

**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS,**
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**AN INTERGOVERNMENTAL AGREEMENT
FOR YOUTH INTERVENTIONIST/COORDINATORS**

This agreement is between OAK PARK TOWNSHIP and the enumerated participating local governments: Village of Oak Park, Village of River Forest, River Forest Township, School District 90, School District 97, School District 200, Park District of Oak Park, River Forest Park District, Oak Park Public Library, and River Forest Public Library, hereinafter referred to collectively as PARTICIPATING GOVERNMENT UNITS.

OAK PARK TOWNSHIP agrees as follows:

- To work with at-risk youth engaged with (or disengaged from) local agencies that provide multiple services.
- To closely monitor youth, through a case management model which focuses on the individual needs of clients and their families and helps in linking them to services, managing those services, and tracking outcomes.
- To respect and maintain the confidentiality of registered Youth Interventionist clients and their families and share information about clients with partner agency staff as appropriate and only when a Release of Information has been signed; and reporting program outcomes, such as school performance and contact with law enforcement, in the aggregate only.
- To continue to provide intense intervention by employing support staff and three Youth Interventionist/Coordinators for the positions as described in Appendix I.
- To act as the administrative agent of the Youth Interventionist Program, hiring, training, supervising, insuring and housing the Youth Interventionist Program staff.
- To provide the necessary support, services, materials and equipment, such as, duplication, printing, postage, telephone and computers.
- To distribute monthly reports via email on the activities of Youth Interventionist staff to all board members and the chief administrators of each participating government unit.
- To work with participating government units to establish additional meaningful outcome measures based on shared client data.

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- To report at least annually, or more often as needed or requested, to the Council of Governments in Oak Park and in River Forest.
- To offer services listed in Appendix II: Menu of Services to partner agencies and to work responsively with partner agencies to develop other specific services based on emerging needs.
- To contribute up to \$60,922 (2012-13) and \$62,140(2013-14) for each year of this joint effort plus the administrative overhead of housing the program.
- To bill each participating government unit on a quarterly basis the actual dollars spent to provide the Youth Interventionist Program.
- To establish agreements with partner agencies to share confidential information that will allow the Township to report on program outcomes for the Youth Intervention caseload in the aggregate.

The other participating government units agree as follows:

- To inform their administration and staff of the board policy to support the Youth Interventionist Program as a coordinated and mutually beneficial relationship among all government units in Oak Park and River Forest to address, at the individual youth and the collective levels, the threat of gangs, drugs and violence to our youth and community welfare
- To bring policy and operational concerns and recommendations to the Youth Services Director or Oak Park Township Manager or Supervisor and then, as needed, to the community's Council of Governments for discussion and response.
- To work collaboratively and cooperatively in the common interest of helping youth avoid involvement in gangs, drugs, and violence.

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- To support the cost of this joint endeavor in an amount not to exceed each agency's share as presented in the table below:

Oak Park Portion

AGENCY	SHARE	2012/13	2013/14
Oak Park Township	24%	\$60,922	\$62,140
Village of Oak Park	24%	\$60,922	\$62,140
OP Elementary D97	11%	\$27,922	\$28,480
Park District OP	5%	\$12,692	\$12,946
OP Public Library	5%	\$12,692	\$12,946
Oak Park Total	69%	\$175,150	\$178,652

High School Portion

Combined OPRF Unit	14%	\$35,538	\$36,249
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River Forest Portion

River Forest Township	4.5%	\$11,422	\$11,650
Village of River Forest	6.5%	\$16,500	\$16,830
RF Elementary D90	3.0%	\$7,615	\$7,767
RF Park District	1.5%	\$3,808	\$3,884
RF Public Library	1.5%	\$3,808	\$3,884
River Forest Total	17%	\$43,153	\$44,015

Total

All OP and RF Units	100%	\$253,841	\$258,916
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- To promptly reimburse Oak Park Township upon receipt of quarterly bill for each agency's portion of the actual amount spent for the program.

