



Macon County Health Department

Job Opening

Job Title:	Part-Time Screener
Division:	Clinical Nursing Services
Minimum Qualifications:	Minimum of High School Diploma or GED. Must have good communication, phone, and organizational skills. Must have basic computer skills. Must have a pleasant attitude and maintain a positive, customer-friendly manner with the public at all times. Must have the ability to work with diverse community groups. This position requires an individual be physically able to meet the demands of the job including bending, squatting, and lifting up to 25 pounds.
Summary of Job Duties:	Acts as the screener at the entrance doors for the Macon County Health Department (MCHD) for all staff and visitors. Responsible for screening all staff and visitors by asking questions and completing temperature checks upon their entrance to the Macon County Health Department. Complete the spreadsheet as well as temperature checks and document appropriately before individuals go beyond the check-in point. Greets and directs visitors as they enter the building. Communicate to Supervisor any concerns or updates as they occur. Performs light clerical duties including, but not limited to filing, stamping, sorting, as needed.
How to Apply:	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.maconcountyhealth.org to print a copy of the application. Completed applications should be submitted to Macon County Health Department Attention: HR at 1221 E. Condit, Decatur, Illinois, 62521 or emailed to hr@maconchd.org .

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