

## **JOB OPENING**

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

**POSITION TITLE:**                      **LICENSED PRACTICAL NURSE (L.P.N.)  
Full-Time**

**POSITION REPORTS TO:**              **Director of Nursing**

**POSITION SUPERVISES:**              **None**

### **POSITION SUMMARY:**

The Licensed Practical Nurse (LPN) provides nursing services to individuals served by Sertoma Centre. Duties include completion and maintenance of health records, assessments, physical status reviews, medication monitoring, staff training, tardive dyskinesia screening, and review of medical documentation. Licensed Practical Nurse responds to medical issues/emergencies as presented by individuals served and/or agency staff. The LPN reviews medical histories and completes a nursing assessment on potential consumers and new intakes for assigned programs. This position is supervised by the Director of Nursing.

### **QUALIFICATIONS:**

1. Licensed Practical Nurse with current State of Illinois License required.
2. Documentation of successful completion for Tardive Dyskinesia (T.D.) Screener preferred.
3. Minimum of 3 years experience in the field of nursing with persons who are developmentally disabled preferred.
4. Experience in medication management, side effects, etc., preferred.
5. Effective communication skills, both oral and written.
6. Valid driver's license with good driving record.
7. Ability to drive consumers to medical appointments as needed.

### **ONLY ONLINE APPLICATIONS WILL BE ACCEPTED**

If interested, please apply online via our website, [www.sertomacentre.org](http://www.sertomacentre.org), and click on "Job Opportunities."

## **JOB OPENING**

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

**POSITION TITLE:**                   **DIRECT SUPPORT PROFESSIONAL – SUB (123rd Street)  
Part-Time**

**POSITION REPORTS TO:**           **Operations Manager**

**POSITION SUPERVISES:**           **None**

### **POSITION SUMMARY:**

This position is assigned to function as a substitute DSP/DSP 1:1 Support as required. This position is responsible for providing individual and group training in a supportive environment to assigned consumers that are age-appropriate, functionally oriented and responsive to the individual's needs and interests as specified in the Individual Service Plan through a coordinated effort with the individual and others involved. This position also ensures efficiency and quality of subcontract and situational work as needed.

### **QUALIFICATIONS:**

1. High School diploma required.
2. Minimum of one year experience working with individuals with disabilities, preferred, ability to learn and work effectively with persons with various types of disabilities required.
3. Ability to follow written and oral instructions and to work cooperatively and effectively with consumers, families, team members, inter-disciplinary team and representatives of referring organizations.
4. Effective oral and written communication, math skills, organizational, and computer skills.
5. Ability to provide accurate reports and data collection.
6. Valid driver's license with good driving record, if applicable; completion and maintenance of PACE certification, if eligible.
7. Proficiency in the use of computers, software applications and working knowledge of Microsoft Word and Outlook preferred, willing to learn necessary software applications required.
8. Completion of DSP certification within four months of hire.
9. The following applies to DSPs working in subcontract production areas:
  - Ability to complete manual assembly, collating and inspection process.
  - Integrating quality control into assembly line process.
  - Ability to lift 40 lbs. continuously over an eight hour period.
  - Ability to operate various types of machinery safely and move materials using dollies, wheel trucks or pallet jacks safely.

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## JOB OPENING

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

**POSITION TITLE:** CILA Operations Manager  
**POSITION REPORTS TO:** Director of Residential Services  
**POSITION SUPERVISES:** CILA House Supervisors

### **POSITION SUMMARY:**

This position is responsible for providing leadership, direction, and support to all CILA House Supervisors along with overseeing the operations of 24-hour CILA homes. During the absence of a CILA House Supervisor in the Residential Program, the CILA Operations Manager will actively take on the role of CILA House Supervisor. This position requires 24-hour pager responsibility for staffing coverage and other home issues, and a flexible schedule (i.e., days, evenings, and weekends).

### **QUALIFICATIONS:**

1. Associate's Degree required; Bachelor's Degree preferred.
2. Minimum of three years supervisory experience, preferably in a residential setting.
3. One and a half years experience working with individuals with developmental disabilities.
4. Demonstrates the ability to manage multiple priorities.
5. Effective communication skills, both written and oral.
6. Proficient in the use of computers, software applications, and working knowledge of Microsoft Word and Outlook with good typing skills.
7. DSP certified.
8. Valid Illinois driver's license with good driving record.

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## **JOB OPENING**

**SERTOMA CENTRE, INC.  
4343 West 123rd Street  
Alsip, IL 60803  
(708) 371-9700**

**POSITION TITLE: JANITORIAL CREW LEADER  
PART-TIME/WEEKENDS**

**POSITION REPORTS TO: Janitorial Services Assistant**

**POSITION SUPERVISES: None**

### **POSITION SUMMARY:**

The main responsibility of the Janitorial Crew Leader is to provide leadership to Janitorial Crew Members at each contract site in order to maintain the highest quality cleaning services possible. The Janitorial Crew Leader is the lead crew member and a representative of Sertoma Centre, Inc. so they must project a positive, professional image to the customers.

### **QUALIFICATIONS:**

1. High school diploma or G.E.D. required.
2. One year of experience performing janitorial or related cleaning work preferred.
3. Valid driver's license, good driving record, and insurance documentation.
4. Technical skill in using janitorial equipment and chemicals.
5. Good written and verbal communication skills.
6. Good decision making ability.
7. Ability to organize work and manage time.
8. Ability to work with and effectively provide direction to people with disabilities.
9. Ability to work flexible hours including evenings and weekends on a regular basis.
10. Must be able to lift 40 pounds.

