

**WE ARE
LOOKING FOR:**



Qualified Intellectual Disabilities Professional

EDUCATION: Bachelor's degree or in human services, a related field, or extensive coursework in psychology, social work, or physical therapy.

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:

Advocate for the rights of individuals served through the development and implementation of individualized, community-integrated implementation strategies. Maintain updated case files. Mentor and work collaboratively with direct support staff employed at assigned site(s).

BASIC FUNCTION:

Primarily responsible for providing case management of assigned day site(s) working with adults diagnosed with developmental and intellectual disabilities.

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 the development and delivery of quality Service Implementation Strategies (SISs) for all assigned individuals.	25%
/ Maintain an up- to-date case file on each assigned individual through ensuring compliance with all regulatory standards (i.e. DHS Rule 115/116, QA, DOL, BALC, IDPH), as well as internal QA processes, Case Record Reviews, Glenkirk Policies and Procedures, Outcome Measurement, Behavior Management, Human Rights, and Safety.	25%
/ Ensure active treatment and programming is provided via onsite activities and community-integrated activities and documentation requirements are met on a daily basis, through assisting in training staff members on completing progress notes, behavior plans, and goal sheets for assigned individuals.	25%
/ Assist with day-to-day operations, as needed (i.e. filling in for DSP vacancies, supply ordering, medication ordering, community outings, submitting work orders, vehicle inspections, safety procedures including fire drills and quarterly reports).	15%
/ Maintain positive communication with the immediate program team, all Glenkirk divisions, guardians, outside agencies/businesses, and community relations to ensure continuity of services to all individuals.	5%
/ Assisting in on-the-job training for new DSPs.	5%
/ Performing other duties as assigned.	