

Housing Authority of Henry County
Position(s) Available
Part-time Night Aide
Minimum Wage-No Benefits

Applications will be accepted until 4:00 pm, August 14, 2018. Duties include assisting and providing information to tenants and Building guests. Light housekeeping tasks are also required. Hours are exclusively nights and weekends. Hours vary weekly. Minimum of 4 hours to 12 hours per week with potential to work as many as 20 depending on need. This is a grant funded position. Employment secured through June 2019. Seeking highly dependable, self-starters. Requires a high school diploma or GED and a valid driver's license. Must pass physical and drug screen. Visit the office at 125 N. Chestnut St., Kewanee or www.henrycountyhousing.us for application. For further details, contact Jodi Nelson, Supportive Housing Case Manager, at (309) 852-2801 Ext 1011. The HAHC is an equal opportunity employer and a Drug Free Workplace.

**HOUSING AUTHORITY OF HENRY COUNTY
HENRY COUNTY HOUSING DEVELOPMENT GROUP, INC.
POSITION DESCRIPTION**

Date: August 2018

Title: Part-time Night Aide

Supervisor: Supportive Housing Case Manager

Duties and Responsibilities

Part-time Night Aide is responsible for assisting and providing information to tenants and Building guests. Specific duties include the following:

- Wait on individuals at the lobby counter, answering inquiries, or contacting appropriate HA personnel.
- Maintains cleanliness and orderliness of counter and lobby area and includes some light-duty housekeeping tasks.
- Other duties as assigned.

Knowledge and Qualifications

- High school diploma or GED, will consider individuals with either in-process.
- Ability to deal effectively with other people.
- Proficient in English.
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain effective working relationships with other employees, tenants and Building guests.
- Ability to maintain confidential tenant and agency information.
- Maintain professionalism.

Supervision Received and Given

The night aide will receive instructions from the Supportive Housing Case Manager and Chief Executive Officer. Priorities and time frames will be established by the supervisor. The supervisor will monitor the employee's work for thoroughness, neatness and compliance with HA policies and procedures. Employee will receive minimum direct supervision.

The night aide has no supervisory responsibilities.

Guidelines

The employee generally follows established HA policies and procedures and HUD regulations in accomplishing assignments. Methods for accomplishing routine work are at the discretion of the employee, subject to existing regulations and practices. When unusual situations arise, the employee may request guidance from the supervisor.

Complexity

The employee performs a variety of related tasks which are mostly routine and repetitive in nature. Occasionally, the employee is required to exercise personal judgment in making decisions in accomplishing assignments. Non-routine situations are referred to the supervisor for resolution.

Scope and Effect

The employee's work affects the administrative efficiency and output of the Housing Authority's administrative office. A good job performance by the employee enhances the office's ability to provide housing and assistance to Authority residents.

Personal Contacts

The employee's personal contacts are with tenants, outside visitors, and other employees. The purpose of such contacts is to greet, advise, clarify and to obtain or provide information.

Physical Demands

Work is principally sedentary, but will involve some physical exertion, such as kneeling, bending, crouching or light-lifting.

Work Environment

This position involves the normal risks and discomforts associated with an office-type environment. The Building is usually adequately cooled, heated, lighted and ventilated.

Employee
Acknowledgment _____ Date _____



Housing Authority of Henry County

125 N. Chestnut Street, Kewanee, IL 61443

Ph.: (309) 852-2801 Fax: (309) 852-0889

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Name:		Date of Application:	
Street Address:		City:	State: Zip:
Home Phone:		Alternate Phone Number:	
Social Security Number:		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position(s) Applied For:		Date available for work:	
Do you want to work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			
How did you learn about us: <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Inquiry			
<input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend <input type="checkbox"/> Other _____			
Have you ever worked for HAHC previously <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, give dates of employment:			
Do you currently have any relatives employed by HAHC or are a member of the Board of Commissioners? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s):			

EDUCATION

	Name & Address of School	Course of Study	Years Completed	Diploma/Degree Received
High School				
College				
Technical				
Other				

EMPLOYMENT EXPERIENCE

List your work history for a minimum of FIVE years. Start with the present and work backwards. Include: 1) all full-time jobs, 2) all part-time jobs, 3) all periods of self-employment, and 4) all periods between jobs. When between jobs, enter UNEMPLOYED in the space for "Employer", show the dates, and explain period between jobs.

Are you currently employed? Yes No. If yes, may we contact this employer? Yes No

Employer:	Dates Employed: From: _____ To: _____
Address:	Hourly Rate/Salary:
Telephone Number:	Duties and Responsibilities:
Supervisor:	
Your Job Title:	
Reason for Leaving:	

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If you need additional space, please continue on a separate sheet of paper.

SPECIALIZED SKILLS

Summarize special job related skills or qualifications acquired from employment or volunteer experiences.

List professional, business, or civic activities and offices held. *You may exclude membership which would reveal gender, religion, national origin, age, ancestry, disability or other protected status.*

Describe any military training, apprenticeship or vocational skills training you have received.

State any additional information you feel may be helpful to us in considering your application.

REFERENCES

Name:	Street Address:
City:	State/Zip:
Relationship:	Years known:

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City:	State/Zip:
Relationship:	Years known:

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Relationship:	Years known:

Please read carefully before signing this form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the Henry County Housing Authority to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a pre-employment drug screen may be required. (Note: If this is a job requirement, you will be notified).
4. Regardless of whether or not I become employed by the housing authority, I recognize that this application will remain active for only ninety (90) days and should not be considered a contract of employment. I understand that employment at the housing authority is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the housing authority's, unless specifically provided otherwise in a written employment contract. I further understand that no housing authority employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the housing authority and then only by means of a signed, written document.

Signature of Applicant

Date