



IT TAKES A VILLAGE, Inc., Transitional Living Program

- Position Title:** I.T.A.V. Transitional Living Specialist
Reports To: I.T.A.V. Executive Director or Program Director
Requirements: 2-5 years prior experience working with youth
Valid Driver's License/Vehicle Insurance
College Degree Preferred (but not required)

General Description:

The mission of It Takes A Village Inc. (I.T.A.V.) Transitional Living Program is to provide a structured, stable, secure and nurturing environment for youth who are ready to enter a phase of care, which will eventually transition them to independent living. I.T.A.V. will provide residents with the resources and foundation to enrich and enhance their quality of life while creating an environment conducive to refinement of independent living skills with decreasing degrees of supervision. We will establish a standard through which a productive future is conceptualized, actualized, and realized. Residents shall adhere to the core values established through the **L.I.F.E.** Program (**L**ifestyle **I**mprovement for **F**uture **E**ndeavors) philosophy to enhance personal growth, and develop the necessary skill set to become a positive and productive entity within the community while transitioning residents towards independent living.

Duties and Responsibilities:

- (1) Participate in weekly Family Meetings with I.T.A.V. Transitional Home Residents in the home or the community.
- (2) Read and interpret documents such as the I.T.A.V. Policies and Procedures Manual, Safety Rules and Regulations and Operations Instructions.
- (3) Attend In-House and Outside Training as Required
- (4) Document and record all necessary information on I.T.A.V. forms for each resident as directed by the I.T.A.V. Leadership Team
- (5) Maintain a clean and orderly home at all times, and provide direction/information to residents regarding daily home cleaning responsibilities
- (6) Administer medication in accordance with Medication Policies and Procedures established by It Takes A Village Inc. Management/Leadership Team
- (7) Qualified/Licensed to drive company and/or private vehicle and maintain proof of insurance and maintain acceptable DMV records at all times
- (8) Coordinate activities with outside agencies as defined by I.T.A.V. Management
- (9) Be professional, courteous, and positive while representing I.T.A.V. Inc.
- (10) Other duties/responsibilities assigned by I.T.A.V. supervisors and management

*Duties and Responsibilities will include, but not be limited to the descriptions listed above