

Job Title: HABILITATION PROGRAM COORDINATOR (UPWARD MOBILITY)

Agency : Department of Human Services

Opening Date: 07/11/2024

Closing Date/Time:07/24/2024

Salary: Anticipated Salary: \$5,423 - \$7,721 per month (\$65,076 - \$92,652 per year)

Job Type: Salaried

County: Kankakee

Number of Vacancies: 1

Plan/BU: RC062

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the

illinois.jobs2web.com

website. State of Illinois employees should click the link near the top left to apply through the

[SuccessFactors](#) employee career portal.

While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, titles that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the [Additional Documents](#) section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in ineligibility. Please note that the Department of Human Services must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 38380

Position Overview

The Division of Developmental Disabilities is seeking to hire a Habilitation Program Coordinator for the Shapiro Center located in Kankakee, Illinois to perform highly responsible duties related to the coordination and implementation of Individual Service Plans for a designated number of individuals with intellectual disabilities at

Shapiro Center. Ensures timely and effective individual program implementation. Monitors, reviews and evaluates pertinent program data, specific programs, service objectives, assessments and evaluations and other information relative to each individual in order to assess progress toward goals and objectives. Coordinates the interdisciplinary team to formulate, review and modify individual service plans. Integrates aspects of the service plan to ensure that the needs of each individual are met. Ensures compliance with Shapiro Center, Department of Human Services and Public Health requirements for each individual.

Job Responsibilities

1. Performs highly responsible duties related to the coordination and implementation of Individual Service Plans for a designated number of individuals with intellectual disabilities at Shapiro Center.
2. Coordinates and participates in individual program and service monitoring activities.
3. Periodically reviews data and other documentation for accuracy.
4. Integrates facility and community-based services identified to meet each individual's needs with the implementation of active treatment requirements.
5. Participates in regularly scheduled Qualified Intellectual Disabilities Professional (QIDP) meetings.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Requires a bachelor's degree in a human services professional field (e.g. sociology, special education, rehabilitation counseling, psychology). A doctor of medicine or osteopathy or a registered nurse will also meet required education and training requirements. Additionally requires one (1) year of experience working directly with persons with intellectual or other developmental disabilities in addition to the education and training stated above.
- This Class is included as an Upward Mobility Program credential title.

Preferred Qualifications

1. One (1) year of professional experience in applying the principles and practices for the habilitation and training of individuals with developmental disabilities.
2. One (1) year of professional experience communicating effectively both orally and in writing.
3. One (1) year of professional experience administering a habilitation and training program for a public or private organization.
4. One (1) year of experience dealing with sensitive situations in relation to staff, individuals and the legal guardian of families of individuals.
5. One (1) year of professional experience directing a team in development and reviewing individual habilitation plans for a public or private organization.
6. One (1) year of professional experience coordinating services to implement active habilitation plans.

Conditions of Employment

1. Requires the ability to successfully complete a department training program designed specifically for the Qualified Intellectual Disabilities Professional before the completion of her/his probationary period.
 2. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
 3. Requires the ability to work after business hours, weekends, and holidays.
 4. Requires the ability to utilize office equipment, including personal computers.
 5. Requires the ability to travel in the performance of job duties.
 6. Requires the ability to obtain and maintain Cardiopulmonary Resuscitation (CPR) certificate.
 7. Requires ability to pass the IDHS background check.
 8. Requires ability to pass a drug screen for drugs prohibited from recreational use under Illinois Law.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

Work Hours: Various shifts, see below:

Monday - Friday, 8:00am - 4:30pm working 1 early day (choice of 6:00am - 2:30pm or 6:30am - 3:00pm), 1 late day (choice of 12:00pm - 8:30pm, 12:30pm - 9:00pm, 1:00pm - 9:30pm or 1:30pm - 10:00pm) and 1 weekend day

(choice of Saturday or Sunday, working 8:00am - 4:30pm) per month

Work Location: 100 E Jeffery St, Kankakee, Illinois, 60901
Division of Developmental Disabilities
Shapiro Center
Residential Services Unit 7

Agency Contact: DHS.HiringUnit@Illinois.gov

Posting Group: Social Services

About the Agency:

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness. As a State of Illinois Employee, you will receive a robust benefit package that includes the following:

- A Pension Program
- Competitive Group Insurance Benefits including Health, Life, Dental and Vision Insurance
- 3 Paid Personal Business Days annually
- 12 Paid Sick Days annually (Sick days carry over from year to year)
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
*Personal, Sick, & Vacation rates modified for 12-hour & part-time work schedules (as applicable)
- 13 Paid Holidays annually, 14 on even numbered years
- Flexible Work Schedules (when available dependent upon position)
- 12 Weeks Paid Parental Leave
- Deferred Compensation Program - A supplemental retirement plan RT 7/9
- Optional Pre-Tax Programs such as Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP)
- GI Bill® Training/Apprenticeship Benefits eligibility for qualifying Veterans
- 5% Salary Differential for Bilingual Positions
- Commuter Savings Program (Chicago only)

For more information about our benefits please follow this link:

<https://www2.illinois.gov/cms/benefits/Pages/default.aspx>

This title is within the Upward Mobility Program. General Program information can be found by clicking on the [Upward Mobility Program](#) link or for specific title information at [UMP Title Descriptions](#). There are three categories of UMP titles: 1) certificate titles which require passing a written proficiency exam; 2) credential titles which require the possession of a specified college degree and/or licensure; and 3) dual titles for which a certificate may be earned by following either the certificate or credential pathway.

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

State employees should include temporary assignment in the application profile. Temporary assignment verification forms can be uploaded to the Additional Documents section.

State employees participating in the Upward Mobility program for this title should include applicable UMP grade information in the Upward Mobility Program section of the candidate profile. UMP grades can be uploaded to the Additional Documents section.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com