



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title:	Starting Point Information Specialist
Job Type:	Full-Time
Company Overview:	<p>The Macon County Health Department is a Certified Local Health Department that provides clinical and social preventive services for all ages through the operation of various programs, services, and partnerships. Our vision is to lead Macon County to be one of the healthiest counties in Illinois and our mission is to promote the health and healthy practices of all residents of Macon County.</p>
Summary:	<p>The position duties and responsibilities for this role include (but are not limited to) the following:</p> <ol style="list-style-type: none">1) Provides information, referral, and outreach services by phone or face-to-face visits with older individuals, caregivers, and anyone over the age of 18 with a disability per Aging and Disability Resource Center guidelines. Face to Face visits in the home of the order individual could be required.2) Assists in provision of ISC (Increasing Social Connectedness) services to older individuals; conducts home visits to provide these services when necessary.3) Conducts community outreach activities, such as presentations on Starting Point services when needed.4) Maintains current information with respect to the services and opportunities available to seniors and/or people with disabilities.5) Enters information and referral information into Aging Connections Official Reporting Network (ACORN).
Minimum Qualifications:	<p>Minimum of Bachelor's degree with one year of experience with community agencies and a working knowledge of services available in Macon County including but not limited to those serving seniors and people with disabilities.</p>
Salary:	\$49,600.00
Position Benefits:	<p>35 hr. work week 12-14 holidays/year Paid time off Partial employer contribution to IMRF retirement plan Health Insurance/Dental Insurance/Vision Insurance Employee Assistance Program Employee Discounts Paid Paternal Leave</p>
How to Apply:	<p>Applications can be picked up at the Macon County Health Department Front Desk at 1221 E. Condit, Decatur, Illinois, or you can go to our website, www.maconchd.org to print a copy of the application. Completed applications should be emailed to hr@maconchd.org.</p>

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.