



Job Posting- POST UNTIL 7/5/17 *Community Life Coordinator*

Job Title: Community Life Coordinator
Department : Adult Learning Program
Supervisor: Adult Learning Division Manager & Program Development Coordinator

Minimum Requirements:

- Familiarity with applicable regulations and standards, including DHS Rules 120, 119, 116, 115, 50, CQL standards,
- Ability to lift/carry up to 44lbs.
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending and twisting,
- CPR/FA Certification,
- Valid driver's license and proof of insurance,
- Extensive computer proficiencies,
- Meets DHS requirements to be a QIDP in Illinois is preferred, but not required,

Overview

The Community Life Coordinator has primary responsibility for the development and implementation of specialty programming, including immersion, after hours, and community life activities. The primary goal of the position is to build a diverse range of programmatic options for individuals with intellectual disabilities in areas including health and wellness, technology, sensory integration, employment readiness, art and literature, recreation and community integration. The Community Life Coordinator dually reports to the Division Manager for Adult Learning and the Program Development Coordinator.

In the first year of this position, we anticipate the Community Life Coordinator will divide her/his time in the following manner:

- 30% of time on program design/development
- 50% of time on program delivery
- 10% of time developing community connections
- 10% of time on administrative tasks

Job Responsibilities:

Administrative/Professional

- Support the Mission Statement and agency values of Search,
- Present yourself in a professional manner as a representative of Search to family members, guardians, community members and representatives from affiliated agencies,

Anyone interested in applying for this position should email their resume and cover letter to Tami Homan at thoman@search-inc.org no later than 7/5/17.

- Utilize the organization's Glidepath Curriculum, in combination with community resources and activities, to develop immersion programs within the organization's Adult Learning Programs. Initial areas of focus will likely include Health and Wellness, Technology and Art and Literature,
- Design programs and schedules to maximize use of available space, including kitchens (cooking, health and wellness instruction), computer labs (technology, online resources and social media), gross motor (exercise, recreation and fitness), auditorium (literature and drama), sensory room (sensory diet/integration) and gardens (horticulture),
- Maintain social connections via social media and online technology, e.g., Skype, FaceTime, etc.,
- Develop community connections that lead to ongoing opportunities for volunteer work and recreational and social activities for program participants,
- Collaborate with Program Managers, Coordinators, Therapists, Community Employment Specialists and Direct Service Providers to implement immersion programs and troubleshoot issues at each of the organization's Adult Learning Program sites,
- Develop "after hours" enrichment classes at Search's Adult Learning Program sites, designed to appeal to both Search consumers and individuals within the broader community,
- Supervision of "after hours" programs requires flexibility of evening hours.
- Coordinate transportation and medication for individuals enrolled in "after hours" programs,
- Collaborate with the Associate Directors of Ventures and Operations, Intake Department, Home-Based Service Facilitators, Division Managers for Adult Learning and Supported Living, and Keystone Communications team to develop outreach materials and strategies to generate enrollment in after-hours programs,
- Actively participate on the Program Committee,
- Maintain Compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including employee work rules and state/federal regulations related to services provided by Search,
- Demonstrate leadership abilities by working cooperatively with Search colleagues, encouraging teamwork, respecting differing viewpoints and demonstrating the ability to solve problems creatively,
- This position is based out of the organization's Mt. Prospect location and requires some flexibility with hours as well as the ability to drive consumers to community-based activities,
- This position travels to Waukegan and Lincoln Square locations on a weekly basis,
- Other duties as assigned.

Consumer Interaction:

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting consumer needs,
- Assist consumers with activities of daily living and personal self-care such as toileting, eating, grooming bathing, dressing, etc.

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- Assist consumers with planning and participating in activities throughout their program day or evening,
- Actively engage consumers with meaningful activities throughout their program day or evening,
- Demonstrate knowledge of each Individual Service Plan and the goals established for the current period and assist consumers with working on individual goals as established in their service plans,
- Demonstrate daily efforts to assist consumers with learning skills needed for greater independence,
- Provide consumers with supportive counseling, conflict resolution and problem solving assistance on an on-going basis and at times of crisis.

Cleanliness and Order:

- Maintain the physical environment, grounds and vehicles according to Search standards for cleanliness and order on a daily basis,
- Demonstrate respect for program materials and furnishings.

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