

Support Service Worker - #42383

*****Must apply on our website *** (Please copy and paste the link to the internet browser)**

<https://illinois.jobs2web.com/job-invite/42383/>

Agency: Department of Human Service

Location: Dwight, IL, US, 60420

Opening Date: 10/28/2024

Closing Date: 11/12/2024

Salary: Anticipated Salary: \$3,553 - \$4,521 per month (\$42,636 - \$54,252 per year)

County: Livingston

Number of Vacancies: 2

*****MUST APPLY ONLINE *****

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position. While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, titles that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the Additional Documents section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in ineligibility. Please note that the Department of Human Services must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended. Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number: 42383

Position Overview

The Division of Developmental Disabilities is seeking to hire a Support Service Worker for the Fox Developmental Center located in Dwight, Illinois to perform routine housekeeping duties and other support duties in central facility areas or on an assigned living area. Operates and maintains cleaning equipment such as scrubbers, polishers, vacuum cleaners, (wet and dry) and buffers. Assists with laundry duties. Arranges conference rooms for meetings and events.

Essential Functions

- Performs routine housekeeping duties and other support duties in central facility areas or on an assigned living area. Using sanitizers and detergents, sweeps, scrubs, mops, buffs, strips, and waxes floors.
- Operates and maintains cleaning equipment such as scrubbers, polishers, vacuum cleaners (wet and dry) and buffers, exercises safety precautions in the use and handling of supplies and equipment.
- Maintains stocks of adequate supplies.
- Assists with laundry duties.
- Arranges conference rooms for meetings and events.
- Assists Support Service Coordinator in orienting new employees.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six (6) months experience in the support service functional area to which assigned.

Conditions of Employment

- Requires the ability to utilize office equipment, including personal computers.
- Requires the ability to work after business hours, weekends, and holidays.
- Requires the ability to travel in the performance of job duties.
- Requires ability to pass the IDHS background check.
- Requires ability to pass a drug screen for drugs prohibited from recreational use under Illinois Law.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

Work Hours: Various shifts, see below:

(1 vacancy) 6:00am - 2:00pm, Week 1 Off: Tuesday/Saturday, Week 2 Off: Sunday/Friday, 30-minute paid lunch

(1 vacancy) 6:00am - 2:00pm, Week 1 Off: Wednesday/Saturday, Week 2 Off: Sunday/Friday, 30-minute paid lunch

Work Location: 134 W Main St, Dwight, Illinois, 60420

Division of Developmental Disabilities

Fox Developmental Center

Housekeeping - Central/Float

Agency Contact: DHS.HiringUnit@Illinois.gov

Posting Group: Building, Fleet & Institutional Support; Social Services

About the Agency:

The Illinois Department of Human Services serves families in need all across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

As a State of Illinois Employee, you will receive a robust benefit package that includes the following:

- A Pension Program
- Competitive Group Insurance Benefits including Health, Life, Dental and Vision Insurance • 3 Paid Personal Business Days annually
- 12 Paid Sick Days annually (Sick days carry over from year to year)
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
 - * Personal, Sick, & Vacation rates modified for 12-hour Work Schedules (as applicable)
- 13 Paid Holidays annually, 14 on even numbered years
- Flexible Work Schedules (when available dependent upon position)
- 12 Weeks Paid Parental Leave
- Deferred Compensation Program - A supplemental retirement plan
- Optional Pre-Tax Programs such as Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP)
- Tuition Reimbursement Program and Federal Public Service Loan Forgiveness Program eligibility
- 5% Salary Differential for Bilingual Positions
- Commuter Savings Program (Chicago only)

For more information about our benefits please follow this

link: <https://www2.illinois.gov/cms/benefits/Pages/default.aspx>