

An Employment Application must be completed when applying for any position.

The application can be found at:

**237 26th Street, 1st Floor Information Desk,
Ogden or printed from our website
www.weberhs.net/employment-application**

**Applications can be submitted at the
Information desk, faxed, emailed to
apply@weberhs.org or mailed.**

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Job Opportunities as of 11-19-2019**

DRIVER

Nutrition Services-Meals on Wheels

\$10.05/Hour Part-Time; 20 to 25 hours a week.

○ **POSITION DESCRIPTION:**

- Deliver meals to homebound seniors (Meals on Wheels), congregate meal sites, catered facilities and special events. Deliver to various Weber Human Services program locations.
- Ability to follow written and verbal instructions in English.
- Follow reasonable delivery schedule, check on well-being of clients.
- Requires good physical health to enter and exit the vehicle approximately 70 times a day.
- Make sure food is loaded and transported in proper containers that are clean and sanitized to keep food at safe temperatures. Make sure all food items and supplies are loaded in to the vehicle.
- Practice safe food handling techniques.
- Monitor and record food temperatures.
- Insure that participants & facilities receive the correct food items and supplies.
- Maintain mileage log, report any problems with vehicle to fleet coordinator. Keep vehicle clean in good running order and filled with fuel.
- All duties as necessary, required, or requested.

○ **MINIMUM REQUIREMENTS:**

- Must be 21 years of age or older.
- Requires a local food handler's permit.
- Must have a current State of Utah Driver's License with a good driving record.
- Must be able to lift 50 pounds.
- Must be in good physical condition.
- Must be able to enter and exit the vehicles 60-70 times a day when needed.
- Outside work (exposure to extreme weather conditions such as heat, cold, wind, rain, snow, icy roads).

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RESIDENTIAL SUPERVISOR

Adult Mental Health, Crisis Transition Unit

\$16.37 hour; Full Time.

○ **POSITION DESCRIPTION:**

- Supervise, train and schedule Residential Support Staff.
- Maintain sufficient employees to balance scheduling and maintain agency allowable hours on each employee. Ensuring that we are following a schedule that fits within the allotted budget amount Assist with teaching skills based curricula.
- Meet with employees regularly and keep up to date Supervision logs on employees, including employee accomplishments, areas need for improvement, etc.
- Keep employees up to date on required licenses (food handler, CPR, first aide, med pass, Defensive Driving, Workplace Violence Training, etc.) and maintain records on each.
- Monitor and dispense Pre-Packaged Medication and Supervise Staff Dispensing as Prescribed with 100% accuracy. Report all discrepancies to WHS pharmacy.
- Support CTU clinical program and daily schedule by providing activities educational group materials, etc. Ensuring staff are adhering to the CTU Group/Activity Schedule.
- Maintain safe, clean, healthy facility (Order and manage Supplies, Meals, Janitorial Services, Pest Control Services), and other duties as required.
- Document admissions, discharges, and daily logs of client symptoms and behaviors.
- Participate in team meetings, and other meetings as required.
- Enforcing rules and ensuring that supervisees are enforcing rules.
- Demonstrate effective communication skills by responding to emails, following up with supervisor and supervisee requests in a timely manner.
- Demonstrate effective boundaries with supervisee's and clients, not showing favoritism.
- Demonstrate professionalism in presentation and behaviors, according to agency policies.

○ **MINIMUM REQUIREMENTS:**

- High School diploma or equivalent.
- Mental Health, Behavioral Health, patient care setting (6 months)
- Supervisory experience (1 year)

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HUMAN SERVICES TECH - AUTISM

Youth

\$11.66; Part-Time; 29 hours a week.

- **POSITION DESCRIPTION:**
 - Assist classroom instructors with running discrete trial sessions and groups.
 - Accurately record data
 - Assist with teaching skills based curricula.
 - Actively engage with children during work sessions.
 - Transport children to and from the school using program van.
 - Assist in providing a clean and healthy learning environment.
- **MINIMUM REQUIREMENTS:**
 - High School diploma or equivalent.
 - Experience working with children with disabilities preferred.
 - Required to complete mandatory trainings offered through the agency (CPR, First Aid, Defensive Driving).
 - Valid Utah Driver's License with a good driving record (no more than one violation).

