

JOB OPENING

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

POSITION TITLE: Assistant Director of Residential Services

POSITION REPORTS TO: Director of Residential Services

POSITIONS SUPERVISED: Residential Service Coordinators
Home-Based Service Coordinators
Community Services Supervisor

POSITION SUMMARY:

This position is responsible for providing leadership, direction and clinical support to Service Coordinators within all of Residential Services including: 24-hour CILA, ICILA, Foster Care, Home-Based Services, and Specialized Services. This position also helps ensure delivery of person-centered services to all residential consumers. It requires 24-hour accessibility to provide direction to the service coordination team for residential. In addition, it will also require 24/7 on-call cell phone responsibility for medical, behavioral, and clinical emergencies regarding residential consumers. This position provides service coordination for consumers in any Residential vacant Service Coordinator position; it requires a flexible schedule (i.e. days, evenings and weekends).

QUALIFICATIONS:

1. Bachelor's Degree in a human service field of study required, and must meet all QMRP requirements.
2. Minimum of one year experience working with individuals with developmental disabilities and/or mental illness.
3. Supervisory experience preferred.
4. Demonstrated 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. Prior experience in a residential setting, preferably in a supervisory role.
8. Valid driver's license with good driving record and insurance documentation.

If you are interested, please apply at above address, fax resume to 708-371-9747, or email to hrresumes@sertomacentre.org. No phone calls, please!