



JOB DESCRIPTION

Qualified Intellectual Disabilities Professional (QIDP) – Production Focus

OVERVIEW

Provides support services within the Division of Adult Learning. This includes working in program environments to set up and assist production work, implement curriculum, assist with activities of daily living and support direct care staff in the implementation of curriculum and documentation of services. Participates in the development of service plans and goals. Maintains daily, monthly and annual documentation on the progress of individuals served. Coordinates and supervises meaningful integration of individuals into the community.

This position has the responsibility of developing, documenting and ensuring the delivery of person-centered services that include participating in paid work. The Qualified Intellectual Disabilities Professional reports to an Adult Learning Program Manager.

Job Responsibilities:

Administrative/Professional

- Support the Mission Statement and agency values of Search,
- Demonstrate leadership abilities by working cooperatively with Search colleagues, encouraging teamwork, respecting differing viewpoints, and demonstrating the ability to solve problems creatively from an agency-wide perspective,
- Present yourself in a professional manner as a representative of Search to family members, guardians, community members, and representatives from affiliated agencies,
- Convene the interdisciplinary team for each consumer assigned to caseload; initiate, coordinate and monitor the interdisciplinary team process, ensure participation of team members and the consumer,
- Advocate for consumer rights and services,
- Ensure services specified in the service plan are being provided,
- Provide training to direct care staff in proper implementation and documentation of the goals in the service plan,
- Create quarterly Master schedules for Glidepath Curriculum and post to SharePoint,
- Set up production work for a variety of paid work opportunities,
- Track production work for both piece rate and hourly wages,
- Enter production data,
- Responsible for daily implementation of Glidepath curriculum, in accordance with the posted Curriculum Master Schedules,
- Ensure service plans, assessments, and goal progress are completed according to established time-lines,
- Ensure consumer information is maintained accurately within the Harmony system,

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- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search,
- Maintain daily and monthly documentation and recordkeeping on consumer progress on goals established in their service plans,
- Complete incident reports according to policy,
- Follow vehicle safety procedures including completing vehicle maintenance reports as requested,
- Attain 12 continuing education credits annually according to DHS policy for QIDPs,
- Complete other duties as assigned by your supervisor.

Consumer Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting consumer and program needs,
- Assist consumers with activities of daily living and personal self-care such as toileting, eating, grooming, bathing, dressing, etc...
- Ensure that consumers are provided the assistance necessary to participate in paid work opportunities,
- Ensure that consumers are planning and participating in activities of their choosing in the community, including transporting consumers to activities,
- Ensure that consumers are actively engaged with meaningful activities throughout their program day or evening,
- Incorporate the use of technology into the delivery of the curriculum,
- Demonstrate knowledge of each consumer's Individual Service Plan and the goals established for the current period,
- Assist consumers with working on individual goals as established in their service plans,
- Ensure that there are daily efforts to assist consumers with learning skills needed for greater independence,
- Participate in the development of individual behavioral approaches and behavioral tracking,
- Maintain direct and continuous supervision of consumers at the program site and on outings or medical appointments to ensure their safety and therapeutic well-being at all times,
- 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 knowledge of, and follow, established cleaning schedules at your assigned work site,
- Demonstrate knowledge and consistent usage of the proper cleaning products and

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- materials for assigned cleaning tasks,
- Demonstrate respect for program materials and furnishings.

Minimum Requirements:

- Bachelor degree in a related field,
- At least one year experience working with people with intellectual/developmental disabilities,
- Must meet DHS requirements for QIDP in Illinois,
- Ability to lift/carry up to 44 lbs.,
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending, and twisting,
- Basic computer proficiencies,
- CPR and First Aid certification,
- Valid driver's license and proof of insurance
- Meets Pace certification requirements, preferred.

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