



MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

125 East Second Street · Monroe, Michigan 48161- 2197

Telephone (734) 240-7295 · Fax (734) 240-7266 · Toll Free (888) 354-5500 Ext 7295

JOB VACANCY ANNOUNCEMENT

DATE OF POSTING: March 22, 2017

DEPARTMENT: Fairview

POSITIONS: Relief Shift Coordinator

SALARY: TPOAM Wage Scale Grade 5
▪ \$12.11/per hour
▪ Plus fringe benefits

REQUIREMENTS: High School graduation or equivalent. Six months prior experience in a nursing home, extended care facility, adult foster care home or similar such setting. C.P.R. and First Aid Certification.
Must be able to work afternoons, midnights, weekends and holidays.

SUMMARY: Under the supervision of the Superintendent, oversees the operation of the facility during shift hours. Ensures the safety and well-being of the residents. Performs routine checks on the building for security and safety purposes. Dispenses medications, charting, vitals, and other physician-ordered treatments as required. Completes tasks as assigned by the Health Services Coordinator to support the overall functioning of the medication office.

Contact the Monroe Human Resources Department:
An Equal Opportunity Employer

Visit the Monroe County Website: www.co.monroe.mi.us