

Employment Opportunity

Position: Activity Manager

Summary: This position is responsible for planning, implementing, and monitoring workshops, groups and activities to meet the specific needs for Supportive Housing clients; improve community integration, and engage collaboratively with community providers.

Reports To: Director of Supportive Housing

Supervises: N/A

Responsibilities: (to be performed with or without reasonable accommodation):

1. Operates within the DuPagePads Core Values, which supports providing care in accordance with the Trauma Informed Policy and Practices of the Agency.
2. Develops and maintains an Annual and monthly Enrichment Activity and Group Calendar.
3. Plans, coordinates or facilitates educational workshops, activities or group outings in the community for clients; insuring the health and safety needs of those attending are considered, and transportation is secured.
4. Engages client participation in workshops, activities or group outings through communication with Case Managers and direct communication with clients.
5. Monitors and maintains a schedule for planned workshops, activities or group outings; identifies substitute group leaders and/or activities as needed.
6. Provides a syllabus and description for each workshop, activity or group outing in collaboration with case managers to support client goals.
7. Prepares and maintains an attendance records to track usage reports and other documentation as required by funders and grants.
8. Tracks client's growth with analytics through progression of the program.
9. Maintains confidentiality and adheres to client privacy laws; demonstrates sensitivity of other ethnic groups and cultures
10. Coordinates transportation of clients to and from events in the community, which may include transporting clients to activities and appointments as needed.
11. Assists clients with personal enrichment plans and community integration activities to support case plans for clients in coordination with case managers.
12. Participates in agency staff meetings and trainings as directed by supervisor.
13. Other duties as assigned by supervisor.

Knowledge, Skills and Abilities:

1. Experience in planning, creating, and coordinating events
2. Experience in leading and developing programs.
3. Excellent engagement skills.
4. Effective written and oral communication skills.
5. Strong organizational skills and attention to detail.
6. Ability to think conceptually and to be creative.
7. Strong interpersonal skills.
8. Problem solving skills.
9. Ability to plan and analyze.
10. Ability to work independently and work as part of a team.
11. Ability to maintain accurate records in compliance with applicable regulations and standards.
12. Computer literacy in Microsoft Word and Excel, database, and presentation software.
13. Knowledge of issues related to homelessness, poverty, physical health, mental health and substance abuse.
14. Effective crisis intervention skills.

Qualifications:

1. Bachelor's degree in Psychology or a related field; or 3 years' experience in related field. Experience in social services and/or activity planning.
2. Activities professional certification a plus.
3. Experience serving individuals with substance abuse and/or MISA a plus.

Other:

1. Flexible hours required.
2. Be able to lift 10 pounds.
3. Provide own transportation and possess a valid Illinois Driver's License.

Classification Status: Full-time Non-Exempt

To apply, please email cover letter and resume to hr@dupagepads.org, listing "Activity Manager" in the subject line.