Human Resources Center of Edgar and Clark Counties

JOB POSTING (Open to External or Internal Applicants)

POSITION: Rest Area Worker **DEPARTMENT/PROGRAM:** Rest Area

LOCATION: Cumberland Road Rest Area; I-70 West Bound Rest Area near Marshall, IL

RATIONALE: The Rest Area Job Coach is responsible for training Rest Area (RA) Workers in the development of basic work habits and skills. Additionally, the Rest Area Job Coach is responsible for training and supervising RA Workers in all aspects of performance related to the Rest Area contractual agreement with the State of Illinois. This is accomplished by filling the role of a working role model.

IMMEDIATE SUPERVISOR: Rest Area Coordinator or Assistant Rest Area Coordinator
POSITIONS SUPERVISED: Rest Area Workers EEO CATEGORY: 9.0
SALARY SCHEDULE/PAY GRADE LEVEL: I SAFETY SENSITIVE POSITION: Yes
EXEMPT/NON-EXEMPT STATUS: Non-Exempt DRIVING IS ESSENTIAL FUNCTION: No

MINIMUM QUALIFICATIONS:

1. Ability to pass pre-employment background checks, with no Disqualifying Convictions as listed in the Health Care Worker Background Check Act or possessing a waiver of such conviction from in accordance with that act.
2. Ability to pass pre-employment drug screening
3. Ability to comply with Illinois Department of Transportation's expectations
4. High School Diploma or GED
5. Dependable means of transportation

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. First Aid/CPR Certification or able to obtain
5. Ability to interact with the public in ways that reflect positively on DOT and the agency
6. Ability to reliably report to work as scheduled

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.
10. Wears Personal Protective equipment 100% of the time including use of gloves when preforming janitorial duties, face mask when within 6 feet or another person and HRC reflective vest while preforming duties outdoors.

HOURS PER WEEK: 40 hours per week **DATE AVAILABLE:** immediately

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest while the posting is still active at: 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 while there is an active posting at: http://www.hrcec.org/index.php/employment-new/job-openings

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