

VACANCY NOTICE

JOB TITLE: CDS Direct Support Professional

RATIONALE: The CDS DSP is responsible for assisting with the day to day activities of program participants with intellectual/developmental disabilities including life skills. The CDS Trainer supports individuals in accessing and engaging in community activities. Supporting individuals to learn work skills such as laundry, janitorial, and product assembly are key to being successful in this position.

BASIC DUTIES:

1. Provides training activities of daily living for individuals, develops curriculum as needed for activities, assists coworkers and CDS Supervisor with daily operations of programing
2. Provides 1:1 activities as needed
3. Provides classroom coverage and activities in group settings
4. Provides instruction to individuals to help develop vocational and life skills.
5. Assists for staff coverage of consumer training activities and consumer personal care needs.
6. Provides training in the development of vocational skills and maintaining a safe work environment

DESIRABLE QUALIFICATIONS:

1. Ability to follow verbal and/or written directions and report at scheduled times.
2. Valid driver's license as required for class of vehicles to be driven.
3. Ability to relate positively with persons with developmental disabilities.
4. Demonstrates good worker role model for persons enrolled in work services.
5. Ability to maintain data/records required for job site/contract.
6. Ability to communicate clearly with persons supervised and provide on-the-job training.
7. Ability to work independently as well as part of a team and implement programs person centered plans, and services as needed.
8. Ability to work on multiple tasks and have good organizational skills.
9. Demonstrated oral and written communication skills.
10. Ability to perform simple mathematical computations, operate a calculator/electronic scales.
11. Ability to work holidays as scheduled.

MINIMUM QUALIFICATIONS:

1. Ability to pass basic First Aid and CPR certification training.
2. At least 18 years of age.
3. Ability to obtain IL DHS Direct Support Person (DSP) credential (education provided by agency)
4. Ability to pass pre-employment background checks, fingerprinting, and drug testing
5. Ability and willingness to comply with agency procedures and state regulations
6. Possess a valid HS Diploma or GED from a nationally accredited high school

PHYSICAL REQUIREMENTS (to be met with or without reasonable accommodations):

1. Stand or Walk.
2. Sit at desk or other horizontal surface.
3. Lift and carry up to 50 pounds.
4. Reach overhead and in front of body.
5. Bend, stoop, kneel and twist.
6. Simultaneous use of hand, wrist, and fingers.
7. Talking for ordinary conversation and for other sounds, i.e. machines.
8. Hearing for ordinary conversation and for other sounds, i.e. machines.
9. Lift up to 40 pounds.
10. Push/pull 300 pounds maximum.
11. Climb stairs.
12. Color vision and entire scope of vision.
13. Have valid Driver's License.
14. Simultaneous use of Hand, Wrist, and fingers.
15. Environmental: Work inside with noise and extreme seasonal heat.
16. Work with other duties as assigned

HOURS PER WEEK: Full time, 35-40 hours per week (non-exempt)

DATE AVAILABLE: Immediately; **PRIMARY JOB LOCATION:** 753 E. Court St; Paris, IL 61944

HOW TO BECOME AN APPLICANT:

Internal Applicants: Must submit a letter of interest while the posting remains active at <http://www.hrcec.org/index.php/employment-new/job-openings> to angela.edmonds@hrcec.org and kylei.tumey@hrcec.org

External Applicants: 1. Must submit a completed application to Angela Edmonds (via fax, E-mail, mail, or in person), 2. Meet the minimum qualifications for the position, 3. Specifically state position being applied for on application, and 4. Application must be received while the posting remains active at <http://www.hrcec.org/index.php/employment-new/job-openings>.

CONTACT: Angela Edmonds; Director of Human Resources, Human Resources Center of Edgar and Clark Counties; PO Box 1118; 753 East Court Street; Paris, IL 61944; angela.edmonds@hrcec.org; office: 217-465-4118x1349; fax: 217-465-8424