



Mental Health Centers of Central Illinois

POSITION VACANCY

Date:	April 25, 2008
Position Title:	Coordinator, Community Employment
Site:	LMRC
Days/Hours:	Monday through Friday, 8:00 a.m. to 4:00 p.m. Some evening/weekend hours may be required.
Requirements:	Bachelor's degree in a human services field required. Must also meet IL DHS qualified mental retardation professional (QMRP) requirements by having at least 1 year experience working directly with individuals with mental retardation or other developmental disabilities. Previous experience in industrial/business/vocational development highly desirable. Valid State of Illinois driver's license, dependable means of transportation with automobile insurance coverage. Above average travel.
Responsibilities:	Coordinate competitive and supported employment services for program participants. Serve as liaison to DRS regarding individuals referred for employment services. Provide individuals with pre-employment training including job readiness and seeking skills and work adjustment as required. Develop job opportunities for individuals seeking employment. Supervise Job Coaching staff in the provision of supported employment services. Provide program participants with ongoing job coaching activities necessary to retain supported employment sites. Provide on-the-job training, on-site support & guidance to program participants and conduct required follow-up services as needed.
<i>Send letter or e-mail stating interest to:</i>	Tracey Jensen MHCCI Human Resources 710 N. 8 th Street Springfield, IL 62702