

# DSCC HUMAN RESOURCES

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## Nursing Consultant

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DSCC is an official agency of the State of Illinois. It is supported by state and federal funds for the purpose of helping children with special health care needs obtain necessary specialty medical care and other healthcare services. The Division has 13 offices located throughout the State, two of which are located on the University of Illinois at Chicago campus. Each office employs Nurses, Social Workers, Speech & Language Pathologists and Audiologists as care coordinators who work as a team to arrange and coordinate the child's special health care services.

### Role of the Nursing Consultant

This professional is a key member of a multi-disciplinary team who utilizes skills and knowledge acquired from academic training and professional experience to provide care coordination services to eligible children and families. Care coordination duties include eligibility determination, assessment of client needs and development and implementation of an Individualized Service Plan (ISP) to address the child's special health care needs. Additionally, the Nursing Consultant makes and follows up on referrals, and participates in benefits management and discharge and transition planning for eligible children and their families. The Nursing Consultant also approves payment for medical care, to include inpatient admissions, surgeries, clinic/office visits, therapies, equipment, and other treatments recommended by the physician specialist. Community outreach and education is also an important component of the Nursing role.

Some Nursing Consultants are involved in coordinating and attending DSCC sponsored community-based specialty clinics. Additionally, some Nursing Consultants are involved in discharge planning and care coordination for children who require high-tech equipment and nursing care to support the child in the home & community.

### Minimum Requirements for the Position

Licensure as a registered professional nurse in the State of Illinois, a Bachelor's degree and two (2) years of public health or specialized nursing experience are required. Experience in some area of pediatrics is desirable.

If an Illinois resident is licensed as a professional nurse in a state other than Illinois the applicant must meet the criteria established by the Illinois Department of Financial and Professional Regulation to obtain the proper licensure within five (5) months of the date of appointment.

Occasional local and overnight travel is necessary. Applicants should be able to travel to medical centers, community-based clinics, health departments, home visits, or other DSCC offices.

### Application Process

Apply online at [www.uihr.uillinois.edu](http://www.uihr.uillinois.edu). Scroll down and click on Civil Service and Extra Help, Submit Application. Follow the directions under Not Currently Employed by the U of I and Create a Logon. Once an account has been established, a logon and password will be received via e-mail. Use this logon and password to access, complete and submit an online application. Select DSCC as a desired work location.

After you have completed the application, you must also submit an Exam Request for the position you are applying for. In addition, please mail, fax or e-mail college transcripts or diplomas, licensures (if applicable), and a DD 214 if a veteran of the U.S. Armed Forces to: Office of Human Resources, Division of Specialized Care for Children, 3135 Old Jacksonville Road, Springfield, Illinois 62704-6488, fax: 217-557-0406 or e-mail: [dscchr@uic.edu](mailto:dscchr@uic.edu).

Applicants who meet the minimum qualifications for the position will be scheduled for a State Universities Civil Service System Examination. A register is maintained for applicants who have passed the Civil Service Exam, and they will be contacted as positions become available. If you are a person with a disability and need an accommodation to complete any portion of the application process, please contact the Office of Human Resources at 217-785-4728 (TTY).

## Regional Office Information

### Champaign

510 Devonshire, Suite A  
Champaign, Illinois 61820-7306  
(217) 333-6528 (Voice)  
(217) 244-8390 (TTY)  
(800) 779-0889 (Toll Free)

### Chicago North

722 W. Maxwell St., Suite 350  
Chicago, Illinois 60607-5017  
(312) 433-4114 (Voice)  
(312) 433-4122 (TTY)  
(800) 425-1068 (Toll Free)

### Chicago South

1309 S. Halsted St., Suite 307  
Chicago, Illinois 60607-5021  
(312) 433-4100 (Voice)  
(312) 433-4108 (TTY)  
(800) 905-9995 (Toll Free)

### DuPage

8205 S. Cass Ave., Suite #110  
Darien, Illinois 60561-5319  
(630) 964-9887 (Voice)  
(630) 964-9603 (TTY)  
(800) 455-2639 (Toll Free)

### Marion

2309 W. Main Street, Suite 119  
Marion, Illinois 62959-1195  
(618) 997-4396 (Voice)  
(618) 993-2481 (TTY)  
(800) 451-0464 (Toll Free)