It is understood by all signatories of this agreement that the supervision of all Township employees, including any addition to the Township staff as a result of this agreement, is the responsibility of Oak Park Township. To the extent permitted by law, each party shall indemnify, defend, and hold harmless the other parties, their elected officials, employees, officers, directors and agents from and against any third-party claims, demands, losses, damages, or expenses (including reasonable attorneys' fees) arising from or relating to any claim for harm, injury, or death to any person, or damage to tangible personal property arising out of or in connection with the performance of the services under this Agreement to the extent of the negligence, fault, or willful act or omission of the indemnifying party, its personnel or agents during the course of performance of the services hereunder or otherwise in connection with the performance of this Agreement.

This Intergovernmental Agreement will be in force for two years from July 1, 2012.

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OAK PARK TOWNSHIP

Signature Title Date

RIVER FOREST TOWNSHIP

Signature Title Date

VILLAGE OF OAK PARK

Signature Title Date

VILLAGE OF RIVER FOREST

Signature Title Date

RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90

Signature Title Date

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

Signature Title Date

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OAK PARK-RIVER FOREST HIGH SCHOOL DISTRICT 200

Signature Title Date

PARK DISTRICT OF OAK PARK

Signature Title Date

RIVER FOREST PARK DISTRICT

Signature Title Date

OAK PARK PUBLIC LIBRARY

Signature Title Date

RIVER FOREST PUBLIC LIBRARY

Signature Title Date

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Appendix I Job Descriptions

Oak Park Township

JOB DESCRIPTION

CLASS. TITLE: Youth Services Interventionist Supervisor

DEPARTMENT: Youth Services FLSA: Exempt

DIVISION: Town DATE: 04/05

REPORTS TO: Youth Services Director

Job Summary

The Youth Interventionist Supervisor builds collaborations between systems and agencies to prevent, intervene and combat youth delinquent behaviors in Oak Park and River Forest communities; assists severely at-risk youth and families to survive adolescence.

Essential Job Functions

1. Assists agencies in developing long-term community based strategic plans to complement village-wide violence prevention efforts, development of Intervention Model vision, and implementation of goals/strategies. Communicates between and with staff, administrations, boards, agencies, committees and the public to continue community development efforts.
2. Provides oral and written reports to various boards and public showing outcomes, current status and future plans; attends monthly meetings with youth service providers.
3. Conducts/assists in conducting individual and group counseling, individual counseling, and crisis intervention; assists in making social diagnostic assessments of at-risk factors for clients; assists in developing a comprehensive treatment plan by seeking input and participation from professionals in other areas.
4. Assists in counseling youth indicating maladjustments; anxiety or delinquent behavior; contributes to the identification of problems and diagnosis of social disorders. Provides direct youth and family counseling.
5. Establishes priorities among assignments, establishes times of completion and quantity/quality of work services; identifies and discusses program projects, problems and issues; supervises subordinate staff, monitors and evaluates performance and recommends recognition and/or disciplinary action.
6. Monitors budgetary expenditures for training area of Interventionist and assists in developing narratives/justification used in budgetary process as required.
7. Develops and maintains ongoing communications with private and public organizations, officials of other agencies or state and federal government; responds to inquiries concerning program, policies, rules and regulations governing work.
8. Appears at public hearings as required, speaks before various groups to explain/interpret program philosophy and requirements

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9. Seeks outside funding to help support programs; prepares grant applications for additional sources of funding in cooperation with Township funded grant writer; administers grant funded initiatives related to intervention program. Appendix I Job Descriptions

10. Performs the duties of Youth Interventionist.

11. Develops bonds between new and opposing agencies with a history of not working well together; facilitates partnerships and collaborations; assists in problem solving to overcome disputes between community administrative leaders.

12. Keeps director informed regarding community issues, politically sensitive matters and issues needing new or revised Township policy.

13. Prepares and maintains grants related to sources of funding; completes reports related to grants received.

14. Performs other duties as assigned.

Material and Equipment

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, calculator, etc.
- Bicycle

Minimum Qualifications

Education and Experience:

- Master's degree in Social Services or related field
- Five to seven (5-7) years of direct experience in working with gangs, drug involvement and violent youth.
- The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

License(s) and Certification(s)

- Valid Illinois driver's license and liability insurance

Knowledge, Skills, and Abilities

Knowledge of:

- Social work, counseling, psychology and public relations.
- Criminal justice and approaches used by law enforcement in local, state and federal environments; juvenile law and court systems.
- Ethical standards and code of conduct in dealing with clients and the public.
- Gang structure, risk factors and signs of involvement.