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FOOD SERVICE WORKER 2

Nutrition Services

\$11.90/Hour Part-Time; Mon.-Fri. 11 am to 2 pm

- **POSITION DESCRIPTION:**
 - This individual will work primarily in the dish room.
 - This position will include operating the dish washing machine.
 - Hand washing, scrubbing and sanitizing pots, pans and serving trays.
 - Scrubbing carts, racks and various other types of commercial kitchen equipment.
 - Sweeping and mopping floors, taking trash to the dumpster, and general cleaning.
 - May be assigned to assist to cook from time to time.

- **MINIMUM REQUIREMENTS:**
 - High School graduate or equivalent.
 - Must be able to read and effectively communicate in English in verbal or written form.
 - This position requires a valid food handler's permit from local health department.
 - Some commercial food service cooking experience preferred.
 - Hazards typical of an institutional kitchen: Hot surfaces, extreme temperature changes, sharp objects, electrical equipment, possibility of contact with infectious disease.
 - May handle some potentially hazardous cleaning supplies.
 - Constantly on your feet, pushing medium to large carts with pans of food products.
 - Must be able to lift 40 pounds safely.

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HUMAN SERVICES TECH

Tranquility

\$13.02/Hour Part-Time; Available shifts swing (5% differential \$13.67), grave (15% differential \$14.97), weekend, and holiday.

○ **POSITION DESCRIPTION:**

- Residential Aides actively monitor and observe Weber Human Services clients, dispense medications, direct group activities, perform client admissions and discharges, complete daily tasks as assigned related to meals, facility cleanliness, organization, and documentation.
- Provide general supervision and ensuring the safety and well-being of each resident in the facilities.
- Enforce approved residential rules and Weber Human Services policies and procedures.
- Clearly document any concerns for each client.
- Notify emergency crisis on-call worker and then supervisor should circumstances necessitate immediate attention and/or intervention.
- The tranquility home is a 16 bed residential facility for women and their children. It is a compassionate learning environment where women heal and progress through their personal recovery paths. Preparing each individual to embrace their new lifestyle and develop skills in safety, stability, and balance.

○ **MINIMUM REQUIREMENTS:**

- High School graduate or equivalent.
- Must have one of the following certifications or licenses upon hire or at least 60 days post hire date: CPR, 1st Aid, and MANDT.
- Must have a working understanding and experience working with adults in the substance abuse and mental health fields.
- Valid Utah Driver's License in good standing since the position may require driving for the agency.

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NUTRITION SITE MANAGER

Plain City Senior Center

\$10.88/Hour Part-Time; Only 4 hours a week Wednesday 10 am to 2 pm

○ **POSITION DESCRIPTION:**

- Setting up dining room and kitchen for serving lunch.
- Cleaning up dining room and kitchen after lunch.
- Receive food when delivered, monitoring, and maintaining proper food temperatures and safety.
- Serve meals with the assistance of volunteers.
- Welcome and greet each person attending the meal site.
- Recruit, train, schedule, and organize volunteers as needed and provide volunteer recognition.
- Provide information and assistance or referrals to community services and agencies that may benefit the seniors' needs.
- Assist seniors in filling out forms, and applications if needed.
- Arrange for programs, speakers, entertainment, and support services to be presented at the nutrition site.
- Ensure supplies, equipment, and building are secure and everything is functioning, as it should.
- Organize equipment and class supplies. Know how to operate all equipment.
- Documenting care in each client's chart.
- Attend required staff meetings; in-service and training meetings.
- Fill out required reports for meal counts, and monthly activities for quarterly reports.
- With a volunteer, or delivery driver, count all daily meal donations.
- Order Ensure and document delivery to individuals.
- Approach corporations, foundations, civic organizations, and individuals to obtain financial or in-kind donations for the center.

