

## NICIL Expectations

Thank you for your interest in a position with Northwestern Illinois Center for Independent Living (NICIL). Our focus is supporting our consumers (customers) to live their independent life. Our work is an exciting challenge and we have only just begun our important mission even though we are entering our 30<sup>th</sup> year of operations!

We believe that everyone has a story to be told, which leads us to our philosophy of independent living and transparency. Our team is involved in our consumers support as much as our consumer chooses to allow us to be. We get to know them, work besides them to develop goals that support their choices in living their independent lives. Our consumers are our focus and we assist in telling their story through advocacy, peer to peer mentoring, skills training, and information/referral services.

Now you know a little about us and we encourage you to research NICIL before you arrive for your interview with us. During the interview process we will be asking you questions about your experiences, skills, talents, and finding out if the passion we have for our consumers will become your passion if you were to join our team.

To help you in your exploration of NICIL and whether you would be a good match for our team here are some basic expectations of the position you are applying for that are not covered in the job description:

- Our team is a united team; we are responsible to each other and for each other
- Travel for work within the five (5) county area NICIL territory and within the state of Illinois:
  - Reimbursable rate of .56 per mile
  - Over 100 miles one way we have rental car services
  - Any overnight accommodation are paid by NICIL
- Monday and Friday are required in office days for trainings, meetings, consumers, etc. Tuesday, Wednesday, and Thursday, may be a combination of in office and travel it will vary week to week. We also have a rotation schedule that covers our branch offices
- We have paperwork, as does any organization, with expectations of completion in a timely manner according to our policies and procedures
- It is an honor and a privilege to serve our consumers, they are our only focus and the reason we do the work we do

Here are a few other things that you should know about NICIL:

- We believe our consumer deserve our very best and our team has to give their best
- We believe that family is the highest priority and we are as flexible as we can be to accommodate your appointments and outside activities
- We try to have fun and do create activities for our team that support this philosophy
- We offer 12 paid holidays and there is accumulate vacation, sick time and personal days with each pay period. Christmas time there is addition days off to offset the hard work of our team
- Our management team is here to support each team member so that their experience with NICIL is a positive and an enjoyable time

If you believe that you have what it takes to be a member of the NICIL team, we encourage you to prepare for your interview with a passion! We will look forward to learning more about you through the interview process, the presentation, and your questions. We believe, with passion, that we are making a difference with our consumers in living their independent life. Are you ready to share that passion?