

## VACANCY NOTICE

JOB TITLE: I-CILA/PSW Direct Support Professional

**RATIONALE:** Our I-CILA program is growing. We currently have several individuals that have a need for 15 – 20 hours weekly staff supports outside of CDS. The I-CILA/PSW DSP provides supports to individuals residing in their home/family home as needed. Responsibilities may also include transporting individuals, assisting with shopping, cooking, minor home maintenance, and record keeping.

**DUTIES:**

1. Provides assistance in activities of daily living for individuals living in their own homes or family homes
2. Assist individual's in meal and snack preparation, shopping
3. Provides 1:1 activities/help as needed
4. Help organize and manage a household
5. Transport individuals using an agency provided vehicle to desired places and appointments
6. Supports individuals in working on chosen outcomes.
7. Per availability, provide coverage at Austin House or CDS,

**MINIMUM QUALIFICATIONS:**

1. Current First Aid and CPR certification or ability to pass
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
7. Current, valid driver's license and the ability to drive an agency vehicle
8. Available to work evenings, weekends and holidays as scheduled

**DESIRABLE QUALIFICATIONS:**

1. Ability to follow verbal and/or written directions and report at scheduled times.
2. Ability to relate positively with persons with developmental disabilities.
3. Demonstrates good worker role model for persons enrolled in work services.
4. Ability to maintain data/records required for program.
5. Ability to work independently as well as part of a team and implement programs person centered plans, and services as needed.
6. Ability to work on multiple tasks and have good organizational skills.
7. Demonstrated oral and written communication skills.
8. Ability to perform simple mathematical computations, operate a calculator/electronic scales.

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

1. Stand or Walk.
2. Sit at desk or other horizontal surface.
3. Assist in lifting and transferring an individual from lying to sitting, sitting to standing, and standing to sitting.
4. Lift and carry up to 50 pounds.
5. Reach overhead and in front of body.
6. Bend, stoop, kneel and twist.
7. Simultaneous use of hand, wrist, and fingers.
8. Talking for ordinary conversation and for other sounds, i.e. machines.
9. Hearing for ordinary conversation and for other sounds, i.e. machines.
10. Climb stairs.
11. Color vision and entire scope of vision.

**HOURS PER WEEK:** Up to 19.75 additional hours (totaling no more than 39.75 hr/week if currently working PT(with or without benefits) or full-time under 40 hours per week.

**DATE AVAILABLE:** Immediately; **PRIMARY JOB LOCATION:** 753/Community/Individual's residence

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](mailto:angela.edmonds@hrcec.org) and [kylei.tumey@hrcec.org](mailto:kylei.tumey@hrcec.org)

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