○ **MINIMUM REQUIREMENTS:**

- High School Diploma is required.
- Must have a current food handler's permit from local health department.
- Must be able to communicate in English, through verbal and written form.
- Must have good basic math skills.
- Mature individual with experience working with senior adult population preferred.
- Must have good hygiene and good work habits.

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HUMAN SERVICES TECH

Adult Mental Health- CTU

\$13.02/Hour Part-Time; Available shifts swing (5% differential \$13.67), grave (15% differential \$14.97), weekend, and holiday.

○ **POSITION DESCRIPTION:**

- Residential Aides actively monitor and observe Weber Human Services clients, dispense medications, direct group activities, perform client admissions and discharges, complete daily tasks as assigned related to meals, facility cleanliness, organization, and documentation.
- Provide general supervision and ensuring the safety and well-being of each resident in the facilities.
- Enforce approved residential rules and Weber Human Services policies and procedures.
- Clearly document any concerns for each client.
- Notify emergency crisis on-call worker and then supervisor should circumstances necessitate immediate attention and/or intervention.

○ **MINIMUM REQUIREMENTS:**

- High School graduate or equivalent.
- Must have one of the following certifications or licenses upon hire or at least 60 days post hire date: CPR, 1st Aid, and MANDT.
- Must have a working understanding and experience working with adults in the substance abuse and mental health fields.
- Valid Utah Driver's License in good standing since the position may require driving for the agency.

○ **CURRENT OPENINGS:**

- **Crisis Transition Unit:** The CTU is a 16 bed facility for individuals that are 18 and older with chronic mental illness and co-occurring substance use. The CTU is a short-term facility with residents staying anywhere from a couple of days to a couple of weeks; however we do have some clients that stay longer due to their individualized treatment needs.
- **Addiction and Recovery Men's Residential:** Men's residential is a 29 bed facility for adult men in need of some level of residential services due to a substance use disorder. The program's goal is to support men in abstinence from using illegal drugs and alcohol and to improve their social functioning.
- **Women's Tranquility Home:** The tranquility home is a 16 bed residential facility for women and their children. It is a compassionate learning environment where women heal and progress through their personal recovery paths. Preparing each individual to embrace their new lifestyle and develop skills in safety, stability, and balance.

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LCSW/CMHC/MFT

**\$25.12/Hour may be negotiable based on experience
Full-Time; Extensive Benefits Package; A Competitive Salary Wage;**

○ **POSITION DESCRIPTION:**

Weber Human Services (WHS) employs an innovative, motivated, and highly skilled workforce in utilizing the latest research-based treatments in the field of mental illness and substance use disorders. WHS regularly provides highly specialized training, and significant technical supervision and coaching to clinicians in the delivery of these effective interventions. The organization is client-outcome focused, and currently leads all publically funded treatment centers in percentage of clients improved and/or recovered.

WHS seeks clinicians who can engage clients in an effective therapeutic relationship while delivering research-based services. With heavy emphasis on professional development, clinicians will have the necessary skills to decrease symptoms of mental illness and/or substance use disorders, and improve functioning in important life domains of clients. Clinicians are expected to deliver the services as designed, and actively participate in clinical competency-based training, remain open to ongoing coaching and feedback in delivery of services, and demonstrate adaptability in the ever-changing work environment of behavioral health. If you are looking to make a real difference in the lives of adults, youth, and children; be part of a highly skilled clinical team, and make a substantial contribution to a supportive work environment please submit your application and resume.