Skill In:

- Time management and prioritizing work.
- Verbal and written communication and organization.
- Community development and community crisis debriefing.
- Facilitation and group leadership.
- Mediation and collaboration building.

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- Crisis intervention and de-escalation techniques.
- Supervision of subordinates.

Ability to:

- Lead and organize and maintain relationships with community organizations and administrations in a political environment.
- Facilitate presentations and training made to youth, parents, community associations and other public groups.
- Remain calm in stressful and crisis situations.
- Develop intelligence on youth gang and drug activity in both communities and strategic plans to counter illegal activity.

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods.
- Drive automobile to communities and clients/families homes.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

Youth Interventionist Supervisor 04/05 Revised

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Appendix I Job Descriptions

Oak Park Township

JOB DESCRIPTION

CLASS. TITLE: Youth Services Interventionist

DEPARTMENT: Youth Services FLSA: Non-Exempt

DIVISION: Town DATE: 04/05

REPORTS TO: Youth Interventionist Supervisor

Job Summary:

The Youth Services Interventionist provides individual and family treatment to youth involved in or at risk of becoming involved in gangs, drugs or violent activities; works closely with Youth Interventionist Team and Youth Services Director to discuss and develop and implement treatment plans. Collaborates with a variety of community agencies and resources to decrease risk and connect identified families with appropriate, long-term services.

Essential Job Functions

1. Performs crisis intervention in situations such as suicide, homicide, rage, juvenile arrest, violence, community, family tragedy, self injury, running away, etc. Assesses risk; provides direct consultation services; provides referrals and stabilization services, coordinates and provides support during the hospitalization process, crisis counseling, brief mediation and notification of appropriate authorities; serves as member of school crisis and trauma debriefing team.
2. Assesses youth and family for potential for violence, communication patterns, boundaries, alcohol and drug addiction, gang involvement, sexual and physical abuse, neglect, mental health status, suicidal or homicidal plans or thoughts, criminal activity, risk of running away, cutting and other risk factors. Assessment includes evaluating the client, family and any unregistered youth in contact with. Creates, monitors and implements treatment plan agreed upon by both client and family.
3. Provides counseling to youth involved or at-risk of involvement with gangs, drugs, potential violence, etc.; meets with youth as needed to decrease risk or involvement through therapy and referrals to other community agencies; provides resources for alternate living situations if required; works with youths at-risk and assists them by linking them with services in the community; provides consultation regarding juvenile laws.
4. Provides family therapy and counseling to identified families; conducts home visits to assess living environment, refers family to community agencies for financial assistance and long-term therapy as needed; provides crisis stabilization to family as need arises; works with family to advise on state laws regarding abuse and neglect, family law, juvenile delinquency, as well as potential for locking out their child.
5. Consults with various community agencies including schools, Police Department, Health Department, Park District, libraries, probation, inpatient and partial hospital programs, community counseling centers, mentoring services, and psychiatric

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evaluators to optimize assessment and treatment planning. Participates in other agency meetings including disciplinary/school placement, inpatient hospital discharge planning and collaboration with police officers, etc. Searches for new services, builds relationships with staff and distributes information on new providers to other collateral resources in the community.

6. Conducts mediation sessions between youth and/or families who are currently involved in a conflict; assists to resolve differences and decrease probability of violence in community between parties.

7. Conducts informational presentations to community mental health professionals, school teachers and high school students regarding drug and violence prevention, peer relations and other applicable subjects.

8. Maintains client files, intake and assessment forms, client interview questionnaire, consent forms, ratings scales, progress notes, progress note logs and any other essential materials.

9. Monitors youth trends in the community such as gang movement, drugs, cults, etc.; performs bike patrols and community walks in search of gang graffiti, drug paraphernalia and cult remnants in community parks.

10. Identifies gaps in service delivery system and reports to Director; participates in formulating and implementing solutions when appropriate.

11. Operates pursuant to federal and state laws as well as professional codes of ethics and codes of conduct. Maintains licensure through continuing education.

