



## Prevention and Intervention Manager -Redeploy Illinois

### **Job Description**

ICOY seeks an active collaborator and strategic thinker to join our team as a Prevention and Intervention Manager to support our training and technical assistance contract for Redeploy Illinois (RDI). This role reports to a Program Director and is a member of the Prevention and Intervention Team. They will work closely as an intermediary between IL Department of Human Services (DHS), and youth service agencies that receive RDI funding. This role provides capacity building services to ensure youth providers can administer programming more efficiently and effectively. This is a hybrid position, which includes remote and in-person activities.

It is possible that the responsibilities of this position could increase in Fiscal Year 2025 based on additional funding opportunities. If ICOY receives continuation funding for the Greater Illinois TTAS grant, this position will support that work as well.

### **Specific Duties and Responsibilities:**

#### **RDI:**

- Organize and facilitate bi-annual state-wide meetings for RDI providers.
- Coordinate and facilitate site visits (virtual and in person) to RDI sites in partnership with IDHS.
- Identify training needs, work with subcontracted trainers and partners in the field to deliver trainings, work with ICOY training coordinator to evaluate training feedback.
- Create and execute a technical assistance plan for youth service providers. Combination of in-person and virtual activities. Including but not limited to:
  - Workgroup facilitation, webinar facilitation, grant support, site-visits (at minimum on a quarterly basis), data-analysis, action planning, report writing, and organizing coordinator engagement and education, program monitoring etc.
  - Create/develop webinars/trainings/other learning opportunities on topic areas relevant to the needs of providers and board members.
- Recruit, onboard and maintain relationships with consultants who support the work of RDI.
- Collaborate with the Trauma Initiatives team to advance the Trauma-Informed Care curriculum for Redeploy Illinois sites.
- Update and maintain the RDI website in partnership with ICOY Communications team.
  - Upload Fact sheets for RDI Focused
  - Manage RDI Focused applications.
  - Manage program site descriptions.
  - Manage RDI Board Member list.
- In collaboration with P&I team, write quarterly reports to the IL DHS.
- Coordinate and attend all RDI meetings and subcommittee meetings in collaboration with DHS staff including preparing documents and taking notes.

- Support IDHS in expansion efforts of the “RDI Focused” initiative.
  - Analysis of current RDI Focused usage across the state
  - Develop creative methods for increasing participation of RDI Focused
  - Maintain consistent communication with RDI Focused users
- Lead the development of the quarterly programmatic reports.
- Administer and manage subcontracts.
- Other duties as assigned

### **Required Qualifications, Skills and Experience**

The successful candidate will have:

- A graduate degree in a related field and 1 - 2 years of relevant experience in a nonprofit environment is preferred **OR** a bachelor's degree and 3-5 years of relevant experience in the juvenile justice and/or child welfare field, public health, legal systems, homeless youth services, or community and youth development services.
- An understanding of the juvenile justice and child welfare systems.
- An understanding of racial and ethnic disparities and equity issues at a practical and systemic level.
- Exceptional outcome-based project management skills
- Outstanding written and oral communication skills.
- Ability to work autonomously and as a member of a team.
- Experience collaborating with a wide variety of stakeholders and partners.
- Flexibility and an ability to work in a dynamic and fast-paced environment.
- Ability and willingness to travel, work flexible hours, possess a valid driver’s license, reliable transportation and auto insurance as required by ICOY.
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, SharePoint and audio/visual and conference calling technology.

### **Compensation:**

\$52,000 - \$65,000 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 will be required of this position to provide training, consultation, and conducting site visits.

### **Starting Date: 4/1/24**

### **Application Instructions:**

Please submit a resume, cover letter, and three 1-2 page writing samples to Seth El Jamal, Director of Prevention & Intervention Services at [seljamal@icoyouth.org](mailto:seljamal@icoyouth.org) by close of business on Friday 2/23/24.

**ICOY is an equal opportunity employer and does not discriminate based on 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.**