

AN INTERGOVERNMENTAL AGREEMENT FOR THE YOUTH ENGAGEMENT PROGRAM, 2024 - 2026

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

OAK PARK TOWNSHIP agrees as follows:

- To work with any youth (kindergarten-senior year) who are residents of Oak Park and River Forest or attend Oak Park or River Forest community schools. The engagement specialists will provide individual mental health counseling to youth who need assistance in the following areas: depression/anxiety, crisis and trauma, gang involvement, and behavioral/aggression problems as well as with youth who need individual mentoring.
- To closely monitor youth, through individual counseling which focuses on the individual strengths and needs of clients and their families and helps in providing individual counseling, linking to services as needed, managing those services, and tracking outcomes.
- To respect and maintain the confidentiality of registered Youth Engagement 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 by the appropriate party.
- To report program outcomes, such as reasons for discharge, demographics, referral reasons, and assessment information, in the aggregate only. Data can be broken down by school district attending or community of residence.
- To continue to provide intense engagement by and two Youth Engagement Specialists for the positions as described in Appendix I and one Youth Engagement Program Manager.
- To act as the administrative agent of the Youth Engagement Program, hiring, training, supervising, including clinical licensing hours, insuring and providing office space to the Youth Engagement 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 Engagement 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.
- To report on program activities and outcomes at least annually, or more often as needed or requested, at the Council of Governments meetings 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.

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- To maintain an appropriate level of liability insurance and provide certificates of insurance to partner agencies as requested.
- To bill each participating government unit on a quarterly basis at the quarter amount listed in this IGA.
- To establish protocols with partner agencies to share confidential information that will allow the Township to report on program outcomes for the Youth Engagement caseload in the aggregate.

The other participating government units agree as follows:

- To support the Youth Engagement Program through referrals, offering space to meet with youth and families (including virtual access during e-learning school days), sharing information about youth behaviors and situations, participating in training events and planning meetings, and by providing outcome data.
- To bring policy and operational concerns and recommendations to the Youth and Family Services Director or Oak Park Township Manager or the Oak Park Township or River Forest Township Supervisor, for discussion and response.
- To work collaboratively and cooperatively in the common interest of helping youth develop, learn problem solving skills and to become engaged positively in the community.
- To enter into data sharing agreements, where appropriate, so that the Township may collect and analyze data in the aggregate for youth that are participating in the Youth Engagement program.
- To support the cost of this joint endeavor in an amount listed to be billed Quarterly in four equal amounts. The total budget for the Youth Engagement Program for the first year of this agreement is \$322,597.00. Please see Table of Agency Amounts and Quarter Payments on the next page.

AGENCY	2024-25 Amount	Qrt.	2025-26 Amount
OP Elementary D97	\$37,218	\$9,304.50	\$38,483
Park District OP*			
OP Public Library	\$14,829	\$3,707.25	\$15,333
OPRF High School D200	\$38,781	\$9,695.25	\$40,100
Village of Oak Park	\$14,829	\$3,707.25	\$15,333
River Forest Township	\$21,102	\$5,275.50	\$21,819
RF Elementary D90	\$9,695	\$2,423.75	\$10,025
RF Park District	\$5,134	\$1,283.50	\$5,309
RF Public Library	\$5,134	\$1,283.50	\$5,309
Village of River Forest	\$1,000	\$250	TBD
Helen Brach Grant	\$10,000	-	-

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SUBTOTAL:	\$157,722	-	-
Oak Park Township:	\$164,875	-	-
TOTAL:	\$322,597	-	-

*At this time the Park District of Oak Park has rescinded their participation in the Intergovernmental Agreement.

- To promptly reimburse Oak Park Township upon receipt of a quarterly bill in the amount shown in the table above.

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, 2024.

