

Employment Opportunity



Resident Assistant - Part-time (Life Skills Coach)

Job Code: 7656

Posted from: January 14, 2020
Applications accepted on an ongoing basis

Position Information

Division/Department: Behavioral Health Services/Residential Program, Glen Ellyn, IL

Schedule: Two Part-time, positions available, 20 hours per week. One position works 2nd shift (2PM – 10PM) on Sunday and Monday a second position works on 1st shift (7AM – 3PM) on Monday & Friday. Both positions require working one additional shift, however that day is flexible

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 or at the address noted above)

E-mail address: hr@dupagehealth.org

Fax: (630) 510-5481

Contact: Human Resources – Sarah Henrie

Phone: (630) 221-7555

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