

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

Applications accepted until the position is filled.

Job Title:	Overnight Support Staff	Job Code:	7600
Department:	Mental Health Services, Residential Program, Naperville		
Schedule:	Full-time, 40.0 overnight hours per week, 11pm-7am, Wednesday through Sunday		
Grade:	107	Base Salary:	\$19,838 annually
Contact:	Sue Mroch Human Resources	Phone:	(630) 682-7979, extension 7555
		Fax:	(630) 221-7811

Responsibilities include:

- Monitor the activities of a group home and provide related support activities;
- Respond to any client emergency or crisis and monitor clients' safety while on site;
- Perform general housekeeping duties;
- Assist in the preparation of group meals;
- Monitor clients' self-administration of medication and medical equipment used by client;
- Perform clerical support activities including, but not limited to, data entry and filing;
- Perform safety drills and cleaning/safety inspections and monitor weather radios;
- Assure clients are ready for early transportation pick-up when applicable;
- Complete assigned projects to support and/or enhance operations and services;
- Communicate shift events to site team members;
- Maintain required training, licensure and/or certification.

Requirements include:

Two years of experience in a health care environment; or an equivalent combination of training and experience. Ability to pass a typing test with a net score of 30 WPM; must be able to occasionally lift or move up to 30 pounds. Candidate needs to be available for initial and annual trainings during daytime hours.

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

Applications are available at the address noted above or at www.dupagehealth.org.

The DuPage County Health Department is an Equal Opportunity Employer.