

IMMEDIATE SUPERVISOR: Assistant Work Services Supervisor **POSITIONS SUPERVISED:** None

RESPONSIBILITIES: The Work Services Job Coach will be responsible for training and working alongside individuals who have developmental disabilities in the development of basic work habits and skills, and in all Work Services operations to include commercial laundry operations, internal and external janitorial services operations, and clean linen processing area, as well as any additional contract obligations. Responsibilities also include transporting clients and making some deliveries, data tracking, complete accident and incident reports, performance evaluation, data entry, and behavior management and intervention.

DESIRABLE QUALIFICATIONS:

1. High School Diploma or equivalent;
2. Valid Driver's License, plus good driving record;
3. Ability to follow verbal and/or written directions.
4. Effective communication skills;
5. Ability to relate positively with persons who have developmental disabilities.
6. Reading and math skills adequate to maintain accurate records and complete reports;
7. Demonstrates good worker role model for persons enrolled in work services.
8. Ability to work independently as well as part of a team

Mandatory Qualifications:

1. Ability to pass background checks.
2. Ability to pass pre-employment drug screening
3. Ability to complete 120 hour Direct Support Professionals paid training or current DSP credentials
4. Ability to work evenings, Saturdays, and holidays as scheduled

PAY GRADE LEVEL: I

EXEMPT/NON-EXEMPT STATUS: Non-Exempt

ESSENTIAL PHYSICAL REQUIREMENTS (reasonable accommodations can be made available):

1. Stand or walk 95-100% of the time.
2. Stoop, kneel, crouch, crawl, twist, or bend, 41-75% of the time.
3. Reaching overhead and in front of body, 80-90% of the time.
4. Simultaneous use of hand, wrist, and fingers, 75 -90% of the time.
5. Ordinary talking and hearing, 76-100% of the time.
6. Lift up to ten pounds, 20 pound max, 90% of the time; Lift up to 20 pounds, 50 pound max, 5-10% of the time; Lift up to 50, 100 pound max, 5-10-% of the time.
7. Push/pull 10 pound max, 80-90% of the time; Push/pull up to 10 pounds, 20 pound max, 5-10% of the time; Push/pull up to 20 pounds, 50 pound max, 5-10% of the time; Push/pull up to 50 pounds, 400-600 pound max, 5% of the time.
8. Hearing other sounds, i.e. machines, 75-100% of the time.
9. Color vision and entire field of scope vision 76-100% of the time.
10. Environmental: Work inside, 100% of the time; work with noise 85-100%of the time. Work in highly odorous environment 20-50% 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 and/or keyboard related activities. Ergonomic procedures are required.
3. Chemical Exposure: This job may involve use of hazardous chemicals. Safe handling procedures are required.

HOURS: Part Time, Up to 29 hours per week, Saturday and holiday rotation

DATE AVAILABLE: Immediately

HOW TO BECOME AN APPLICANT:

Internal Applicants: must submit a letter of interest by 10/1/2019

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, 3. specifically state position being applied for on application, and 4. Application must be received by **10/1/2019**

CONTACT: Angela Edmonds, Director of Human Resources; Human Resources Center of Edgar and Clark Counties; P.O. Box 1118; 118 East Court Street; Paris, IL 61944; (w) 217-465-4118x309; Jonathan.burns@hrcec.org