



**County of Chester**  
**The County of Chester is an Equal Opportunity Employer and**  
**Complies with the American with Disabilities Act (ADA)**  
Open Positions as of March 11, 2010

**NEW**

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<b>Requisition#</b>	659
<b>Title</b>	Support Staff III
<b>Department</b>	District Attorney
<b>Location</b>	West Chester, Justice Center-201 W. Market Street

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**Description**

This Support Staff III position provides intermediate-level administrative support and clerical duties for the District Attorney's Office. This position is responsible for creating case files and gathering information for preliminary hearings in the District Courts. Basic organizational, computer and typing skills are required. A criminal background check will be performed. A paralegal certification is a plus.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Offices, 4th Floor, Courthouse, 2 N. High Street, West Chester, 19380.

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$26,306.28 annually based on education and experience.

**Shift**

8:30 a.m. - 4:30 p.m.

**Weekly Hours**

35

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: March 11, 2010



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<b>Requisition#</b>	658
<b>Title</b>	Court Clerk
<b>Department</b>	Clerk of Courts
<b>Location</b>	Justice Center-201 W. Market Street, West Chester

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**Description**

The Part Time Court Clerk's position (2 part time positions open) requires attending Criminal hearings and providing the Court of Common Pleas, Criminal Division, with all required files, paperwork and clerical support related to the designated caseload. The successful candidate must maintain focus for extended period of time, be detailed oriented and maintain confidentiality in order to record and prepare trial analysis and be responsible for all exhibits. The Part-Time Court clerk will also provide administrative and clerical support services for the Clerk of Courts Office.

Requirements: Criminal background check, two or more years of general office experience, excellent verbal and communication skills and strong organizational and computer skills.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Offices, 4th Floor, Courthouse, 2 N. High Street, West Chester, 19380.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$11.41 per hour based on education and experience.

**Shift**

20 hrs per week between 8:30 a.m. - 4:30 p.m.

**Deadline**

Applications will be accepted until positions are filled.

**Other Information**

Original posting date: March 5, 2010



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	656
<b>Title</b>	Maintenance Worker
<b>Department</b>	Parks Schuylkill Silt Basin
<b>Location</b>	Parks Schuylkill Silt Basin

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**Description**

The Maintenance Worker position at Warwick County Park conducts general maintenance tasks throughout the facility. The list of responsibilities would include, but is not limited to, mowing and line trimming, picking up and removal of trash, cleaning shelters, some trail work and natural resource management. Applicants should enjoy working outdoors and have a strong work ethic. Applicants will have a flexible schedule, and must be able to work weekends and holidays.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Hourly rate is \$8.00 per hour.

**Shift**

Start and end times vary

**Weekly Hours**

Approximately 16 hours per week. Must be able to work weekends and holidays.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: March 2, 2010



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	657
<b>Title</b>	Maintenance/Construction Worker I
<b>Department</b>	Parks Springton Manor
<b>Location</b>	Springton Manor Park, Glenmoore

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**Description**

The Maintenance/Construction Worker I position is based at Springton Manor, and typically works a Monday through Friday work schedule; however, the employee in this position is required to work as part of a scheduled weekend and holiday rotation, supporting operational needs in the parks farm area. Farm area duties include basic animal care; the daily movement of, and feeding of various livestock and domestic animals. This position also works on routine grounds (landscape), and infrastructure (building) tasks and projects; on occasion working off site at one of the various parks facilities. A basic knowledge in grounds, buildings, equipment maintenance, and animal handling is desired. Training in animal handling is provided. Some basic computer skills are desired, although training will be provided.

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$33,317.70 annually based on education and experience.

**Shift**

Typical start time: 7:00 a.m. - typical end time: 3:00 p.m.

**Weekly Hours**

37.5

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: March 2, 2010



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<b>Requisition#</b>	655
<b>Title</b>	Nutritionist (temporary position)
<b>Department</b>	Nursing
<b>Location</b>	Health-WIC Government Services Center, as well as sites throughout Chester County.

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**Description**

Position is responsible for provision of confidential, professional nutrition services and preventive measures through clinic, community education, and special projects at sites throughout Chester County so that the health and nutritional status of women, infants and children in Chester County continue to improve. Responsibilities include determination of eligibility through medical interview and clinical laboratory tests conducted on site by individual in this position. Good organizational and computer skills and the ability to communicate and work with a wide variety of cultural diverse people with limited supervision are required. Position demands travel to assigned areas throughout Chester County. Knowledge of Spanish is beneficial. Position requires visual, auditory, and olfactory acuity and the physical abilities to climb stairs, stand for long periods of time, walk distances, lift/carry supplies and related materials. Additionally, work environment is subject to environmental factors such as heat, cold, smell and noise.

**Education and Experience:**

The competent person filling this position will hold a Baccalaureate Degree in Nutrition, Dietetics or a related field with major course work emphasis on Nutrition. Community nutrition education related experience preferred. Must be able to obtain Competent Professional Authority (CPA) certification and Hemocue testing certification from PA Department of Health WIC Program.

**Position Type**

Temporary position (35 hours per week). Completion date: September 30, 2010

**Salary Information**

Hourly rate available beginning at \$17.89 per hour based on education and experience.

