



Division: Angel House – Independent Living Plus Program

Position: Independent Living Specialist

Responsibilities:

The Independent Living Specialist will provide supervision and care to the adolescents who are placed in Angel House. This position requires good organizational skills and follow through on all assigned tasks. The Independent Living Specialist serves as a critical member of the Angel House team.

Qualifications:

- Education: High School degree. College coursework or college degree in child and adolescent development preferred.
- Experience: Background and demonstrable skills working with children of all ages, preferably experience with abused and neglected children.

Duties:

- Ability to work effectively with emotionally and behaviorally challenged children and adolescents; clear evidence of nurturing skills, empathy, and rapport building.
- History of good punctuality and attendance to work. Flexibility in scheduling to ensure shift coverage.
- Provide emotional comfort to teens in crisis.
- Communicate concerns and observations to the House Manager or Case Manager. Follow established plans and protocols for emergency and after-hours mental health crises.
- Develop, maintain, and nurture appropriate relationships with all teens.
- Be a positive, mature, adult role model for teens at all times.
- Maintain clearly written and detailed records, progress notes, journal, client file entries, and log books as required.
- Carry out effective communication, cooperation, and sharing of information when arriving to or leaving a work shift to ensure continuity of care.
- Valid State of Michigan driver's license, safe driving history, and vehicle available for client transportation during work hours.
- Help prepare teens emotionally and/or physically for transition to living independently.
- Ensure the safety, security, and cleanliness of the house and grounds at all times.
- Answer phones, take messages, maintain a clean house, respond to requests and external inquiries, and serve as overall support staff.
- Attend and complete all required training activities.
- Attend all mandatory program and agency meetings as required.
- Complete other duties and tasks as assigned.
- Must be flexible and available to accommodate operational needs.

[Click Here to Apply!](#)

Resume can also be sent to lisa@childandfamily.org.

We are an Equal Opportunity Employer, In our agency and the communities we serve we celebrate and value diversity, equity, and inclusion.