



## Trauma Specialist

**Summary:** ICOY is seeking a data-oriented Trauma Specialist to spearhead our trauma-informed care work. This team member will support grantee organizations in Illinois Department of Human Services (IDHS) and Greater IL. The Trauma Specialist will utilize 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. We are excited to grow our team and trauma-informed care with you as our newest team member!

### Essential Duties and Responsibilities:

- **Capacity Building (70%)**
  - **Reporting** – Co-led ICOY's trauma-informed capacity building assessment tool to develop and oversee systems for assessment distribution and data analysis for programs and sites
  - **Support** – Utilize the results of the CBAT-O to improve the CBAT-O experience for grantee organizations by ensuring the CBAT-O is a tool to support becoming more trauma-informed.
  - **Collaboration** – Appropriately monitor organizational performance needs, progress on CBAT-O completion, and additional grantee compliance requirements
  - **Analytical** – Display a strong skillset with data analysis and management to process our annual assessment across IL and support auditing critical information in Salesforce and ICOY databases
  - **External organization** – Represent the ICOY in meetings with agency leadership, organizational clients, and various team settings as a trauma-informed consultant
  - **Organizational success** – Enjoys administrative and communication responsibilities with report creation, record keeping, and relationship building with organizational leaders
  - **Research orientated** – Motivated to seek latest research to support internal and external audiences
- **Training and Learning Community Delivery (20%)**
  - Support delivering trauma-informed care trainings and developing customized training curriculum
  - Develop and compile resources as complementary materials for Virtual Learning Communities
  - Support leading trainings and contract deliverables for SPR organizations as needed by team
- **Other Responsibilities (10%)**
  - Compile and disseminate necessary narrative and statistical reports, including agency-specific, quarterly, and annual reports with support from the Trauma Initiatives Program Director
  - Seeks to grow best practices across IL and represent ICOY at 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
  - 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.

- Work experience highly valued. Bachelor's degree encouraged to apply. Master's preferred in public health, counseling, marriage and family therapy, social work, or other related fields.
- 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 is 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. However, this position is open to IL state-wide candidates. Travel may be required of this position to provide training, consultation, and participation in meetings as required. At this moment, we are working remotely 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 and cover letter to Jocelyn Vega, Director of Trauma Initiatives, [JVega@ICOYouth.org](mailto:JVega@ICOYouth.org).

Applications are accepted on the rolling basis, but priority will be given to applicants who apply by September 15, 2023.

**Start Date:**

Flexible Start Date

**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.**