

# Employment Opportunity



## Substitute Resident Assistant (Life Skills Coach)

Job Code: 7656

Posted from: January 15, 2020  
Applications accepted on an ongoing basis

### **Position Information**

**Division/Department:** Behavioral Health Services/Residential Program, various locations available

**Schedule:** On Call/Substitute to fill open shifts resulting from regular staff members vacation, etc;  
Must be able to commit to a minimum of 3 shifts per month, may agree to additional shifts; highest needs are on Fridays, Saturdays, Sundays, Mondays, overnights and holidays

**Salary Range:** Begins at \$13.24 per hour, increases based on experience

### **Responsibilities include:**

- Provides education and direction on proper hygiene and grooming to adults with mental illness
- Demonstrates housekeeping skills
- Provides assistance to clients in learning independent living skills using various methods of role modeling, demonstrating and assisting with tasks such as making a shopping list, preparing meals or following recipe instructions
- Monitors overall personal safety of residents including crisis intervention
- Participates and encourages clients with individual and group recreational activities such as sewing, cooking and art
- Monitors medication effectiveness and may observe clients taking medications
- Assists in facilitating transportation including assisting clients in attending all scheduled appointments
- Performs tasks related to maintaining environmental standards in residential facilities and vehicles
- Maintains records and assists in managing clients' financial accounts
- Maintains confidentiality of privileged information and adheres to client privacy laws
- Participates in emergency activities as assigned

### **Requirements include:**

Two years of experience in social services, health care, or the mental health field, or an equivalent combination of experience and/or training, including relevant higher education in psychology, social work, counseling, or a related health field. Some skill in understanding the problems, needs, and motivations of mentally ill clients, and/or willingness to be trained in these skills. The 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. Must be able to occasionally lift or move up to 10 pounds.

**Must possess a valid State of Illinois Driver's license and good driving record.**

**\*\*\* New employees must attend a week-long New Employee Orientation program on the first shift (8:00 a.m. – 4:30 p.m.). \*\*\***

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

**Mailing Address:** DuPage County Health Department, Attn: Human Resources  
111 North County Farm Road, Wheaton, Illinois 60187

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

**E-mail address:** [hr@dupagehealth.org](mailto:hr@dupagehealth.org)

**Fax:** (630) 510-5481

**Contact:** Human Resources – Sarah Henrie

**Phone:** (630) 221-7555

**The DuPage County Health Department is an Equal Opportunity Employer**