National Runaway Safeline

Respite Crisis Services Supervisor (part-time)
Chicago, IL

The National Runaway Safeline (NRS) keeps America’s runaway, homeless and at-risk youth safe and off the street. We do this by providing crisis services, prevention and awareness building programs.

Crisis services are available 24/7 to youth and families via our 1-800-RUNAWAY hotline and at 1800RUNAWAY.org, where we offer live chat, email and an online forum. Annually, NRS connects with over 125,000 young people ages 10-21, and their families, from communities across the country. In addition to direct services, NRS conducts nationwide prevention and awareness campaigns to reduce runaway incidents, prevent youth homelessness and de-escalate crisis situations. Utilizing years of data via our crisis services program, we share trends, key findings, and local data sets with providers and policy makers across the country to inform services delivered and effective methods to prevent youth homelessness.

Overview:
The Respite Crisis Services Supervisor (RCSS) serves as part of the Crisis Services team that provides trauma-informed, solution-focused crisis intervention, information, and referrals to young people that are facing crisis, have run away, or are experiencing homelessness via a crisis hotline and digital communication platforms (live chat, email and forum postings). Reporting to the Director of Crisis Services, the RCSS is a part-time position that serves as a back-up supervisor when permanent Crisis Services Supervisors are unavailable, providing on-shift support to Crisis Services interns and volunteers. A range of shifts are routinely available (day, evening, overnight): shifts open in advance and become available on short-term notice depending on the needs of the Crisis Services Center. The RCSS is required to work 8 hours or the equivalent of one full-time shift per month and attended quarterly Respite team meetings to retain employment status (exceptions considered on a case-by-case basis). All Crisis Services team members complete a 40+ hour intensive crisis intervention training prior to handling crisis contacts. Positions are primarily based in Chicago with remote conditions considered on a case-by-case basis.

Responsibilities:
- Must work at least 16 hours per month, including some overnight and holiday hours;
- Respond to requests for Crisis Services Center coverage in a timely manner;
- Respond to NRS and Comprehensive Community Based Youth Services (CCBYS) contacts;
- Supervise and monitor volunteers and interns in the Crisis Services Center to ensure adherence to NRS standards and quality delivery of NRS services;
- Maintain quality documentation of all crisis communications;
- Report child abuse and neglect to appropriate authorities as required by law;
- Conduct supervisions, listen-ins and other training-related functions for new staff, volunteers, and interns;
- Attend mandatory quarterly respite meetings;
- Participate in ongoing training and continuing education opportunities as required; and
• Contribute to continuous quality improvement efforts.

**Qualifications:**

• Have a flexible schedule with the ability to work at least 16 hours per month, including some overnight and holiday hours;
• Responsive and able to assist with short-term requests for support;
• Self-starter and detail-oriented;
• Excellent written and verbal communication skills;
• Strong interpersonal skills, including the ability to communicate with diverse teams and build strong relationships;
• Creative problem-solving skills with a positive, solutions-oriented mindset;
• Knowledge and experience working in a social services environment, with a preference for experience with crisis intervention;
• Ability to be flexible and adaptable to the evolving needs of a dynamic team;
• Experience prioritizing and managing projects from start to finish and proven track record of meeting deadlines;
• Proven organizational and multi-tasking skills;
• Proficiency in Microsoft Office Suite (Word, Excel, Outlook);
• Familiarity with data entry processes and ability to utilize industry-specific software;
• Commitment to the mission and operating goals of the National Runaway Safeline; and
• Bilingual Spanish speaking preferred, but not required.

NRS is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, creed, religion, gender, sexual orientation, national origin, age, or disability.

*Positions are $18/hour.*

*To apply, submit resume and cover letter to humanresources@1800runaway.org.*

*Individuals with lived experience of homelessness or housing instability are encouraged to apply.*