○ **MINIMUM REQUIREMENTS:**

- Current Utah LCSW, CMHC or MFT license in good standing.
- Must maintain license by meeting all requirements of licensure including obtaining requisite CEU's.
- This position may be under filled with a CSW, ACMHC or AMFT on an interim basis at the wage of
 - \$23.43/hour with the following requirements: 1) Master's degree in social work or related field, 2) approved by DOPL as a trainee (intern) in social work, and 3) MUST commit to obtaining full license within 2 years from date of hire, with probationary period continuing for this 2-year period.
- Valid Utah driver license with a clean driving record (no driving violations) since the job will require some Agency driving.
- Willing and available to work two evenings until 7PM

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PSYCHOSOCIAL REHAB SPECIALIST

Youth Mental Health Department

\$11.66/Hour Part-Time; Average about 10 hours/week

On-site and in the community

○ **POSITION DESCRIPTION:**

- Job assignment involves working with Direct Service Provider Team with youth ages 5-18 who struggle with behavioral and emotional challenges.
- This position involves serving as a mentor and role model for youth while teaching appropriate social skills.
- Appropriate candidates are able to successfully engage clients while supporting and reinforcing therapeutic goals.
- This position includes group and individual skills development as well as engaging youth in activities in the community.
- Clientele will also be evaluated on a case by case basis to provide respite care as needed by.
- This position entails being part of a multi-disciplinary team working directly with youth, parents, legal guardians and other community agencies working with youth.

○ **MINIMUM REQUIREMENTS:**

- High school graduate/equivalent.
- This position may also qualify for internship hours.
- Paraprofessional experience in Social Work or related field preferred.
- Experience working with children and adolescents is helpful.
- Required to complete mandatory trainings offered through the Agency (CPR, 1st Aid, MANDT & Defensive Driving).
- Valid Utah driver license with a good driving record (no more than 1 violation) since this job will require driving for the Agency.

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Weber Human Services

Benefit Package Overview

July 1, 2019 – June 30, 2020

Eligibility:

You are eligible to enroll for benefits if you are a full-time employee working 30 or more hours per week.

Allstate Supplemental Insurance: (Effective upon approval from Allstate)

A supplemental insurance plan offered through payroll deduction.

Basic Life Insurance – Hartford: (Effective on the first day following the month that the employee is hired)

Weber Human Services provides \$25,000 basic life insurance through Hartford Life Insurance at no cost to the employee.

Supplemental Term Life Insurance - Hartford: (Effective upon approval from Hartford Life Insurance)

An employee may purchase supplemental term life insurance for themselves, their spouse and children at various costs based on age and the amount of insurance desired through payroll deduction.

Cafeteria Plan – National Benefits Services Reimbursement Account: (Effective on the first day following the month that the employee is hired)

The health care reimbursement allows the employee to set aside up to \$2,700 in pretax dollars to pay eligible out of pocket medical, dental, vision, prescriptions and non-prescription expenses through payroll deduction.

The dependent care reimbursement allows you to set aside up to \$5,000 in pretax dollars to pay for eligible dependent care expenses through payroll deduction.

Dental Insurance – PEHP: (Effective on the first day following the month that the employee is hired)

Coverage is offered to the employee, spouse and children under age of 26.

Employee may waive medical coverage and carry dental coverage only. No compensation shall be made for waiving dental coverage.

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Rates are semi-monthly through payroll deduction:
\$4.22 single; \$5.77 double; \$8.73 family

Below represents using an in-network provider:

Preventive: Cleanings, routine exams, x-rays, topical fluoride (2 per fiscal year) – 100%

Basic; Fillings, extractions, oral surgery, endodontics – 80%

Major: Crowns, bridges, dentures and periodontics – 50%

Orthodontics – Children and Adults – 50% of eligible fees to plan maximum (\$1,500 maximum lifetime benefit per member)

Deductible – Applies to basic and major services – \$25 per individual and \$75 family maximum

Guidance Resources Program – Ability to Assist through Hartford

Guidance Resources is a no-cost, company sponsored benefit that is available to you and your dependents to provide confidential support, resources and information to get through life's challenges. Confidential counseling on personal issues; legal information; resources and consultation; financial information; resources and tools; online information, tools and services.

Health Insurance - PEHP (Effective on the first day following the month that the employee is hired)

Coverage is offered to the employee, spouse and children under age 26.