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OAK PARK TOWNSHIP

_____ Signature	_____ Title	_____ Date
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RIVER FOREST TOWNSHIP

_____ Signature	_____ Title	_____ Date
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RIVER FOREST ELEMENTARY SCHOOL DISTRICT 90

_____ Signature	_____ Title	_____ Date
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OAK PARK ELEMENTARY SCHOOL DISTRICT 97

_____ Signature	_____ Title	_____ Date
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OAK PARK-RIVER FOREST HIGH SCHOOL DISTRICT 200

_____ Signature	_____ Title	_____ Date
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PARK DISTRICT OF OAK PARK

_____ Signature	_____ Title	_____ Date
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RIVER FOREST PARK DISTRICT

_____ Signature	_____ Title	_____ Date
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**AN INTERGOVERNMENTAL AGREEMENT
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OAK PARK PUBLIC LIBRARY

Signature

Title

Date

RIVER FOREST PUBLIC LIBRARY

Signature

Title

Date

VILLAGE OF OAK PARK

Signature

Title

Date

VILLAGE OF RIVER FOREST

Signature

Title

Date

APPENDIX

Job Descriptions and Menu of Services

CLASS. TITLE: Youth Engagement Specialist
DEPARTMENT: Youth and Family Services
DIVISION: Town
REPORTS TO: Youth Engagement Manager

FLSA: Non-Exempt
DATE: 09/2022

Job Summary: The Youth Engagement Specialist builds collaborations between systems and agencies to prevent, intervene, and combat negative youth behavior in Oak Park and River Forest Communities. The interventionist assists youth and families, and implement programming geared toward youth in the Oak Park and River Forest Communities. This is an ideal position for recent grads!

Job Functions:

- Ability to show knowledge or ability to gain knowledge in the following areas: youth mental health, specifically anxiety and depression, substance abuse, trauma, aggression, and behavioral problems, gangs.
- Carries a caseload of 20 individuals for counseling and interventions. Performs crisis intervention, making social diagnostic assessments, and assists in developing a comprehensive treatment plan for clients.
- Run groups during school year that focus on current events, trends, and needs.
- Collaborates closely with families, school personnel, mental health professionals, and other agencies associated with client. See clients in the office, their homes, school, and other areas outside of the office. Transport youth, if necessary.
- Help provide wraparound services by encourage and referring youth, families, parents/guardians to other community services and activities.
- Knowledge of the DSM 5.
- Able to maintain and complete documentation related to job duties in a timely manner. Must have good time management skills.
- Initiate and maintain in contact (via phone, email, or in person) with youth, parents/guardians, families, mentors, therapist, police, and other community agencies involved in youth's case.
- Maintain relationships and partnerships with current agencies and organizations that serve youth in the Oak Park and River Forest Communities
- In the summer, carry a small park caseload (around 7) to visit weekly looking for gang graffiti, drug paraphernalia, litter, and other suspicious acts to help keep parks safe.
- Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies.
- Keeps Supervisor informed regarding community issues and sensitive topics.
- Participate in weekly supervision with Interventionist Supervisor and participate in weekly Youth Services Team Meetings.
- Performs other duties as assigned.
- Supervision for LPCs and MSWs available.

Job Type: Full Time

Minimal Qualifications:

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Job Descriptions and Menu of Services

- Master's in counseling, psychology, social worker.
- Working with youth and families (preferred)

Education:

- Master's (Required)

Knowledge, Skills, and Abilities

Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution

Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building

Ability To:

- Maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.

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Job Descriptions and Menu of Services

CLASS. TITLE:	Youth Engagement Program Manager	FLSA: Full Time
DEPARTMENT:	Youth and Family Services	DATE: 09/2022
DIVISION:	Town	
REPORTS TO:	Youth Services Director	

Job Summary: The Youth Engagement Program Manager builds collaborations between systems and agencies to assist, engage and collaborate with you in Oak Park and River Forest Communities. The Supervisor assists youth and families in the areas of anxiety and depression, crisis and trauma, behavioral issues, school refusal/attendance issues, and gang involvement, supervises interventionists, and works with the Director to review, develop, and implement programming geared toward youth in the Oak Park and River Forest Communities.

