

Job Title: SUPPORT SERVICE WORKER

Agency: Department of Human Services

Opening Date: 04/15/2024

Closing Date/Time: 04/26/2024

Salary: Anticipated Salary: \$3,310 - \$4,522 per month (\$39,720 - \$54,264 per year)

Job Type: Salaried

County: Madison

Number of Vacancies: 1

Plan/BU: RC009

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the [SuccessFactors](#) employee career portal.

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 36897

Position Overview

The Division of Mental Health is seeking to hire a Support Service Worker for the Alton Mental Health Center located in Alton, Illinois. On an assigned shift and an assigned area, performs housekeeping duties in either civil living unit or an administrative building. Operates a variety of cleaning machines and equipment. Mops, sweeps, dusts, scrubs, etc., to ensure safe, cleanliness and a sanitary environment for patients and staff. Lifts all trash for assigned areas. Checks equipment and reports safety hazards or repairs. Shovels and sweeps snow.

Job Responsibilities

1. For an assigned shift and an assigned area, performs housekeeping duties in either civil living unit or an administrative building, including but not limited to living rooms, patient rooms, offices, general reception areas, hallways, cafeteria, closets and bathrooms.
2. Lifts all trash for assigned areas and disposes in trash bins for pick-up weighing up to 50lbs. and up to 100lbs with assistance.
3. Checks equipment and reports safety hazards or repairs.
4. Operates a variety of cleaning machines and equipment such as vacuums, scrubbers, buffers, etc.

5. Shovels and sweeps snow from patient patios, stoops and sidewalks.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. 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

1. Requires ability to lift and carry items weighing up to 50 pounds and up to 100 pounds with assistance.
2. Requires ability to pass the IDHS background check.
3. Requires ability to pass a drug screen for drugs prohibited from recreational use under Illinois Law.

*All conditions of employment listed are incorporated and related to any of the job duties as listed in the job description.

Work Hours: 7:00am-3:30pm, rotating days off:

Week 1: Off Sun & Sat

Week 2: Off Sun & Thurs

Week 3: Off Mon & Sat

Work Location: 4500 College Ave, Alton, Illinois, 62002-5012

Division of Mental Health

Alton Mental Health Center

Fiscal, Support & Environmental Services Housekeeping – Civil

Agency Contact: DHS.HiringUnit@Illinois.gov

Job Family: Building, Fleet & Institutional Support; Social Services

About the Agency:

The Illinois Department of Human Services serves families in need 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 & part-time 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)
- GI Bill® Training/Apprenticeship Benefits eligibility for qualifying Veterans
- 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>

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on Illinois.jobs2web.com – click “Application Procedures” in the footer of every page of the website.

State employees should include temporary assignment in the application profile. Temporary assignment verification forms can be uploaded to the Additional Documents section.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com