



**KENDALL COUNTY**  
HEALTH DEPARTMENT  
**EMPLOYMENT OPPORTUNITY**

Kendall County Health Department (KCHD) is accepting resumes for the position of *Community Resource Specialist*. **This is a temporary full-time position - employment will end June 30, 2021.**

**Education/Experience/Licensure:**

- ▶ A high school diploma or equivalent and two years' experience in a clerical position or any combination of experience, education, training which would provide the level of knowledge, skills and ability required.

**Skills, Knowledge & Abilities:**

- ▶ Bilingual in Spanish a plus
- ▶ Requires the ability to communicate by phone as well as in person including excellent diction, a helpful and culturally competent approach.
- ▶ Requires the ability to display a positive, cooperative, professional, and team orientated attitude and the ability to establish and maintain working relationships with supervisor, co-workers, and the general public.
- ▶ Requires proficiency to work in a Windows environment (i.e. social media, Microsoft Office, Outlook, Excel, etc.) and the ability to learn and work with a variety of software programs, including but not limited to new computer-based, data management programs, as they emerge and become available.
- ▶ Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form and the ability to deal with problems involving several concrete variables.
- ▶ Requires ability to apply basic principles and practices underlying professional nursing techniques and public health nursing and the ability to carry out detailed nursing instructions of a technical nature related to patient care.
- ▶ Ability to effectively navigate in client's homes & may be required to lift up to 50 lbs
- ▶ Requires one evening a week (Tuesday) 11:00 p.m. – 7:00 p.m.
- ▶ Ability to pass background check(s)

**Essential Duties:**

- ▶ Support duties, which include, but are not limited to, answer phones, assist/answer questions, provides information to county residents/clients, determine callers need, route calls appropriately. Schedule clients for services as needed. Greets all visitors/clients courteously, determines their needs & contacts the appropriate service, person or unit. Daily checks of general office voice mail & route to appropriate service/person/unit and assist with intake processes as directed.
- ▶ Provides direct services in community health programs and services.
- ▶ Providing accurate and timely information and support to individuals and businesses impacted by COVID-19.
- ▶ Demonstrates excellent attendance to all shifts and meetings, as assigned.
- ▶ The candidate must reflect experience/interest in the culturally diverse population that the health department serves.

KCHD is a smoke free campus & offers a pension, vacation, and paid holidays. Equal Opportunity Employer

**Send resume & cover letter to:**

Kendall County Health Department  
Attn: Arissa Hunt, Executive Assistant  
811 W. John Street  
Yorkville, IL 60560  
Fax 630/553-9506  
E-mail: [awhunt@co.kendall.il.us](mailto:awhunt@co.kendall.il.us)