Job Functions:

1. Supervises Youth Engagement Specialists, building a positive rapport with trust, team work, and communication.
2. Carries a small caseload of individuals and groups for direct counseling. Performs other duties of an Engagement Specialist: crisis intervention, making social diagnostic assessments of youth, and assists in developing a comprehensive treatment plan for clients.
3. Develops relationships and partnerships with new and current agencies and organizations that serve youth in the Oak Park and River Forest Communities. Facilitates partnerships and collaborations, assists in problem solving to maintain productive relationships between community administrative leaders.
4. Provides oral and written reports to various boards and the public when required, speaks before various to groups to explain the Youth Engagement Program philosophy, mission, values, goals, and accomplishments.
5. Assists agencies in developing long term community based strategic plans to help with village wide prevention efforts regarding youth; including implementing goals/strategies. Communicates with and between staff, administrations, boards, agencies, committees, and the public to continue community development efforts.
6. 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.
7. Monitors budgetary expenditures for training area of Youth Engagement Program and assists in developing narratives/justifications used in budgetary process as required.
8. Seeks outside funding to help support programs. Prepares and maintains grants related to sources of funding. Completes reports related to grants received and administers grant funded initiatives related to intervention program.
9. Works collaboratively with the Girls on the Rise Team, Prevention Team and Community Justice Team as indicated
10. Keeps Director Informed regarding community issues and sensitive topics.
11. Keeps open communication with Director in regard to the Youth Engagement Program.
12. Performs other duties as assigned.

Minimum Qualifications

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Job Descriptions and Menu of Services

Education and Experience: Masters Degree in Social Work, Social Services or a related field. 5-7 years of direct experience in working with youth issues including mental health, gangs, education, activities, and employment.

Licenses and Certifications: LCSW, LCPC or related license is preferred, not required
Knowledge, Skills, and Abilities

Knowledge of:

- Social Work, counseling, psychology
- Criminal Justice and approaches used by law enforcement in local, state, and federal environments; juvenile law and court systems
- Ethical standards and codes of conduct in dealing with clients and public
- Crisis Intervention Techniques
- Conflict Resolution
- Grant Writing and monitoring procedures

Skill In:

- Time management and prioritizing work
- Verbal and written communication and organization
- Facilitation and group leadership
- Mediation and collaboration building
- Supervision of subordinates

Ability To:

- Lead, organize, and maintain relationships with community organizations and administrators
- Facilitate presentations and trainings for youth, parents, community associations, and other public groups.
- Remain calm in stressful and crisis situations

Physical Abilities:

- Sit, keyboard, read, write, add, hear and speak for extended periods
- Drive automobile to meet with clients in their homes or other locations, and meetings with other agencies, committees and councils, etc.
- Lift up to 10 pounds on occasion.

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Job Descriptions and Menu of Services

Youth Engagement Program – Services

April 2024

The Township's Youth Engagement Program staff are Masters Level Social Workers and Counselors, all with backgrounds in working with youth on a variety of issues. The Youth Engagement Program is constantly conducting needs assessments to address youth issues within the communities. Through the Youth Engagement Program, they provide the following services to individuals, families, agencies, and community organizations in Oak Park and River Forest.

TRAINING-in person, virtual and hybrid options

- ◆ Any training as requested by a partner agency for staff or youth who they service, based on issues and needs they are seeing at their locations.
- ◆ Other training programs tailored to different entities' needs examples include, but are not limited to, Anti-Bullying, Restorative Justice and Practices, community issues (Youth De-Escalation).

CONSULTING

- ◆ Consult with private therapists, agencies (public and private, profit and non-profit), parents, schools, law enforcement, courts, probation officers, the States Attorney's office and city, state and federal agencies on issues of youth, including crisis and trauma, behavior and aggression, anxiety, depression and other mental health topics.
- ◆ Community and neighborhood problem solving, education, and training.
- ◆ Consult with partner agencies to help address 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 regarding youth
- ◆ Assist in identifying and locating individuals representing a threat to youth

DIRECT ENGAGEMENT-in person or via tele-health

- ◆ Individual/family crisis intervention, as needed by youth on current caseload
- ◆ Incident-related crisis intervention (for example; school violence, suicide, etc.)
- ◆ On-site engagement at partner facilities in conjunction with partner staff
- ◆ Group work with grade, middle and high school students after needs are identified with community partners
- ◆ Engagement work specifically with youth who are experiencing trauma/crisis and mental health needs
- ◆ Individual counseling with youth regarding issues with trauma/crisis, behavior/aggression, and anxiety and depression, or gang involvement as well as mentoring.
- ◆ Casework-including referrals, family assessments, and connecting youth and families with partner agencies and organizations based on needs