

**DUPAGE COUNTY HEALTH DEPARTMENT**  
**Employment Opportunity**  
**Posted from: November 6, 2009**

*Applications accepted until position is filled.*

<b>Job Title:</b>	Group Home Resident Assistant	<b>Job Code:</b>	7607
<b>Department:</b>	Mental Health Services, Naperville Group Home		
<b>Schedule:</b>	Full-time, 40.0 hours per week: Monday 1pm-9pm; Tuesday 10am-6pm; Wednesday, Thursday and Saturday 3pm-11pm		
<b>Grade:</b>	108	<b>Salary:</b>	Based on Personnel Policy
<b>Contact:</b>	Sue Mroch Human Resources	<b>Phone:</b>	(630) 682-7979, extension 7555
		<b>Fax:</b>	(630) 221-7811

**Responsibilities include:**

- Provide direct assistance with daily living skills and activities of mentally ill residents of a group home including but not limited to:
  - ensuring residents are maintaining proper grooming and hygiene
  - ensuring housekeeping is maintained for the overall safety of the residents
  - participating with residents in recreational activities
  - observing resident medication intake
  - ensuring residents attend all scheduled appointments
- Maintain records
- Assist in managing resident benefits and financial accounts
- Provide direct billable services to residents as required
- Participate in all required regular clinical and administrative meetings
- Communicate shift events to site team members
- Maintain required training, licensure and/or certification
- Adhere to department guidelines for attendance and punctuality
- Participate in emergency response activities as assigned

**Requirements include:**

Two years experience in social services or adult mental health field; or an equivalent combination of training and experience; some skill in understanding the problems, needs and motivations of chronically mentally ill clients; preferred candidate will have excellent communication skills; some knowledge of the policies and procedures of a residential program; working skill in using a personal computer and applicable software; working skill in performing clerical duties and operating related office equipment; some skill in the preparation of records.

**Interested applicants should submit a resume and completed application to:**

**DuPage County Health Department**  
**Attn: Human Resources**  
**111 North County Farm Road**  
**Wheaton, Illinois 60187**  
**(630) 682-7979, extension 7555**  
**Fax (630) 221-7811**  
[hr@dupagehealth.org](mailto:hr@dupagehealth.org)

***Applications can be picked up at the address noted above or at [www.dupagehealth.org](http://www.dupagehealth.org).***

The DuPage County Health Department is an Equal Opportunity Employer.