

PLEASE POST For Internal or External Applicants PLEASE POST  
VACANCY NOTICE

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

Job Title:

Work Services Laundry Job Coach- PRN

Rationale:

The Work Services Laundry Job Coach is responsible for completing scheduled laundry contracts. The Job Coach would work alongside Consumers and VA workers in the laundry to assist with job skill training. A primary part of the job duties is sorting linen, overseeing the washing and drying processes and folding/hanging linen as required.

Basic Job Duties Include:

- Oversight of the Consumers and VA workers while in laundry.
- Sorting soiled linen from various contracts.
- Operating weight scales in order to separate carts of linen for assigned washers.
- Operating commercial washers of different sizes.
- Operating commercial dryers of different sizes.
- Learning the folds pertaining to each linen category per contract requirements.
- Follow Consumer outcomes or goals as written by Case Managers.
- Training Consumers and VA workers to attain job skills of the laundry.
- Completing Incident and Accident reports as needed.
- Complete contract paperwork such as bills of lading as needed.
- Picking up or delivering linen per contract as needed.
- Use computer/telephone/fax machine as needed.

Desirable Qualifications:

- High School Diploma or equivalent.
- Completed Direct Support Professional training.
- Ability to work positively with persons with Developmental and /or Intellectual Disabilities.
- Ability to comply with agency and departmental procedures regarding completion of tasks.
- Ability to work independently and with limited supervision to complete contracts and tasks.

Minimum Qualifications:

\*Ability to pass pre-employment background and drug screening checks.

Hours: PRN (as needed) at this time. Needed hours currently would be 10am to 2:30pm Mondays, Thursdays and Fridays.

**HOW TO BECOME AN APPLICANT:**

Internal Applicants must submit a letter of interest while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

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, and 3. Application must be received while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

**CONTACT:** Angela Edmonds, Director of Human resources  
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