



## JOB POSTING SUPPORTED LIVING QIDP/COORDINATOR

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### Overview

The SLP QIDP/Coordinator oversees several SLP program sites including coordinating services for individuals and supervising staff. 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. The QIDP/Coordinator works closely with medical and behavioral services and has on-call responsibilities. This position reports to the SLP Program Managers.

### Job Responsibilities:

#### Administrative/Professional

- Support the Mission Statement and agency values of Search,
- Serve as a role model and mentor to assigned staff, demonstrating ongoing efforts to develop employee skills and competencies,
- Demonstrate leadership abilities by working cooperatively with Search colleagues, encouraging teamwork, respecting differing viewpoints, and demonstrating the ability to solve problems creatively from a 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,
- Actively participate and contribute to assigned committees and task forces,
- Manage assigned work-load effectively by meeting established deadlines,
- Ensure timely and accurate adherence to procedures related to house budgets, Link cards, petty cash, and individual trust funds,
- 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,
- Ensure that services specified in the service plan are being provided,
- Ensure that assigned program staff are fully trained in site specific safety procedures and individual specific behavioral approaches,
- Ensure staffings, service plans, assessments, goal sheets, and goal progress reports are completed according to established time-lines,
- Ensure that program staff maintain daily documentation and recordkeeping on individual progress on goals established in their service plans,
- Advocate for individual rights and services,
- Ensure that individual information is current and accurate within the Harmony system,
- Maintain compliance with personnel policies as stated in the employee handbook,
- Demonstrate a working knowledge of agency policies for hiring, training, discipline, termination, and leaves of absence,

Interested applicants should email their resume and cover letter to  
Ai Hashinoguchi at [ahashinoguchi@search-inc.org](mailto:ahashinoguchi@search-inc.org).

- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations related to services provided by Search such as DHS Rules and CQL standards,
- Ensure that incident reports are completed and routed 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,
- Pursue opportunities for continued learning within Search and/or through external avenues,
- Complete other duties as assigned by your supervisor.

#### Individual Interaction

- Demonstrate kindness, courtesy, flexibility, responsiveness and consistency in meeting individual and program needs,
- Ensure that individual medical needs are met in a compassionate, effective, and efficient manner,
- Ensure that program staff effectively 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 through out their program day or evening,
- 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,
- Ensure that there is direct and continuous supervision of individuals at the program site and on community activities or medical appointments to ensure their safety and therapeutic well-being at all times, including creating and maintaining staffing schedules of the assigned CILAs,
- Provide individuals with supportive counseling, conflict resolution and problem solving assistance on an on-going basis and at times of crisis. This requires being on-call during the week.

#### Cleanliness and Order

- Ensure that program staff maintain the physical environment, grounds, and vehicles according to Search standards for cleanliness and order on a daily basis, and can demonstrate knowledge and consistent usage of the proper cleaning products and materials for assigned cleaning tasks,
- Work closely with Physical Plant staff to ensure that assigned program sites meet Search standards for maintenance and upkeep, furnishings, appliances, and landscaping.

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**Minimum Requirements:**

- Bachelor's degree in human services,
- meet the DHS requirements for a QIDP in Illinois,
- At least one year supervisory experience,
- Familiarity with applicable regulations and standards, including DHS Rules, CQL standards
- Ability to lift/carry up to 44 lbs. and 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, preferred.

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