

JOB OPENING

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

POSITION TITLE: Residential Service Coordinator – Full-Time

POSITION REPORTS TO: Assistant Director of Consumer Services – Residential

POSITION SUPERVISES: None

POSITION SUMMARY:

This position is responsible for the development, implementation, and facilitation of an Individual-Centered Service Plan (ISP) process for persons served, ensuring integration of service planning through the involvement of the individual, family, guardian, other service providers, agency staff, and others identified by the individual. This position is based primarily at the CILA homes and requires a flexible schedule (i.e., days, evenings, and weekends). It requires 24/7 on-call cell phone responsibility for medical, behavioral, and clinical emergencies regarding residential consumers. Provides leadership for CILA House Supervisor and DSPs in the development and implementation of individual and group programming for the individuals served.

POSITION RESPONSIBILITIES:

- Ensure the delivery and/or coordination of all CILA services in compliance with DHS & 116, CARF standards, agency mission, agency policy & procedure, program guidelines, and best practice.
- Responsible for the development, implementation, and facilitation of Service Plans for assigned individuals, ensuring integration of habilitation planning and provision of services through person centered planning. Monitor and modify plans in such a manner as to ensure that services outlined continue to meet individuals' needs and reflect the priorities of the individual served. Responsibilities as Residential Service Coordinator/QMRP include:
 - Complete the Pre-Meeting Personal Preference Interview as needed prior to the scheduled Service Plan meeting in order to determine strengths, abilities, needs, interests, preference, and choice in service provision.
 - Ensure that Service Plans are developed with the input of the person receiving services or a significant other identified by the individual who can best represent their ideas, concerns, abilities, preferences, cultural background, and desired outcomes of services.
 - Schedule and convene the Service Plan meeting in a timely manner and in accordance with regulations as set forth by the funding source, licensing entity, and/or accreditation standards.
 - Secure input, reports, and information from all persons involved in service delivery prior to Service Plan meeting.

QUALIFICATIONS:

- Bachelor's Degree in Human Services field of study required and must meet all QMRP requirements.
- Minimum of one year experience working with individuals with developmental disabilities and/or mental illness.
- Supervisory experience preferred.
- Effective communication skills, both written and oral.
- Demonstrate ability to manage multiple priorities.
- Prior experience in a residential setting, preferably in a supervisory role.
- Valid driver's license with a good driving record and insurance documentation.
- Proficient in the use of computers, software applications, and working knowledge of Microsoft Word and Outlook, with good typing skills.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org,
click on "Job Opportunities" and "Search Here."