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## **JOB OPENING**

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

**POSITION TITLE:** SERVICE FACILITATOR (DSP)  
FULL/PART-TIME

**POSITION REPORTS TO:** CILA House Supervisor

**POSITION SUPERVISES:** None

### **POSITION SUMMARY:**

This position is responsible for the day-to-day implementation and facilitation of services to individuals residing in the CILA homes they are assigned to, ensuring services are delivered in a person-centered manner and is a member of the Community Support Team for each individual residing in the home. Service Facilitators may be transferred to other homes as deemed necessary by CILA management staff in order to provide the best quality care to all individuals served. Service Facilitators for 3rd shift may only sleep when assigned to a designated sleep shift home.

### **QUALIFICATIONS:**

1. High School Diploma required.
2. Minimum of one year experience working with individuals with developmental disabilities preferred.
3. Valid Illinois driver's license with good driving record.

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## **JOB OPENING**

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

**POSITION TITLE:**                    **VAN DRIVER**  
**Part-Time (Split Shift)**

**POSITION REPORTS TO:**        **Transportation Manager**

**POSITION SUPERVISES:**        **None**

### **POSITION SUMMARY:**

The Van Driver is responsible for the safe operation of agency vehicles, transportation of individuals served in agency programs, and supervision of consumers while in transit. Also works as a van aide if necessary.

### **QUALIFICATIONS:**

1. Must be a minimum of 23 years of age.
2. Clear and current Illinois Driver's License at all times with excellent driving record. CDL preferred. Must be able to obtain Pace Certification post employment.
3. Prior experience with transportation of individuals with disabilities preferred.
4. Ability to communicate in a professional manner to all staff as well as all individuals transported.
5. Knowledge of First Aid and CPR.
6. Good judgment in driving for all road conditions (i.e., no speeding, weaving in and out of traffic, tailgating, going around railroad crossings).
7. Ability for verbal and written reporting.
8. Good judgment and sense of directions.
9. Ability to read all traffic signs.
10. Ability to lift 60 lbs. on occasion.

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## JOB OPENING

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

**POSITION TITLE:** DIRECT SUPPORT PROFESSIONAL - AUTISM  
Full-Time

**POSITION REPORTS TO:** Operations Supervisor – 123rd Street

**POSITION SUPERVISES:** None

### **POSITION SUMMARY:**

This position is responsible for providing individual and group training in a supportive environment to assigned consumers that are age-appropriate, functionally oriented and responsive to the individual's needs and interests as specified in the Individual Service Plan through a coordinated effort with the individual and others involved. This position also ensures efficiency and quality of subcontract and situational work as needed.

### **QUALIFICATIONS:**

1. High School diploma required.
2. Minimum of one year experience working with individuals with disabilities preferred, ability to learn and work effectively with persons with various types of disabilities required. Experience with autism preferred.
3. Ability to follow written and oral instructions and to work cooperatively and effectively with consumers, families, team members, inter-disciplinary team and representatives of referring organizations.
4. Effective oral and written communication, math skills, organizational, and computer skills.
5. Ability to provide accurate reports and data collection.
6. Valid driver's license with good driving record, if applicable; completion and maintenance of PACE certification, if eligible.
7. Proficiency in the use of computers, software applications and working knowledge of Microsoft Word and Outlook preferred; willing to learn necessary software applications required.
8. Completion of DSP certification within four months of hire.
9. The following applies to DSPs working in subcontract production areas:
  - Ability to complete manual assembly, collating and inspection process.
  - Integrating quality control into assembly line process.
  - Ability to lift 40 lbs. continuously over an eight hour period.
  - Ability to operate various types of machinery safely and move materials using dollies, wheel trucks or pallet jacks safely.

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9/13/2013

Internal/External

## **JOB OPENING**

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

**POSITION TITLE:** DIRECT SUPPORT PROFESSIONAL  
Full-Time

**POSITION REPORTS TO:** Operations Supervisor – 123rd Street

**POSITION SUPERVISES:** None

### **POSITION SUMMARY:**

This position is responsible for providing individual and group training in a supportive environment to assigned consumers that are age-appropriate, functionally oriented and responsive to the individual's needs and interests as specified in the Individual Service Plan through a coordinated effort with the individual and others involved. This position also ensures efficiency and quality of subcontract and situational work as needed.

### **QUALIFICATIONS:**

1. High School diploma required.
2. Minimum of one year experience working with individuals with disabilities preferred, ability to learn and work effectively with persons with various types of disabilities required.
3. Ability to follow written and oral instructions and to work cooperatively and effectively with consumers, families, team members, inter-disciplinary team and representatives of referring organizations.
4. Effective oral and written communication, math skills, organizational, and computer skills.
5. Ability to provide accurate reports and data collection.
6. Valid driver's license with good driving record, if applicable; completion and maintenance of PACE certification, if eligible.
7. Proficiency in the use of computers, software applications and working knowledge of Microsoft Word and Outlook preferred; willing to learn necessary software applications required.
8. Completion of DSP certification within four months of hire.
9. The following applies to DSPs working in subcontract production areas:
  - Ability to complete manual assembly, collating and inspection process.
  - Integrating quality control into assembly line process.
  - Ability to lift 40 lbs. continuously over an eight hour period.
  - Ability to operate various types of machinery safely and move materials using dollies, wheel trucks or pallet jacks safely.

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8/28/2013

Internal/External