

Independent Service Coordination Intern (Unpaid Internship)

Category: Regional Planning Commission/Intern

Date Posted: 3/7/2018

Location: Illinois workNet Center; 1307 N. Mattis Ave., Champaign, IL 61821

Date of Availability: Ongoing opportunity

Date Closing: None

Independent Service Coordination Intern

Champaign County Regional Planning Commission is seeking an intern to learn under our dynamic Independent Service Coordination team! Champaign County RPC is a people-focused agency made up of over 100 programs designed to generate possibilities for all within our community. A great deal of planning goes into creating opportunities where people can succeed on their own, and RPC is doing that work. From analysis to policy guidance to offering services to our communities, RPC's people plan for people. The Independent Service Coordination intern will learn about what is involved in providing effective and meaningful services in Champaign County to individuals with intellectual and developmental disabilities. **This is an excellent opportunity to gain knowledge and experience will support future employment opportunities!**

Internship Experiences:

- Completes training curriculum to obtain Qualified Intellectual Disabilities Professional (QIDP) credential.
- Assist staff with coordinating community outreach on Independent Service Coordination Programs.
- Attend Prioritization of Urgency of Need for Services (PUNS) enrollment meetings under the supervision of a Qualified Intellectual Disabilities Professional (QIDP).
- Sit in on person centered planning meetings with QIDP staff and assist in developing person-centered plans for individuals served in the ISC program.
- Ensure the safety and well-being of clients through the person centered planning process and follow up visits.
- Travel to meetings, training, service delivery, and other work sites with Independent Service Coordination team members.
- Under the supervision of a QIDP, provide direct work with program participants or on behalf of the program participant approximately 65% of workweek.
- Travel and/or complete non-client specific program related functions sitting/ standing at a desk approximately 35% of workweek.

Community Services

A division of the Champaign County Regional Planning Commission

1776 E. Washington St, Urbana, IL 61802

P 217.328.3313 F 217.328.2426 TTY 217.384.3862 CCRPC.ORG

Community Services

Minimum Requirements:

- Bachelor's degree or in final year of pursuit of Bachelor's degree in human services or related field.
- At least one year experience providing direct services to persons with developmental disabilities.
- Ability to pass criminal background check.
- Strong background in customer services and human services with program's target population.
- Ability to handle program and client information in a confidential manner and report concerns as mandated.
- Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
- Ability to react to change productively.
- Ability to follow written and oral instructions.
- Ability to communicate effectively both written and orally.
- Ability to complete timely and accurate documentation.
- Ability to function professionally in stressful situations.
- Ability to work individually and as a team member.
- Ability to implement concepts learned from training.
- Ability to set work priorities and organize effectively to meet deadlines.
- Proficient in English (spelling, punctuation, grammar).
- Ability to attend worksite regularly to perform job duties and responsibilities.
- Computer skills needed to complete case documentation and data entry.
- Ability to attend program meetings and/or training as required.

IF INTERESTED, PLEASE EMAIL YOUR RESUME AND COVER LETTER TO:

Katie Harmon, LCSW
Community Services Program Manager
kharmon@ccrpc.org

CCRPC is EEO/AA/ADA employer.