

DeKalb County's Sunny Meadows (County Home near Auburn, Indiana) seeks mature, domestically-inclined, multi-tasker for **FULL TIME** Second Shift Housekeeper/Caregiver position.

Do you have a true care for people? Are you self-motivated, desirous of learning a variety of skills and have what it takes to manage several tasks, often at the same time?

Duties include but are not limited to: Cleaning bathrooms, bedrooms, living areas; doing house and residents' laundry including marking, sorting, folding, hanging, distributing; assisting cook with meals; making sure residents are showered/groomed/wear clean clothing; transporting residents on field trips; doing activities with residents; distributing medications; stocking supplies; snow/ice removal; window/walls washing as needed; communicate with management/office staff and necessary documentation.

The positions necessitate a knack for organization, knowledge of correct usage of cleaning supplies/products and an attention to detail. The jobs require the ability to function independently, communicate clearly (including reading, writing and verbally) and enjoy contact with people. These positions serve the residents and general public. These positions require competence in adapting to a demanding and changing environment and the ability to manage stressful situations with a calm demeanor.

New hire must agree to adhere to all policies and procedures of DeKalb County Government and State Board of Accounts. Background checks and Motor Vehicle reports are necessary. Serve in other duties and assignments as requested/required by the Administrator/Matron of Sunny Meadows.

We are looking for a strong background in housekeeping, medical or health-related field but are more interested in the candidates' work experience as it relates to the duties of this position. A valid driver's license is required but Chauffeur's Operator License and CPR/First Aid certification would be bonuses.

Hourly wage is based upon years of experience and budget – approximately \$15.71/hour. Normal working hours: Week 1 - Sun work Mon off Tues thru Fri work Sat off. Week 2 - Sun off Mon thru Thurs work Fri off Sat work. Hours are 2p-1030p (two-week rotation) with a half-hour unpaid lunch.

Interested applicants should apply by contacting Human Resources at 260.333.0701 x4101 to request an application or e-mailing careers@co.dekalb.in.us referencing "Sunny Meadows" and the shift you desire to request an application.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.