Illinois Department of Human Services (IDHS) and Reimagining Public Safety (RPSA) youth serving organizations. The Trauma Specialist will use ICOY's Trauma- Informed Capacity Building Assessment Tool for Organizations (CBAT-O) to provide individualized training and technical assistance to youth service providers throughout the state. A valid driver's license and current auto insurance are recommended.

Essential Duties and Responsibilities:

- **Capacity Building (70%)**
 - **Reporting** – Co-led ICOY's trauma-informed capacity building assessment tool to strengthen and oversee systems for assessment distribution and data analysis for IDHS programs and sites
 - **Support** – Utilize the results of the CBAT-O to improve the CBAT-O experience for IDHS funded agencies, by ensuring the CBAT-O is a tool to support becoming more trauma-informed
 - **Collaboration** – Work with the Trauma Initiatives Team and IDHS to appropriately monitor organizational contacts, progress on CBAT-O completion, and additional IDHS compliance
 - **Analytical** – Strong skillset with data analysis and data management to process our annual assessment across IL and support the team to audit processes in Salesforce or other ICOY CRM database
 - **External organization** – Represent the ICOY team with meetings with agency leadership, clients, in organizational settings, and various team settings as a trauma informed consultant
 - **Organization success** – Enjoys administrative and communication responsibilities with report creation, record keeping, and relationship building with organizational leaders
 - **Research orientated** – Eager to stay up organized and contextualize research for wider audiences
- **Training and Learning Community Delivery (20%)**
 - Support delivering the trauma training series to IDHS funded programs and as needed, by facilitating trainings as well as developing ongoing training curriculum
 - Co-led the development and delivery of learning communities to IDHS programs
 - Develop and compile resources as complementary materials for the learning communities
 - Work with other members of ICOY's Trauma Department to develop and customized trauma trainings.
 - Support leading trainings and contract needs for Special Projects Revenue (SPR) deliverables as needed
- **Other Responsibilities (10%)**
 - Facilitate large-scale and small-scale trauma-informed capacity building as needed to SPR partners
 - Compile and disseminate necessary narrative and statistical reports, including agency-specific, quarterly, and annual reports with support from the Program Director.
 - Seeks to grow best practices across the state and represent ICOY by attending committee meetings for trauma-connected initiatives, related events, meetings, workshops, and conferences.
 - Disseminate timely resources and other material for ICOY Updates and ensure information promotes trauma informed care and trauma focused services.
 - Attend at least 2 trainings annually related to increasing understanding of trauma informed practices

Preferred Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Time Management and Organization - ability to plan and manage multiple tasks clearly and efficiency
- Attention to Detail - ability to complete assignments efficiently with high degree of accuracy
- Critical Thinking and Problem Solving – ability to tackle a problem systematically
- Written and Oral Communication – ability to organize thoughts and ideas in alignment with program goals
- Adaptable and Innovative - ability to develop new processes and accepts new challenges
- Collaborative and Inclusive - ability to develop partnerships in and outside of ICOY; commitment to inclusivity
- Diversity, Equity, and Inclusion (DEI) - open to work towards the incorporation of racial and ethnicequity

Preferred Qualifications:

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree encouraged to apply; Master's preferred in public health, counseling, marriage and family therapy, social work, or other related fields. Equivalent work experience also welcomed!
- Experience building positive relationships within teams and external parties with trauma-informed care services, consultation, research, and/or training
- Understanding of organizational structure and systems that they interact with youth and communities
- Proficiency of online tools, including Microsoft Office applications, Salesforce and other platforms
- A valid driver's license and current auto insurance are recommended as this role will require state-wide travel

Compensation:

\$45,000 - \$56,000 depending on years of experience and qualification. ICOY offers competitive benefits, including health, dental, and disability insurance, sick and vacation time, and a retirement plan with employer matching contributions.

Location: This position is located at ICOY's Chicago office located in the loop. Travel is required of this position to provide training, consultation, and participation in meetings as required. At this moment, we are working twice a week in office in response to the COVID-19 pandemic and will continue to assess remote work strategies in accordance with public health guidelines.

Application Instructions:

Please submit a resume, writing sample (1-2 pages), and cover letter to Jocelyn Vega, Director of Trauma Initiatives at Jvega@ICOYouth.org

Start Date:

June/July 2023

ICOY is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, personal appearance, family responsibility, political affiliation or any other status protected by applicable law. Women, transgender people, veterans and people of color are encouraged to apply.