

**WE ARE  
LOOKING FOR:**



# Health & Wellness Coordinator

**EDUCATION:** Education: B.A. in Human Services or a related field.

**1+ YEARS EXPERIENCE:** Working with individuals with intellectual and developmental disabilities, preferred. A valid IL driver's license is required.

## QUALIFICATIONS :

- / Ability to work with people with intellectual and developmental disabilities
- / Can work cooperatively with a team
- / Professional leadership skills
- / Demonstrated analytical ability
- / Strong written and verbal communication skills

**JOB STATUS:** Exempt (salaried)

## SCOPE:

Participates in developing, organizing and implementing community integrated programming that supports an active and healthy lifestyle for individuals in the residential and day programs. This position partners with Program Managers in both program divisions (Day and Residential) to ensure consistent community programming of a high quality focused on health and wellness.

## BASIC FUNCTION:

Supports daily health and wellness opportunities for both residential and day services divisions by coordinating, executing and overseeing community integration initiatives that foster and support healthy lifestyles for individuals served.

## PHYSICAL REQUIREMENTS:

- / Able to lift 44lbs
- / Able to lift and move non-ambulatory and semi-ambulatory individuals with the assistance of mechanical devices (i.e. Hoyer lift, gait belt, etc.)
- / Assist individuals on/off the bus or van
- / Able to move boxes and/or furniture for cleaning
- / Climb ladder or step stool as required

## FOR MORE INFORMATION CONTACT:

Michael Stewart  
HR & Training Manager  
mstewart@glenkirk.org  
(847)272-5111 ext 554

## **JOB DUTIES**

## **% OF TIME**

/ Coordinate and execute day-to-day community outings in Residential and Day Program Divisions. These community activities must focus on improving the health and wellness of individuals. This includes planning activities, attending activities, coordinating staff involvement, organizing transportation and completing all necessary documentation to ensure a successful and safe activity.	75%
/ Actively promote Glenkirk's mission by creating relationships with community venues that will partner with Glenkirk.	20%
/ Prepare and review costs, including accounting of funds and completing cash reports. This includes monthly and annual budgeting for community integration.	5%