



Job Opportunities Bulletin

Listing Date: January 1, 2012

Individuals wishing to apply for any of the positions can mail, Fax or E-mail their resumes to:

Habilitative Systems, Inc
Human Resources Department
415 South Kilpatrick Street
Chicago, IL 60644
FAX numbers: (773) 745-2603
Main number: (773) 854-1526
jobs@habilitative.org

A pre-employment skills test may be required.

We suggest you visit http://www.testprepreview.com/tabe_practice.htm to review sample skills test.

HSI is an Equal Employment Opportunity Employer (EOE M/F/D/V) H.S.I provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, genetic information or status as a covered veteran in accordance with applicable federal, state and local laws. H.S.I complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.

PLEASE NOTE: If applying by fax or e-mail you must use the following language in the subject section: (Applying For: Job Title & Job Number).
If completing an application you must include the Job Title and Job Number in the (Position Applying For) section.
APPLICATIONS ARE TO BE COMPLETED ON MONDAYS - FRIDAY between 9:30 AM -- 3:00 PM

INTERNSHIPS

Internships are available for fields experience in the areas of Social Work, Psychology, Rehabilitation, Human Resources and Technology.

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BEHAVIOR HEALTH SERVICES CARE CENTER		
JOB TITLE/POSITION INFORMATION	JOB SUMMARY	QUALIFICATIONS
<p>BHS Residential Reviewer/ Targeted Case Manager (Grade 7) Range Min.\$17,160- Midpt.\$38,810 1 Full Time Position ATS Job#(005-FY-11-02)</p>	<p>Complete initial review of persons referred from DMH determine in the resident review if the mental health needs, identified in the PAS level II assessment, are integrated into the individual's facility care plan.</p>	<p>Bachelor degree preferably in social services with a minimum of two (2) years work experience in the social service field in a nursing home environment is preferred. Must be computer literate and demonstrate good oral and written communication skills.</p>
<p>ACA Residential Monitor (Grade 3) Range Min.\$17,160- Midpt.\$19,030 2 Full Time Positions ATS Job#(005-Fy-11-04) Job#(005-FY-11-05)</p>	<p>The Residential Monitor (RM) will be responsible for the daily operation of the half-way house. This includes such: teaching life management and overall recovery skills and preparation for independent living. The RM is expected to oversee maintenance of the unit, equipment and residents.</p>	<p>High School Graduate w/some college experience. Willingness to pursue IAODACA CADC certification. Excellent communication and other social skills. Willingness to share personal skills. Computer Literacy (i.e. Proficient in Microsoft Word Perfection, Excel, Power Point, Etc) Experience three years of work in residential treatment setting.</p>
<p>ACA Residential Advisor (Grade 3) Range Min. \$17,160- Midpt.\$19,030 1 Full Time Position JG Job# (005-FY-10-07)</p>	<p>The Senior Residential Manager-besides being responsible for the daily application of the program design (i.e. life-management training, the initiation recovery skills to assist and prepare the residents for independent living, and the monitoring/maintenance of the facility, equipment and residents, etc.) - will also be responsible for the monitoring, reporting, and maintenance of statistical data that is to be reported to the ACA Data Entry Clerk at the end of each month.</p>	<p>High School Graduate w/some college experience. Willingness to pursue IAODAPCA CADC certification. Excellent Communication and Other Social Skills. Willingness to share personal skills. Computer Literacy (i.e. proficient in Microsoft Word/Works, Word Perfect, Excel, Power Point, Etc) Experience- Three years of work in residential treatment setting.</p>

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CHILDREN & FAMILY SERVICES CARE CENTER		
JOB TITLE/ POSITION INFORMATION	JOB SUMMARY	QUALIFICATIONS
Reach Out to Help/ HANDS Case Manager (Grade 5) Range Min.\$22,764- Midpt.\$28,455 1 Full Time Position TM Job# (002-FY12-01)	Under direct supervision of the Clinical Program Manager provide intensive case management and counseling services to children and adolescent with emotional/behavioral disorders and their families. Stays abreast of community, resources and services, appropriate to the needs of the clients and their families.	Master's degree preferred in a Human Services or related field. Must have at least three (3) years of case management/counseling experience. Must have at least five (5) years of direct service experience with children, youth, and families. Must have familiarity with the public/private social service and community.
Extended Family Support Case Manager (Grade 4) Range Min.\$19,592- Midpt.\$24,489 1 Full Time Position TB Job#(002-FY-10-05)	The Case Manager provides direct case management services to children and families to help them achieve their service goals, in accordance with applicable agency program plans, licensing standards and accreditation requirements.	Bachelor degree in social worker or human services related field. Minimum one (1) year of social service and case management experience wit children and/or families. Must be certified in the following areas: Child Endangerment. Risk Assessment Protocol (CERAP). Rule 402- Licensing standards, Child Care Act and Child Welfare Professional License. Must have a valid state of Illinois driver's license and must have a car with proof of insurance.
TLP Residential Trainer (Grade 3) Range Min. \$16,640- \$19,030 1 Full Time Position WW Job#(002-FY11-09)	(under the direction of the Program Manager) will be responsible for the daily application of the individual and group program plans, i.e. life skills training, educational advancement and study, tutoring, cooking and the initiation of a regime of house rules and regulations consistent with Habilitative Systems, Inc. To assist and prepare all residents for stable and independent living.	Qualifying applicant should have a High School Diploma, two or more years of college preferred. Experience in working with IDCFS populations, children and families. Must complete minimum 60 hrs of pre-service training on preparing adolescents for independence.

