

Human Resources Center of Edgar and Clark Counties
JOB POSTING (Open to External or Internal Applicants)

POSITION: Rest Area Job Coach- (1 Female
needed)

DEPARTMENT/PROGRAM: Rest Area

RATIONALE: The Rest Area (RA) Job Coach (JC) shall perform janitorial and grounds maintenance activities, be responsible for training RA workers who may have disabilities, including developmental disabilities, in the development of basic work habits and skills, and supervise workers who may have disabilities in all aspects of performance related to the Rest Area contractual agreement with the State of Illinois.

IMMEDIATE SUPERVISOR: Rest Area Coordinator
POSITIONS SUPERVISED: Rest Area Workers

DESIRABLE QUALIFICATIONS:

1. Knowledge of rehabilitation process.
2. Ability to work and direct individuals who have disabilities
3. Knowledge of custodial/grounds maintenance procedures
4. Dependable transportation

MINIMUM QUALIFICATIONS:

1. Ability to pass pre-employment drug testing
2. Ability to pass pre-employment background checks with no disqualifying convictions as stated in the IL Health Care Worker Background Check Act or have a waiver of the disqualifying conviction
3. High School diploma or equivalent

PAY GRADE LEVEL: I

EXEMPT/NON-EXEMPT STATUS: Non-Exempt/ Hourly

PHYSICAL REQUIREMENTS:

1. Walk/stand up to 100% of the time.
2. Lift, push, pull and carry up to 50 pounds, 76-100% of the time.
3. Reaching in front of body up to 75% of the time.
4. Bending, 11-40% of the time.
5. Climbing ladder, 11-40% of the time.
6. Simultaneous use of hand, wrist, and fingers, 41-75% of the time.
7. Talking 76-100% of the time.
8. Hearing for ordinary conversation 76-100% of the time.
9. Visual acuity for 20" or less, 76-100% of the time.

JOB HAZARDS:

1. Ergonomics: This job may involve repetitive motion and/or keyboard related activities. Ergonomic procedures are required.
2. Chemical Exposure: This job may involve use of hazardous chemicals. Safe handling procedures are required.

HOURS PER WEEK: 30 hours per week + PRN/ as
needed

DATE AVAILABLE: Immediately

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest prior to the removal of the posting from <http://www.hrcec.org/index.php/employment-new/job-openings>.

External Applicants: **1.** Must submit a completed application to Jonathan Burns (via fax, E-mail, mail, or in person), **2.** meet the minimum qualifications for the position, **3.** Application must state specific position(s) applying for, and **3.** Application must be received prior to the removal of the posting from <http://www.hrcec.org/index.php/employment-new/job-openings>.

CONTACT: Jonathan Burns, Director of Continuous Quality Improvement
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