



Youth Experiencing Homelessness Caseworker

Job Description

ESSENTIAL FUNCTION

The Caseworker provides time-limited case management for youth that are most at risk of entering the shelter system or have recently become homeless. The case manager is responsible for outreach to those experiencing homelessness, connecting them with community resources, case coordination, and other supportive services in the community. This position operates under the direction and supervision of the Clinical Director.

SPECIFIC DUTIES

1. Assesses youth for homelessness risk and provides diversion, family mediation, housing counseling and search, financial management assistance, and direct financial assistance to ensure housing stability;
2. Provides appropriate referrals, including linkages to homeless services, employment services, legal services, and financial management services;
3. Meets weekly and as needed with youth on caseload to develop case plans, review progress, and to do follow-up on tasks and services;
4. Provides housing stabilization services to ensure that youth maintain housing, including collaborating with other service providers, and following through on referrals for other needed services;
5. Networks and coordinates with community resources for housing, legal services, employment, substance abuse treatment, mental health treatment, training, etc., and makes referrals as appropriate.
6. Participate in all activities related to referral and intake; e.g. screening referrals, arranging pre-placement visits, establishing admission date, arranging for case transfer to Shelter, processing appropriate paperwork to the Administrative Office.
7. Meet weekly with each resident to assess their well-being in terms of adjustment to the program, services they are receiving and assessing for any unmet needs.
8. Provide referral, linkage and on-going monitoring of external service providers.
9. Ensure the youth is current with all medical exams and requirements; e.g. physicals, dentals, vision, hearing, etc.
10. Maintain agency case records for each resident in accordance with agency policy.
11. Coordinate all activities related to discharge planning and provide the indicated aftercare services to each resident as applicable.
12. Comply with agency policies and procedures and the Department of Children & Family Services "Code of Ethics for Child Welfare Professionals."
13. Other duties as assigned by the Clinical Director.

JOB QUALIFICATIONS

1. Must be at least 21 years of age in accordance with the Illinois Department of Children and Family Services.
2. Undergraduate from an accredited school required. Degree in Human Services field desired.
3. Must successfully obtain Child Welfare License within three months of employment date.
4. Must meet Child Care Facility Driver requirements in accordance with the Illinois Department of Children and Family Services.
5. Must have a valid driver's license, an automobile and adequate automobile insurance
6. Must become certified in CPR, First Aid and Behavior Management Crisis Intervention within six months of employment date.
7. Must complete a Medical and T.B. test providing proof of results prior to start date. Must be fully vaccinated against COVID-19 within one month of hire, according to the latest CDC guidelines, with legal exemptions allowed
8. Must be fingerprinted by the State of Illinois and submit to a full Background Check through the Illinois Department of Children and Family Services.
9. Must submit official academic transcripts from the last school in which a degree was awarded.
10. Ability to lift 40 pounds.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. The employee must be capable of working a varied shift schedule. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in the assigned facility, and occasionally in vehicles, meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is an exempt position.

ABOUT SHELTER Since 1975, Shelter has been a leader in Chicagoland for providing the emotional and physical care, programs, and services that children need to build safer, healthier, and brighter futures. We are the only agency in the state of Illinois to provide fully comprehensive and community-based services for children and families at risk and in need. Our programs include emergency housing, transitional living, foster care, home visiting, and clinical support services. We are available 24 hours a day, 365 days a year. Shelter is committed to providing safe, inclusive, and supportive resources for youth and families from all backgrounds and identities.

SEND APPLICATION BY MAIL, FAX OR EMAIL

1616 N. Arlington Heights Road, Arlington Heights, IL 60004

FAX: 847.590.6184 • Email: HR@shelter-inc.org

Application in [PDF format](#) • Application in [Microsoft Word format](#)

