



Collaborative Coordinator

Northwest Special Recreation Association

Contact Name: Darleen Negrillo

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Closing Date: 2024-07-05

Salary: \$44,722.80 - \$46,534.49 annually DOQ

Description:

Job Summary:

Serves as the site programming coordinator for collaborative programming, including adult day and afterschool programs done in collaboration with Clearbrook and NWSRA. Assist Manager of Collaborative Services to interview, hire, train, and place employee for site. Directly supervise and evaluate employee in collaborative programs at the site. Serves as a Qualified Intellectual Disabilities Professional (QIDP). Assist with coordination of the necessary training of the DSP staff as regulated by the State of Illinois. Assess, plan, develop, implement and evaluate programs for children and adults with disabilities. Represent NWSRA at meetings, support community access to recreation for individuals with disabilities and advocate for the development of recreation programs.

- Demonstrate an understanding of coordinating and implementing programs while working closely with agency teams to support individuals with disabilities in the least restrictive environment and the most inclusive settings.
- Assist with creating annual goals specific to the site's collaborative programs.
- Supervise and evaluate employees at collaborative site.
- Conducts assessments and program trials to determine client's acceptance into the programs.
- Develop, implement and evaluate behavior plans as necessary.
- Ability to work independently, when necessary, to solve simple to complex problems, demonstrate dependability, promptness & punctuality and convey a positive attitude to others.
- Adheres and upholds to all State of Illinois policies and requirements for site and programs in collaboration with Clearbrook.

Qualifications:

Graduate of an accredited college or university with BA/BS degree in Therapeutic Recreation, Special Education, Social Services or related field. Current National Council on Therapeutic Recreation Certification (CTRC) or Certified Park and Recreation Professional (CPRP), Certified Special Education Teacher, Board Certified Behavior Analyst (BCBA). Have a valid Illinois Driver's License and have the ability to attain an Illinois Commercial Driver's License (CDL) – Class C.

Scheduling and Pay:

This is a full-time, exempt position. Weekly schedule is generally 40 – 45 hours. Weekends and evenings occasionally based on schedule. Position starting range is \$44,722.80 - \$46,534.49 annually DOQ.

Benefits we offer:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Group Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension Plan
- Mission Square Retirement 457b Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Personal Days
- Employee Assistance Program (EAP)

To Apply: Visit us at www.nwsra.org/jobs to complete an online application and submit your current resume. For questions on this position please call Darleen Negrillo - Superintendent of Administrative Services at (847)392-2848 or email at dnegrillo@nwsra.org.