

JOB DESCRIPTION

Ogle County Reporting Center (OCRC) – Youth Worker

Summary/Objective

OCRC Youth Workers work with at risk youth ages 10-18, encouraging them, providing them with support and helping them to avoid further court involvement.

Essential Functions

OCRC Youth workers are responsible for a number of essential duties. The job will involve working with at risk youth from local school systems located in Ogle County and youth who are currently involved with the Ogle County Juvenile Court System.

Responsibilities of the job include:

- Assisting in planning and organizing appropriate youth activities. Such as recreational activities, cognitive activities and community service work.
- Preparing documentation for the school and court system.
- Provide supervision and guidance for youth.
- Mentor youth in job training and teaching life skills.
- Provide transportation, in program vehicles.
- Attend staff meetings, in-services and all meetings required by the On-Site Coordinator or Program Supervisor.
- Follow the OCRC rules and regulations.

Key skills

- Organization
- Verbal and written communication skills
- Maturity
- Reliability
- Responsibility

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type/Expected Hours of Work

This is a part-time position. Days and hours of work are Monday through Friday with some morning and some evening hours. Days and hours may vary and are to be determined by the On-Site Program Coordinator. If needed, may be required to work additional hours to cover staff shortages.

Travel

Travel is primarily local during the business day, although some out-of-the-area travel may be expected for recreational outings twice a month. All travel is done using program vehicles.

Required Education and Experience

1. High School Diploma or GED.
2. 21 years of age
3. Valid Illinois driver's license
4. Good physical health
5. No criminal history or convictions

Please forward your application, cover letter, and resume to:

Focus House
Attention: Denise Davilo
Ogle County Reporting Center
Program Coordinator
3279 Highway 251
Rochelle, IL 61068

If you wish to fax or email your application, cover letter, and resume to Denise Davilo, please send them to Fax: 815-562-5653 or email at ddavilo@oglecounty.org.