



**JOB POSTING**  
**DIRECT SUPPORT PERSON/PROFESSIONAL**

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**Job Title:** Direct Support Person  
**Supervisor:** Program Manager or Coordinator  
**Sites:** Supported Living Sites (Rogers Park, Skokie, Mount Prospect & Morton Grove) & Adult Learning (Des Plaines, Mount Prospect, Chicago and Waukegan)  
**Schedule:** Part & Full time, 1st & 2<sup>nd</sup> shift & weekends

**Minimum Requirements:**

- US High School diploma or equivalent,
- Ability to read and comprehend English at the 8<sup>th</sup> grade reading level or above (successful completion of the TABE at an 8<sup>th</sup> grade reading level),
- 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
- Must meet and maintain Pace Certification requirements, as required for the position.

**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 individuals to community activities,
- 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,

***Anyone interested in applying for this position should contact Ai Hashinoguchi at [ahashinoguchi@search-inc.org](mailto:ahashinoguchi@search-inc.org) or call 773.305.5000 ext. 37***

- Implement Glidepath curriculum, in accordance with the posted Curriculum Master Schedules,
- 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.
- Assists individuals with medication and maintains documentation in accordance with DHS Rule 116 (Supported Living Program),

#### 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.

#### 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,
- Maintain daily 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,
- Demonstrate basic computer proficiencies,
- Complete other duties as assigned by your supervisor.

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