

Rev. 7/05/2022-ANE

JOB TITLE:

Community Day Services Janitorial Job Coach

DEPARTMENT/PROGRAM:

Rehabilitation Program

RATIONALE: The Community Day Services Janitorial Job Coach is responsible for providing janitorial work training and job coaching to individuals in the day program both off site and on site the program location. Work training and coverage within the program's other work sites or locations within the site may occur as needed.

DESIRABLE QUALIFICATIONS:

1. Knowledge of rehabilitation process.
2. Experience with persons with intellectual and/or cognitive disabilities.
3. Ability to work independently.
4. Good oral and written communication skills.
5. Ability to work positively and constructively with persons served, and the community.
6. Ability to work as part of a team to implement programs and services.
7. Ability to communicate clearly and provide on-the-job-training.
8. Demonstrates good worker role model for persons enrolled in services/
9. Ability to maintain data/records required for job site/contract.
10. Good organizational skills and ability to work on multiple tasks.
11. First Aid/CPR Certification

MINIMUM QUALIFICATION:

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. High School diploma or equivalent.
4. Ability to reliable report to work as scheduled.
5. Ability and willingness to obtain the DSP Credential

PHYSICAL REQUIREMENTS:

1. Stand or Walk up to 80% of the time.
2. Lift and carry up to 50 pounds.
3. Reach overhead and in front of body.
4. Bend, stoop, kneel, crouch, crawl and twist.
5. Reaching overhead and in front of body.
6. Simultaneous use of hand, wrist, and fingers.
7. Talking for ordinary conversation and for other sounds, i.e. machines.
8. Hearing for ordinary conversation and for other sounds, i.e. machines.
9. Lift up to 40 pounds.
10. Push/pull 700 pounds maximum.
11. Climb stairs.
12. Color vision and entire scope of vision.
13. Have valid Driver's License.
14. Environmental: Work inside with noise and extreme seasonal heat.
15. Wear Personal Protective equipment 100% of the time including use of gloves and face mask when performing janitorial duties.

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 and/or keyboard related activities. Ergonomic procedures are required.
3. Environmental: This job involves exposure to noise and extreme seasonal heat.
4. Chemical Exposure: this job may involve of hazardous chemicals. Safer handling procedures are required

PLEASE POST ***Internal or External Applicants*** PLEASE POST

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest by 7/25/2022.

External Applicants: **1.** Must submit a completed application to Angela Edmonds (via fax, E-mail, mail, or in person), **2.** Meet the minimum qualifications for the position,

CONTACT: Angela Edmonds, Director of Human Resources

Human Resources Center of Edgar and Clark counties

P.O. Box 1118; 753 East Court Street; Paris, IL 61944

(f) 217-463-1899 angela.edmonds@hrcec.org

Equal Employment Opportunity/Drug Free Workplace Employer/ VEVRAA Federal Contract

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