

## **JOB OPENING**

**SERTOMA CENTRE, INC.**  
**4343 West 123rd Street**  
**Alsip, IL 60803**

**POSITION TITLE:** Autism Program Manager – 123rd Street – Full-Time

**POSITION REPORTS TO:** Director Of Day Program Operations

**POSITION SUPERVISES:** DSP

### **POSITION SUMMARY:**

Do you envision a community where all people with disabilities live, work, and fully participate? Are you dedicated to providing opportunities that empower individuals with disabilities? Do you enjoy working as part of an innovative and dynamic TEAM? If so, Sertoma Centre is the perfect organization to work for! We are seeking an Autism Program Manager for our Day Program who is highly motivated and compassionate.

The Autism Program Manager is responsible for providing leadership to the staff, direction to program operations, development of systems, and promoting a positive and optimistic environment that is responsive to the needs of the individuals served, the staff providing the services, and reflects the mission of the organization. This position ensures the delivery of quality, individualized services to individuals and families impacted by the challenges unique to the Autistic Spectrum, while also assuring compliance with all regulatory and accreditation standards.

Networking and involvement in professional organizations is encouraged and supported. Staff members are also encouraged to continue skill development and education through paid external training and our Tuition Reimbursement Program. We offer a competitive salary, comprehensive benefits, eleven paid holidays, and generous paid time off.

### **POSITION RESPONSIBILITIES:**

- Provide and oversee delivery of person centered services focused on the specialized needs of consumers with Autism which includes researching, developing, and evaluating curriculum that supports adult learning, personal development, and increased independence and ensure a program schedule and individual schedules are developed and followed.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include, but are not limited to interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Prepare and implement instructional materials and experiences that will increase consumers' participation in the community.
- Use positive behavior support strategies to evaluate, implement, and monitor support plans designed to teach self-management, coping skills, and crisis prevention when a consumer engages in challenging or risky behavior.
- Serve as a resource and trainer for DSPs and other staff members with regard to the specific needs of individuals with Autism and Autism Spectrum Disorder in general.
- Initiate and develop relationships and partnerships with external organizations and agencies to enhance community engagement.
- Proficient and accurate use of HSMS computer system for data entry as well as training and oversight of DSP staff. Data entry is required with particular attention to details and deadlines.
- Use interactions and observations as opportunities to critically evaluate and analyze the quality of supports provided to consumers and strive for ongoing quality improvement.
- Complete all direct support tasks competently and thoroughly, as needed, demonstrating best practices in person centered support, and function as a role model.
- Perform other duties/tasks as needed and/or assigned.

### **QUALIFICATIONS:**

- Bachelor's Degree in Special Education, Adult Education, Social Work, Psychology or related field.
- At least two years of experience in the field of disability services or education specifically with individuals with Autism.
- At least one year of experience directly supervising staff.
- DSP Certification upon hire or completion within four months of hire.
- Must be at least 23 years of age to meet agency insurance requirements for driving; must remain eligible for coverage by agency insurance carrier.

### **ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**

If interested, please apply online via our website, [www.sertomacentre.org](http://www.sertomacentre.org),  
click on "Career Opportunities" and "Search Here."

## **JOB OPENING**

**SERTOMA CENTRE, INC.**  
**4331 West Lincoln Highway, Suite E**  
**Matteson, IL 60443**

**POSITION TITLE:** PSR Case Manager

**POSITION REPORTS TO:** PSR Case Manager Supervisor

**POSITIONS SUPERVISED:** None

### **POSITION SUMMARY:**

This position is responsible for overall case management through implementation and facilitation of rehabilitation services for assigned individuals and documentation of all related activities. This position will also provide community support services off site to individuals served and documentation of all related activities.

### **QUALIFICATIONS:**

- Bachelor's Degree in a Human Services related field.
- Minimum of one year's experience working with individuals with psychiatric disorders preferred.
- One year of case management experience preferred.
- Knowledge and experience with the documentation and billing process for Medicaid community mental health services (Rule 132) preferred.
- Knowledge and experience with pre-authorization/re-authorization for services preferred.
- Effective communication skills, both written and oral.
- Effective organizational skills.
- Experience with mental health services community resource networking preferred.
- Valid Illinois driver's license with a good driving record and car available. Eligible for and completion of certification process to drive PACE vehicles.
- Must be willing to work evenings/weekend hours as necessary.
- Proficiency in the use of computers and working knowledge of Microsoft Word and Outlook applications, with good typing skills.

### **POSITION RESPONSIBILITIES:**

- Provide direct services to individuals assigned, both on and off site in accordance with the Individual's Service Plan and complete all required documentation according to Sertoma policy, standards of Rule 132, Attachment B, payers, and accreditation bodies.
- Complete assessments such as the LOCUS, CASIG, other assessments and accompanying documentation required including billing in accordance with requirements of Rule 132, Attachment B, payers, and accreditation bodies.
- Provide community support services off site that match assigned individuals' needs and to collaborate with Service Coordinators in providing the service in accordance with the standards of Rule 132 and Sertoma procedures.
- Provide case management services including outreach and engagement and complete required documentation according to standards of Rule 132, Attachment B, payers, and accreditation bodies.
- Facilitate groups both on and off site and complete required documentation including timely completion of billing notes according to Rule 132 standards and Sertoma procedures.
- Maintain records of individuals assigned in accordance with Rule 132, Attachment B, and Sertoma policies.
- Maintain open and effective communication with agency and provider staff, family, and others in response to client's identified training needs, client assistance/service needs, ISP follow-up, and input on adaptations needed to enhance progress toward goals. Work cooperatively with staff to ensure appropriate access to services as identified during the ISP process.
- Maintain relationships with local mental health providers, community psychiatric hospitals, and other support services in order to expand services and enhance supports to individuals served.
- Promote the awareness of mental health, both internally and externally.
- Function as an advocate ensuring protection of an individual's rights while providing a training element to empower persons with disabilities to understand and protect those rights.
- Fulfill other functions on the team, as needed.
- Comply with all Sertoma policies and procedures as established.

### **ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**

If interested, please apply online via our web site, [www.sertomacentre.org](http://www.sertomacentre.org),  
click on "Career Opportunities" and "Search Here."