



## Position Descriptions

### CILA DSP

Provide support and training to individuals residing in community placement with daily living and social skills in order to assist them in achieving and maintaining their maximum level of functioning and independent community living. Requires a High School diploma or equivalent; related experience preferred. Must complete the Direct Service Professional (DSP) certification training and pass TABE test within 120 days of employment. The candidate must have a valid driver's license, vehicle insurance and the ability to drive agency vehicles.

### Job Coach

Perform functions to prepare, support, and train individuals for employment in the community. Requires a high school diploma or equivalent; Bachelor's degree preferred. Qualified candidates must have a high school diploma or GED, at least one year experience in job coaching/job development, valid driver's license and vehicle insurance; must be prepared to drive own vehicle for work. Flexible hours; must be available to accommodate individuals' work schedules, which may include evening and weekend hours.

### Employment Specialist

Provide employment services to people with developmental disabilities. Duties include: maintaining employer contacts, cultivating job leads for placement of individuals in employment, providing on-the-job training at various employment sites, providing transportation assistance and/or training based on individual needs, and continuing support of individuals to facilitate successful employment. Additional responsibilities include: assistance with job evaluations, assessments, and clinical reviews/interventions. Qualified candidates must have a high school diploma or GED, at least one year experience in job coaching/job development, valid driver's license and vehicle insurance; must be prepared to drive own vehicle for work. Flexible hours; must be available to accommodate individuals' work schedules, which may include evening and weekend hours.

### Service Coordinator/QIDP

Provide and coordinate community-based services and supports for individuals with developmental disabilities and their families. The outcomes of these services and supports are intended to improve the individuals' functioning and self-esteem, and to promote their independence, productivity, and integration in community life. The candidate must have a bachelor's degree in a human service or social work field, minimum of one-year experience working with individuals with intellectual and/or physical disabilities. Have completed the Qualified Intellectual Disability Professional (QIDP) training, or complete the training within six months of hire. Have a valid Illinois driver's license, vehicle insurance, as the position requires the ability to travel per needs of the program.

### Respite DSP

Provide services to children, teens and/or adults with intellectual and/or physical disabilities residing in the family home or living independently. Service is designed to help parents/caregivers, caring for someone with a disability to take a much needed break from their everyday challenging routine, providing parents and families temporary relief to relax, run errands, work, etc, while keeping their child engaged in fun and functional activities in their home. Respite may be provided in the home or out in the community. The candidate must have a high school diploma or the equivalent, valid driver's license, vehicle insurance, and the ability to travel per the needs of the program. Depending on the program, the candidate may have to complete the Direct Service Professional (DSP) certification training and within 120 days of employment. Flexible hours; must be available to accommodate individuals' and/or families, which may include evening and weekend hours.

Please contact the Employee Services department to inquire about current position openings at, 708-354-4547 ext. 170, or at [sburton@CSSservices.org](mailto:sburton@CSSservices.org).