



JOB DESCRIPTION
Qualified Intellectual Disability Professional (QIDP)

Job Title: QIDP
Supervisor: Adult Learning Program Manager

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,
- Meet and maintain Pace certification requirements.

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 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,
- Create quarterly Master schedules for Glidepath Curriculum and post to WebEx,
- Responsible for daily implementation of Glidepath curriculum, in accordance with the posted Curriculum Master Schedules,
- Assure service plans, assessments, and goal progress are completed according to established time-lines,
- Assure individual 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 individual 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.

Individual Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting individual and program needs,
- Assist individuals with activities of daily living and personal self-care such as toileting, eating, grooming, bathing, dressing, etc...
- Ensure that individuals are planning and participating in activities of their choosing in the community, including transporting individuals to activities,
- Ensure that individuals are actively engaged with meaningful activities throughout 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,
- Ensure that there are daily efforts to assist individuals with learning skills needed for greater independence,
- Participate in the development of individual behavioral approaches and behavioral tracking,
- Maintain direct and continuous supervision of individuals at the program site and on outings or medical appointments 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,
- Demonstrate respect for program materials and furnishings.