**Alternative Program Staff**

The APS Staff at Focus House shall be hired by the Director of Focus House, and with approval of the Ogle County Board.

Applicants, prior to employment, may be required to complete a physical examination in order to protect the residents he/she may come into contact with.

It shall be the policy of Focus House that the applicants to this position must submit to a criminal history check and CANTS check before employment.

**Hourly Rate:** $12.00-$13.00

**Hours expected to work:** This position will require flexibility in the hours. The alternative programs run from 7:30am-8:30pm Monday through Thursday and 7:30am-2:30pm on Fridays.

Any individual hired as APS staff shall abide by the personnel policies adopted by the Ogle County Board and Focus House.

1. **General Minimum Qualifications**
   a. Be at least 21 years of age
   b. Have a valid Illinois driver’s license
   c. Have a good driving record
   d. Be in good physical health
   e. Have no criminal history or convictions, except minor traffic violations
   f. Be a citizen of the United States
   g. Hold at least an Associate’s Degree from an accredited college. Bachelor’s degree is preferred.

2. **Duties and responsibilities of the APS are as follows, but not limited to:**
   a. Be under the daily supervision of the Alternative Program Coordinator, and overall supervision of the Clinical Supervisor.
   b. Follow the rules and regulations that govern the daily operation of the facility, as outlined in the personnel manual.
   c. Provide supervision and monitor at risk youth who are referred to the Alternative to Suspension Program, Alternative to Detention Program and the GED Program.
   d. Facilitate Life Skills Groups.
   e. Organize and supervise Public Service Work.
   f. Assess youth in the GED Program, as well as assist them in preparing for the exam. The APS staff will also maintain lessons.
   g. Transportation of youth to and from the program.
h. Organize and supervise recreation activities.

i. Display role-model behavior and maintain strong personal boundaries with the youth in the program.

j. Assist the Alternative Program Coordinator with any special assigned tasks.

k. Document the behavior of the youth in the program.

l. Communicate effectively with members of the treatment team and Ogle County Probation.

m. Attend staff meetings, in-services and all meetings required by the Director, Clinical Supervisor, and/or Alternative Program Coordinator.

n. Upon employment, obtain a Substitute Teacher’s License from the Illinois State Board of Education if needed for assigned tasks.

o. Other duties as assigned.