



POSITION: Direct Support Professional
PROGRAM: Residential

Anixter Center has proudly served hundreds of thousands of people in the Chicago area since 1919. Today, we focus our work on serving people with disabilities, behavioral health needs, and people who are Deaf, Deaf-Blind, or Hard of Hearing through a variety of programs. Annually, Anixter services touch more than 7,000 individuals, some on a daily basis and others for more time-limited support. Our emphasis is on providing people the supports they need to allow each person to live as independently as possible, a member of his/her natural community.

LOCATION: Oakley and McLean

We offer a competitive benefit package, including Medical, Dental, Vision, STD, LTD, Life, & 401k

SUMMARY

Work with the clients to ensure their needs are address in a timely manner and effectively communicate the need for support with clients and help clients to become more independent at home and in the community.

- Provide input regarding development of appropriate goals for clients, incorporating client choice
- Write case and progress notes on clients on daily basis
- Supervise, teach and assist clients in all Activities of Daily Living (ADLs) including personal, medical, community, hygiene, financial, recreation, and general safety
- Ensure clients are actively involved in their own daily program, both in individual and group activities
- Participate in developing, scheduling, implementing skill training programs, evaluation tools, behavioral programs, activities, and community outings
- Coordinate services provided to clients
- Monitor and document client progress and report issues with clients regarding overall health, medication, dental, and mental health concerns to house manager, other house staff, nurse, and family members within one hour of discovery
- Provide transportation and attend health care appointments as needed
- Accompany clients for admission and discharge from hospital/nursing home or other medical settings
- Administer medications and document all related activities in accordance with related Medication Policies and Procedures
- Arrange and accompany individuals to appointments, as directed by house manager
- Assist and provide training to residents with public transportation
- Assist with nutritional planning, preparing and cooking meals, and grocery shopping
- Assist in meal preparation
- Complete and/or assist all housekeeping tasks including cleaning bathrooms, kitchen, client rooms; washing dishes/pots; doing laundry; dusting surfaces; cleaning refrigerator/stove
- Provide necessary guidance and support to clients in resolving problems
- Provide crisis intervention which may require physical intervention
- Provide emergency assistance/program coverage during scheduled hours, at other sites as directed

QUALIFICATIONS

- Complete all classroom, online and on the job (OJT) training within 120 days of hire
- High school diploma
- Must have sign language skills
- For advocates that will be support clients who use ASL as a mode of communication, they will be required to pass the Sign Language proficiency test
- Valid driver's license

Lester and Rosalie Anixter Center

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