Employees hired to work 40 hours per week may waive medical coverage and in lieu choose: \$233.92 deposited per biweekly pay period into their 401(k) or 457 plan; OR \$116.96 paid per biweekly pay period as taxable income. The amounts paid are on a sliding scale for those working less than 40 hours per week. (Proof of other medical insurance coverage must be provided to choose these options.)

Rates are semi-monthly through payroll deduction:

High Deductible Health Plan (HDHP) - Advantage Star includes IHC Network; Summit Star includes Ogden Regional Network

\$41.84 Single; \$86.18 Double; \$117.14 family

In addition, Weber Human Services will contribute semi-monthly to a Health Savings Account (HSA) through Health Equity

\$32.67 Single; \$74.25 Double; \$89.29 Family

Below represents using an in-network provider:

Preventive Services are covered at 100%

Fiscal year deductibles: \$1,500 Single; \$3,000 Double; \$3,000 Family

Employee pays all deductibles. Once the deductible is satisfied, employee pays 20% up to \$300 for single, and \$6000 for double or family.

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Traditional Plan - Advantage Star includes IHC Network; Summit Star includes Ogden Regional Network

\$47.69 Single; \$98.24 Double; \$117.10 Family

Below represents using an in-network provider:

Preventive Services are covered at 100%

Fiscal year deductibles: \$500 Single; \$1,000 Double; \$1,000 Family

Primary Care Provider - \$25 (deductible waived)

Specialist Provider - \$35 (deductible waived)

Urgent Care - \$40 (deductible waived)

Emergency Room - \$100 (deductible waived)

Inpatient Services: Medical, Surgical, Hospice and Emergency Admissions – 20% after deductible

Prescriptions: 20% for Tier A; 30% for Tier B

Autism Spectrum Disorder Benefit

Covers children ages 2-9 years of age, up to 600 hours per year of behavioral health treatment.

Requires mental health services preauthorization through PEHP.

Paid Leave – Holiday, Sick, Vacation: (Effective the first pay period after hire date)

Holidays – 11 per calendar year

Sick – 4 hours earned per biweekly pay period. 104 hours per calendar year

Vacation:

0 through 5 years: 4 hours earned per biweekly pay period = 104 hours per calendar year.

6 years through 10 years: 5 hours earned per biweekly pay period = 130 hours per calendar year.

11 years through 15 years: 6 hours earned per biweekly pay period = 156 hours per calendar year.

16 years plus: 6.5 hours earned per biweekly pay period = 169 hours per calendar year.

Utah Retirement Systems: (Effective on date of hire)

Tier 1 – Employees hired before July 1, 2011, or newly hired employees who are transferring from another agency under Utah Retirement Systems. You must be employed at least 4 years with Weber Human Services, or a combination of Weber Human Services and another state agency, in order to be vested to receive your pension plan at retirement age. Weber Human Services contributes 18.47% per biweekly pay period towards URS pension plan.

Tier 2 – Employees hired after July 1, 2011. Weber Human Services contributes an amount equal to 10% of your salary between both plans: pension and 401(k). Pension contributions are

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based on the yearly pension contribution rate. Pension and employer contributions to your 401(k) are vested after four years.

The following applies to both Tier 1 and Tier 2 retirement systems:

An employee may also contribute through payroll deduction to a 401(k), 457, Roth or Traditional IRA.

Weber Human Services will also match up to 1% of employee contribution towards 401(k)

Upon termination, all money vested into your 401(k) becomes property of the employee.

Vision Insurance - EyeMed

Rates are semi-monthly through payroll deduction

\$5.25 Single; \$10.27 Double; \$13.61 Family

Below represents using an in-network provider:

No examination benefit

Lenses - Standard plastic; \$10 co-pay

Lenses options varies

Frames - Allowance based on retail pricing - \$120 allowance

Contacts - Benefits is in lieu of lens and frame benefit - \$120 allowance (additional contact purchases are at retail prices)

Frequency - Every 12 months

LASIK - 15% off retail price or 5% of promotional price

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