



## JOB POSTING-

### Qualified Intellectual Disabilities Professional - IGNITE Program

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#### OVERVIEW

This Qualified Intellectual Disabilities Professional (QIDP) for the IGNITE Program is responsible for facilitating the daily activities at Search's new small and flexible Adult Learning Program site in Evanston, designed to help individuals with intellectual and developmental disabilities pursue and achieve their personal goals and actively participate in community life. This includes classroom-based instruction, community based activities and collaboration with others to ensure that individuals are receiving a full array of supports, including therapy and medical services and employment services, among others.

This position has responsibility for developing, documenting and ensuring the delivery of person-centered services with a focus on enriching community life experiences. The QIDP participates in the development of individual service plans and goals. The QIDP is also responsible for maintaining daily, monthly and annual documentation on the progress of individuals served. This position reports to the Program Development 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,
- 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,
- 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 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 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.