



## Trauma Specialist – DHS

**Summary:** ICOY is seeking a *data-oriented* Trauma Specialist to spearhead our trauma-informed care work as related to our contract with the Illinois Department of Human Services (IDHS). 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 (60%)**
  - Use ICOY's trauma-informed capacity building assessment tool to develop and oversee system for assessment distribution and data analysis for IDHS sites.
  - Using the results from the CBAT-O work with IDHS-funded sites to create individual action plans aimed at increasing their ability to provide trauma informed services.
  - Utilizing the results of the CBAT-O, identify and provide direct support for DHS funded agencies, ensuring they are working to be more trauma-informed.
  - Serve as ICOY liaison to programs that are IDHS funded sites for their trauma-informed care work.
  - Attend quarterly IDHS program management meetings and provide updates on CBAT-O and training curriculum.
  - Input and analyze trauma-informed capacity building work in Salesforce or other ICOY CRM database.
  - Compile and disseminate necessary narrative and statistical reports, including agency-specific, quarterly, and annual reports with support from the Trauma Initiatives Director.
  - Work with Trauma Initiatives Director, ICOY Programs staff, and IDHS to appropriately monitor trauma-informed practices at agencies.
  - Direct internal CBAT-O committees involving the Communications Team, Prevention & Intervention Team, and Process Improvement/Quality Assurance Team.
- **Training and Learning Community Delivery (35%)**
  - Support the Trauma Department in delivering the trauma trainings to IDHS funded programs and as needed.
  - Support 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 with SPR training delivery as needed.
  - Facilitate large-scale and small-scale trauma-informed capacity building as needed to SPR partners.
- **Other Responsibilities (5%)**
  - Ensure we are in line with best practice across the state and represent ICOY by attending committee meetings for trauma-connected initiatives.
  - Represent the mission of ICOY at all related events, meetings, workshops, and conferences.
  - Attend at least 2 trainings annually related to increasing understanding of trauma-informed practice.
  - Attend internal meetings including membership ICOY meetings; All-Staff meetings; Program Team meetings.

**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 ethnic equity

**Preferred Qualifications:**

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

- Bachelor's degree, Master's preferred in public health, counseling, marriage and family therapy, social work, or other related fields
- Experience providing trauma-informed care consultation/training is ***strongly preferred***
- Experience building positive relationships within teams and external parties
- Understanding of organizational structure and systems they interact with
- Experience with working with excel and analysis of large data sets ***strongly preferred***
- Knowledge of computers, including proficiency in Microsoft Office applications, Salesforce and the Internet
- A valid driver's license and current auto insurance are recommended as this role will require state-wide travel

**Compensation:** \$52,000-\$65,000 commensurate with experience and qualifications. Please be aware that the initial salary will be positioned in the lower to mid-range to accommodate future growth opportunities. 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 Gabriela Zamora, Director of Trauma Initiatives at [gzamora@icoyouth.org](mailto:gzamora@icoyouth.org)

**Start Date:**

**March 2024**

**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.**