Education and Activity Coordinators
Full-time opportunities in Lockport Village & Roosevelt Square

About SOS Children’s Villages Illinois

For 25 years, SOS Children’s Villages Illinois has provided the highest quality of care for Illinois’ most vulnerable children and families. We are the first self-funded SOS organization in the United States. Since our beginning, we have carried on the successful track record of SOS-Kinderdorf International in transforming children with a broken childhood into caring, productive, self-reliant adults. In addition, we have pioneered a number of successful programs such as providing SOS Children continued support as they enter young adulthood, and empowering parents to pursue successful reunification of their families. Learn more about us and our model at www.sosillinois.org.

Our team passionately provides support and works tirelessly to raise our children. We are seeking two full-time Education and Activities Coordinators who exhibit this same type of passion and effort in all aspects of the work they perform at SOS Children’s Villages Illinois.

SUMMARY OF DUTIES

The Education and Activity Coordinator provides support to ensure quality academic services and supports for SOS children and their families in order to achieve service plan goals. They assess client and community needs and develop, implement, and maintain programming to improve the well-being of SOS children, families, and community residents, especially as related to both educational and activity needs of the children. This position blends the coordination of educational responsibilities for youth with ensuring Village activities occur in a well-balanced and intentional manner. The position reports to the Director of Programs and Services at our Village.

EDUCATION RESPONSIBILITIES

- Ensure compliance with DCFS Rule and Procedures 314 Educational Services in conjunction with assigned Child Welfare Specialist (CWS).
- Participate in DCFS Education trainings and meetings.
- Serve as liaison to DCFS Regional Education Advisor(s).
- Assess children’s developmental and educational needs and make appropriate referrals and intervention recommendations. Ensure all children are registered in appropriate school settings and supportive programs.
- Ensure (in conjunction with assigned CWS) that all children ages 0-5 complete early childhood assessments and developmental screenings at required intervals.
- Ensure that all youth age 14 and 16 complete the Casey Life Skills assessment and assist assigned CWS with referrals for Life Skills classes.
- Assist Foster Parents with school “portal” access for each school age child in placement.
- Support report card pick up and caregiver participation in parent/teacher conferences, IEPs and other meetings.
- Monitor key educational success indicators including grades, math and reading levels, attendance, suspensions, and graduations.
• Refer children to educational and/or vocational programs, including tutoring, mentoring, job training, college prep/fairs, etc.
• Participate in school IEP meetings and ensure education rights of the child are supported.
• Ensure that children who require specialized tutorial services receive the services. Expedite tutoring requests for children who are significantly delayed in academics; monitor child’s progress resulting from tutoring intervention.
• Develop and support a tutoring/homework help program as appropriate.
• Meet or communicate with child, foster parent and case manager to monitor child’s progress.
• Participate in Child and Family Team Meetings as appropriate/invited.
• Work with Foster and biological parents to ensure that children who need academic help are linked to appropriate resources.
• Complete written documentation of school visits and other activities for entry into SACWIS.
• Maintain tracking system(s) and provide periodic reports.

**ACTIVITY RESPONSIBILITIES:**

• Communicate with the Village Director and members of the Village Administrative Team regarding client and community needs and service availability.
• Develop community partnerships for purchasing, programming, and networking purposes.
• Identify community recreational, health care, vocational/job development, and social service programming and resources for children and families.
• Develop and implement enrichment programs at the Village to enhance the lives of the children and families, including after school programs and summer activities.
• Help transition youth into and out of the Village by providing welcome packages, introduction, and farewell gatherings.
• Coordinate Life Books activities in conjunction with Foster parents and CWS and Clinical staff.
• Assist older youth with completion of DCFS Financial Literacy requirements.
• Work with Development staff on planning and execution of corporate partner volunteer activities and events on and off the Village.
• Work with the Development staff to provide support to the Community Advisory Board and its efforts.
• Maintain accurate volunteer records including tabulation of volunteer hours and activities.
• Act as on site coordinator for Village special events.
• Develop and manage proposed budgets for programs and events.
• Coordinate with counterparts at other Villages at least once quarterly via in person meeting.
• Additional duties as assigned.

**Minimum Qualifications**

• Bachelor’s Degree in Social Work, Education, or related field.
• Two years of related experience providing services to youth who present behavioral, educational and/or emotional challenges.
• Foster Care experience, SACWIS user and CWEL preferred.
• Ability to pass DCFS required criminal background check including CANTS/LEADS and SORS.
• Valid Illinois driver’s license with acceptable driving record; insured and reliable transportation.
- Willingness to travel within the community and to the various agency sites.
- Ability to work flexible hours including evenings and weekends.
- Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
- Ability to relate to the Agency staff and to the public in a courteous and professional manner.
- Ability to work in a team environment.
- Strong verbal and written communication and organizational skills.
- Ability to exercise discretion and independent judgment.
- Ability to handle sensitive and confidential materials.
- Reliable, punctual, and able to manage multiple tasks.
- Ability to work in an alcohol, tobacco, and drug-free environment.
- Commitment to SOS Children’s Villages Illinois philosophy and mission.

Are you interested in building an excellent education and activities experience for the children in our care?

Please apply by submitting a cover letter, resume, location preference, and salary requirements to hrrecruiter[at]sosillinois[dot]org.

ADA STATEMENT: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position responsibilities are intended to describe those functions that are essential to the performance of this job. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

SOS Children’s Villages Illinois is an Equal Employment Opportunity employer. Candidates are considered for employment with SOS Children’s Villages Illinois without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, protected veteran status or other classification protected by applicable federal, state or local law.