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Disabilities Management Care Center		
JOB TITLE/POSITION INFORMATION	JOB SUMMARY	QUALIFICATIONS
Developmental Training Center Contract Procurement Specialist (Grade 7) Range Min.\$31,048- Midpt.\$42,210 1 Full Time Position KS Job# (006-FY-10)	To solicit contracts, organize and control the operation of contractual work, and assures regular quality assurance checks occur on existing contractual work. Contractual work will be performed by a population that is primarily developmentally disabled but with an emphasis on integrating employment with a non-disabled population. Works closely with the Driver/Foreman to make sure that contractual materials and/or contractual employees arrive on time.	A bachelor's degree from an accredited university in Business, Industrial Psychology or a related field. Three years experience in a vocational setting with some emphasis on employment of individuals with developmental disabilities, contract negotiations, business management, etc. Should have knowledge and/or experience in the following areas: Invoicing, shipping and receiving, production, scheduling and production, inventory systems, contract solicitation and negotiation, DOL regulations, and regulatory reporting.
Development Training Center Work Adjustment Aide (Grade 3) Range Min.\$16,640- Midpt.\$19,030 1Part Time Position EM Job# (006FY-12-1)	Provides programming and production to assigned clients to enhance their skills toward independence and economic self sufficiency A) supervises, escorts responsible for monitoring consumers movement B) Performing routine functions: taking attendance, consumers coverage discipline...	High School Diploma or GED certificated. One(1) to two(2) years documentation experience working with disabled people required. Demonstrated ability and sensitivity to working with disabled people.

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Residential Service Care Center		
JOB TITLE/POSITION INFORMATION	JOB SUMMARY	QUALIFICATION
DD CILA Associate Clinical Director (Grade 9) Range Min.\$36,648- Midpt.\$45,809 1 Full Time Position RJ Job# 003-FY-11-01)	Under direct supervision of the Clinical Director of Residential Services, the Associate Clinical Director (ACD) of Residential is responsible for the day-to-day operation of programs In the Residential Care Center. The Associate Clinical Director provides supervision to the DD and MI Program Managers and serves as the Integrator between the clinical and operational components of the Care Center's programs.	M.S. in a related Human Service Field or licensed registered nurse (Licensed in the State of Illinois) Minimum ten years experience in program supervision in the human services field, including experience with developmentally disabled and mentally challenged populations. Knowledge of substance abuse and recovery interventions. Experience In working with federal/state/local funding sources governing rules and guidelines relevant to residential programs desirable.
DD CILA Residential Trainer (Grade 3) Range Min.\$17,160- Midpt.\$19,030 1 Part Time Position AW Job#(003-FY10-23)	Responsible for the supervision and implementation of habilitation programs for disabled residential setting. Provide assistance to clients in home management, community survival skills, leisure and money management.	High School diploma or its equivalent required. Human Services experience required (6 months- 1 year).
Emergency Housing Residential Trainer (Grade 3) Range Min.\$17,160- Midpt.\$19,030 1 Full Time Position AS Job# (003-FY-10-21)	The Residential Trainer will be responsible for the daily application of the program design, i.e. life management training, and the initiation of a regime of Habilitative skills to assist and prepare the residents for independent living.	Qualifying applicant should have a High School Diploma, two or more years of college preferred. Specialized training with MI and DD Populations.
Clara Hope Residential Trainer (Grade 3) Range Min.\$17,160- Midpt.\$19,030 1 Part Time Position SG Job# (003-FY-10-22) Work- Study Eligible	Provide assistance to clients in home management, community, survival skills and leisure and money management activities; Assist the resident in the implementation of thier habilitation programs.	High School Diploma or its equivalent with two or more years specialized training with MI population. Residential experience desired, but not essential. Experience in a respite or nursing home setting necessary.

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