12. Plans and co-facilitates groups for at-risk youth in school settings.

13. Participates in various committee/council meetings, task forces and networking events as needed.

14. Remains current on mental health research and clinical theories.

15. Performs other duties as assigned.

Material and Equipment

- Miscellaneous office equipment; i.e. – computer, fax, phone, copier, calculator, etc.
- Bicycle

Minimum Qualifications

Education and Experience:

- Masters degree in social work, education, psychology or other related human services field and two to three (2-3) years experience working with high at-risk youth in prevention, intervention, outreach or case management.
- The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

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License(s) and Certification(s)

- Valid Illinois driver's license and liability insurance
- LSW, LCSW, LCPC, CADC desirable

Knowledge, Skills, and Abilities

Knowledge of:

- Federal and state laws and regulations relating to juvenile issues.
- Ethical standards and code of conduct in dealing with clients and the public.
- Child development; therapeutic models/techniques; DSM-IVR.
- Mental health assessment; crisis intervention, mediation and trauma debriefing.
- Substance use/abuse signs
- Screening for risk to self or others.
- Basic computer and software programs.

Skill In:

- Clinical judgment.
- Verbal and written communication.
- Crisis intervention and de-escalation techniques.

Ability to:

- Effectively communicate treatment techniques and strategies.
- Make sound assessments, develop, implement and monitor treatment plans.
- Coordinate multiple services from various agencies in order to meet clients' needs.

Physical Abilities:

- Sit, type, read, write, hear and speak for extended periods.
- Drive automobile to client's homes or meeting places.
- Lift up to 10 pounds on occasion.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.

Youth Interventionist Revised 04/05

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APPENDIX II Menu of Services

The Township's Interventionist Program staff have advanced degrees and specialized training in education, criminal justice, law enforcement, intelligence gathering, substance abuse, violent youth/adults, therapy/counseling, PTSD, training, instructional design, crisis intervention and de-escalation as well as skills in mediation and negotiation. Through the Youth Interventionist Program, they provide the following services to individuals, families, agencies, and community organizations in Oak Park and River Forest.

TRAINING

- ◆ Anti-bullying training and presentations (Olweus Program)
- ◆ Prevention, identification, and response to issues of gangs, drugs, and violence

CONSULTING

- ◆ Consult with private therapist, agencies (public and private, profit and non-profit), parents, law enforcement, courts, probation officers, the States Attorney's office and city, state and federal agencies on issues of substance abuse, violence, and gangs
- ◆ Community and neighborhood problem solving, education, and training
- ◆ Advise partner agencies on staffing patterns, incident response, facility security, and safety procedures and protocols

INFORMATION/INTELLIGENCE

- ◆ Work with various bodies to "connect-the-dots" to identify patterns of behaviors and incidents
- ◆ Gang and drug intelligence, including drug availability, types of drugs being used, and distribution points
- ◆ Assist in locating runaways
- ◆ Assist in identifying and locating individuals representing a threat to youth

DIRECT INTERVENTION

- ◆ Individual/family crisis intervention
 - hospitalization assessment
 - suicide assessment
 - drug assessment
 - trauma and grief counseling
- ◆ Incident-related crisis intervention (for example; school violence, suicide, etc.)
- ◆ Deescalating intergroup violence (keeping mob actions from occurring)
- ◆ On-site intervention at partner facilities in conjunction with partner staff
- ◆ Group work (life skills, anger management, gangs) with grade, middle and high school students
- ◆ Interventionist work specifically with youth who have behavioral disorders
- ◆ Individual and family counseling
- ◆ Casework

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Appendix III Budget

Oak Park Township FY 13
Budget for Youth Interventionist Program

YOUTH INTERVENTIONISTS		FY 13
Personnel Services		
<u>Employee Salaries</u>		<u>\$154,777</u>
TOTAL Personnel Services		\$154,777
Fringe Benefits		
FICA Expense		\$11,840
IMRF Expense		\$15,106
Flexible Benefit Plan		\$35
<u>Health/Life Insurance*</u>		<u>\$44,411</u>
TOTAL Fringe Benefits		\$71,392
Operating Costs and Services		
Activities/Program Support		\$0
Staff Recruitment		\$ 100
Office Supplies		\$250
Dues and Subscriptions		\$100
Duplication & Printing		\$800
Insurance-Liability		\$1,299
Postage		\$0
Professional Consultation		\$2,000
Local Business Expenses		\$2,000
Professional Development		\$4,000
Workers Compensation		\$880
<u>TOTAL Operating Costs and</u>		
<u>Services</u>		<u>\$11,429</u>
Total Youth Interventionist		\$237,598