

PLEASE POST

INTERNAL POSTING

PLEASE POST

VACANCY NOTICE

JOB TITLE: Substitute Rest Area Supervisor

DEPARTMENT/PROGRAM: Rehabilitation Program

RATIONALE: The general responsibilities of the Substitute Rest Area Supervisor are in the areas of: Maintenance of the designated building and grounds area, training or re-training as needed during assigned shifts, ordering consumable supplies and overseeing the care and maintenance of outdoor equipment. The Substitute Rest Area Supervisor shall maintain the Cumberland Road Rest Area per Human Resources Center and governmental specifications. The Substitute Rest Area Supervisor is a working supervisor, working with Rest Area Workers or independently per all requirements. The Substitute Rest Area Supervisor shall be able to work any assigned shift.

IMMEDIATE SUPERVISOR: Rest Area Supervisor

DESIRABLE QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Ability to follow verbal and/or written directions.
3. Ability to work independently as well as part of a team to implement programs and services.
4. Ability to work weekends and holidays as scheduled.
5. Knowledge of custodial/grounds maintenance procedures.
6. Physical ability to perform medium lifting.
7. Experience with persons with Intellectual/Cognitive Disabilities.
8. Demonstrated oral and written communication skills.
9. Demonstrated ability to work positively and constructively with consumers, their families, and the community.
10. Current HRC Rest Area Employee

PHYSICAL REQUIREMENTS:

1. Walk up to 75% of the time.
2. Sit up to 50% of the time.
3. Lift and carry up to 30 pounds, up to 50% of the time.
4. Reaching in front of body up to 75% of the time.
5. Bending, 11-40% of the time
6. Talking up to 75-100% of the time.
7. Hearing for ordinary conversation up to 75% of the time.
8. Visual acuity for 20" or less, 76-100% of the time.
9. Work outside up to 75% of the time.

JOB HAZARDS:

1. Blood Borne Pathogens: This job may involve exposure to blood borne pathogens. Universal precautions are required.
2. Ergonomics: This job may involve repetitive motion activities. Ergonomic procedures are required.
3. Chemical Exposure: This job may involve use of hazardous chemicals. Safe handling procedures are required.

This is an Equal Opportunity Employer and Drug Free Workplace

**HOW TO BECOME AN APPLICANT:**

Internal Applicants must submit a letter of interest by 6/9/2020.

CONTACT: Angela Edmonds, Director of Human Resources  
Human Resources Center of Edgar and Clark Counties  
PO Box 1118; 118 East Court Street; Paris, IL 61944  
[Angela.Edmonds@HRCEC.org](mailto:Angela.Edmonds@HRCEC.org); phone: 217-465-4118x1249

Equal Employment Opportunity/Drug Free Workplace Employer/ VEVRAA Federal Contractor 05-12-2020