### North Cook County

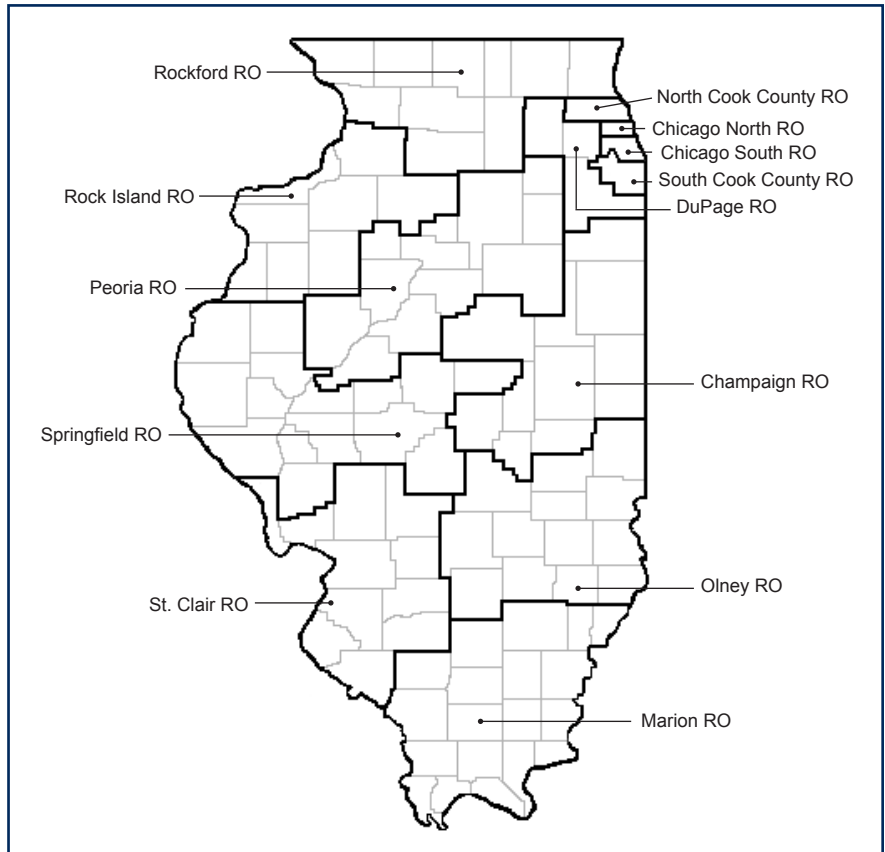
8609 W. Bryn Mawr Avenue, Suite 202  
Chicago, Illinois 60631-3524  
(773) 444-0043 (Voice)  
(773) 444-0178 (TTY)  
(800) 924-0623 (Toll Free)

### Olney

1102A South West Street  
P.O. Box 159  
Olney, Illinois 62450-0159  
(618) 395-8461 (Voice)  
(618) 392-3869 (TTY)  
(888) 841-3232 (Toll Free)

### Peoria

5415 N. University Ave., Room 106  
Peoria, Illinois 61614-4779  
(309) 693-5350 (Voice)  
(309) 693-5345 (TTY)  
(800) 382-8569 (Toll Free)



### Rockford

4302 N. Main St., Room 106  
Rockford, Illinois 61103-1209  
(815) 987-7571 (Voice)  
(815) 987-7995 (TTY)  
(800) 651-9319 (Toll Free)

### Rock Island

4711 - 44th Street, Suite #1  
Rock Island, Illinois 61201-7169  
(309) 788-4300 (Voice)  
(309) 788-6443 (TTY)  
(800) 651-9526 (Toll Free)

### St. Clair

1734 Corporate Crossing, Suite 1  
O'Fallon, Illinois 62269-3734  
(618) 624-0508 (Voice)  
(618) 624-0544 (TTY)  
(800) 842-7204 (Toll Free)

### South Cook County

6160 S. East Avenue, Suite 400  
Hodgkins, Illinois 60525-4125  
(708) 482-0633 (Voice)  
(708) 482-1103 (TTY)  
(800) 425-5454 (Toll Free)

### Springfield

421 South Grand West, 2nd Fl.  
Springfield, Illinois 62704-3769  
(217) 524-2000 (Voice)  
(217) 524-2011 (TTY)  
(800) 946-8468 (Toll Free)

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