



JOB DESCRIPTION

QIDP/COORDINATOR - Waukegan

Overview

The QIDP/Coordinator is responsible for the daily operation of the Waukegan Adult Learning Program site. This position has responsibility for ensuring daily staffing ratios, timely and accurate program and attendance documentation and participating in the development of individual service plans and goals. This position also includes supervising, mentoring and training staff. The QIDP/coordinator will assist with the implementation of new person-centered initiatives, tools and strategies aligned with the Council on Quality and Leadership (CQL) standards. This position reports to the Senior Adult Learning Program Manager.

Job Responsibilities:

Individual Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting individual needs,
- Assist individuals with activities of daily living and personal self care such as toileting, eating, grooming, bathing, dressing, etc...
- Assist individuals with planning and participating in activities of their choosing in the community including transporting,
- Actively engage individuals with meaningful activities through out their program day or evening,
- Demonstrate knowledge of each individual's Individual Service Plan and the goals established for the current period,
- Assist individuals with working on individual goals as established in their service plans,
- Demonstrate daily efforts to assist individuals with learning skills needed for greater independence,
- Demonstrate knowledge of individual behavioral approaches and behavioral tracking,
- Maintain direct and continuous supervision of individuals at the program site and on outings to ensure their safety and therapeutic well being at all times,
- Provide individuals 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,

Anyone interested in applying for this position should email their resume and cover letter to Ai Hashinoguchi at ahashinoguchi@search-inc.org no later than 4/13/18

- Demonstrate respect for program materials and furnishings.

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,
- 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 and ensure direct care staff are in compliance,
- Convene the interdisciplinary team for each individual assigned to caseload; initiate, coordinate and monitor the interdisciplinary team process, assure participation of team members and the individual,
- Advocate for individual rights and services,
- Assure 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,
- Assure service plans, assessments, and goal progress are completed according to established time-lines,
- Assure effective implementation of the Glidepath Curriculum,
- Assure individual information is maintained accurately within the Harmony system,
- Maintain daily documentation and recordkeeping on individual progress on goals established in their service plans,
- Complete incident reports according to policy,
- Attain 12 continuing education credits annually according to DHS policy for QIDPs,
- Follow vehicle safety procedures including completing vehicle maintenance reports as requested,
- Actively participate and contribute to assigned committees and task forces,
- Complete other duties as assigned by your supervisor.

Minimum Requirements:

- Meets DHS requirements to be a QIDP in Illinois,
- Extensive computer experience
- Familiarity with applicable regulations and standards, including DHS Rule 119, CQL standards,
- At least one year supervisory experience, preferred,
- Ability to lift/carry up to 44 lbs.,
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending, and twisting,
- CPR and First Aid certification,
- Valid driver's license and proof of insurance,
- Meet and maintain Pace certification requirements, preferred.

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