**Shift**

8:30 a.m. - 4:30 p.m. or 10:00 a.m. -6:00 pm

**Weekly Hours**

35

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 24, 2010



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	654
<b>Title</b>	RN, Clinic Nurse
<b>Department</b>	Nursing
<b>Location</b>	Health Department-PHS as well as visiting sites throughout Chester County.

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**Description**

Part time Public Health Nurse to work in immunization and baby clinics throughout Chester County; performing screenings, developmental checks, and immunizations for un/under insured children and adolescents. BSN required and immunization experience preferred.. Must have current PA RN, drivers license and reliable transportation. Mileage reimbursement in accordance with County policy. Must be available 3-4 days per week.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$20.79 per hour based on education and experience.

**Shift**

3-4 days per week.

**Weekly Hours**

Average 19 hours per week.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 24, 2010



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<b>Requisition#</b>	653
<b>Title</b>	Pre-Trial Service Officer
<b>Department</b>	Bail Agency
<b>Location</b>	West Chester, Justice Center-201 W. Market Street

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**Description**

This position is contingent upon final funding approval and award from the the Pennsylvania Commission on Crime and Delinquency. This position is a 24 month grant funded position. The Pre-Trial Services Officer is responsible for identifying and screening Military Veterans that are arrested and are on bail or incarcerated in the County and evaluating their eligibility for Treatment Court (Drug Court, Recovery Court, Mental Health Court), or Reentry Services. This position will also establish a working relationship with the Veteran's Administration Hospital to facilitate services. Bachelors degree in Criminal Justice, relevant experience, and a military background are preferred qualities of a successful candidate.

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**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$33,317.70 annually based on education and experience.

**Shift**

8:30 a.m. - 4:30 p.m.

**Weekly Hours**

37.5

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 23, 2010



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<b>Requisition#</b>	652
<b>Title</b>	Water Resources Specialist
<b>Department</b>	Water Resources Authority
<b>Location</b>	West Chester, Government Services Center

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**Description**

The Water Resources Specialist provides support to the Authority in management and operation of the Authority's flood control/reservoir facilities, properties, wetlands, lakes, and natural areas; monitoring of hydrologic conditions; water resources data collection and analyses; related field activities and technical projects. Field responsibilities include assisting in: preparing and coordinating bid documents/procurement procedures, and coordinating field services contractors; onsite inspection/monitoring of conditions at flood control facilities, including during severe weather conditions; 24/7 on call responsibilities as assigned for emergency surveillance/response to flood control facilities; physical deployment/operation of water control equipment; working in/over standing water and climbing/working on concrete risers; and inspection/management of a wetland mitigation project, properties, and natural areas. Also provides technical support for water resources/watershed planning (stormwater/water quality improvement; etc.); monitoring county-wide hydrologic conditions; water resources data compilation and analyses; and GIS mapping/analyses.

Minimum qualifications include Bachelor's degree and 3 to 5 years experience in water resources (hydrology, watershed, floodplain management, flood control/reservoir facilities operations, etc.), natural lands management or related discipline(s), ability to perform physical field activities in difficult field conditions, valid drivers license. Work and meetings outside of normal business hours will be required.

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$40,414.92 annually based on education and experience.

**Shift**

8:30 a.m. - 4:30 p.m.

**Weekly Hours**

35

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 23, 2010



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<b>Requisition#</b>	649
<b>Title</b>	Attorney I
<b>Department</b>	District Attorney
<b>Location</b>	West Chester, Justice Center-201 W. Market Street

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**Description**

This Treatment Court Attorney will review all potential participants for eligibility for Treatment Courts of Chester County including Drug Court, Recovery Court and Mental Health Court and recommend sentencing options, actively participate in staffing of cases, and participate as a member of the Treatment Court Team.

Requirements of this position include a Juris Doctor from an accredited law school, a PA attorney's license, three years of job-related experience and the ability to maintain confidential information and handle confidential matters. Previous prosecutor's office experience is a plus.

This position is contingent upon final funding approval and award from the Pennsylvania Commission on Crime and Delinquency. This is a 24-month grant funded position.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Offices, 4th Floor, Courthouse, 2 N. High Street, West Chester, 19380.

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$44,948.00 annually based on education and experience.

**Shift**

8:30 a.m. - 5:30 p.m.

**Weekly Hours**

40

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 19, 2010



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<b>Requisition#</b>	651
<b>Title</b>	Attorney I
<b>Department</b>	Public Defender
<b>Location</b>	West Chester, Justice Center-201 W. Market Street

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**Description**

The Attorney filling this position will represent participants in all aspects of the Chester County Treatment Courts, including consultation, treatment court team meetings, document preparation and court appearances. The Chester County Treatment Courts include Drug Court, Recovery Court, Mental Health Court and related programs. The competent person for this position will have graduated from a graduate school of law and will have passed the Pennsylvania Bar Examination.

This position is a two-year, grant funded position to start on April 1, 2010.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Offices, 4th Floor, Courthouse, 2 N. High Street, West Chester, 19380.

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$44,948.80 annually based on education and experience.

**Shift**

8:30 a.m. - 5:30 p.m.

**Weekly Hours**

40

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 19, 2010



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<b>Requisition#</b>	647
<b>Title</b>	Library Page
<b>Department</b>	Henrietta Hankin Library
<b>Location</b>	Chester Springs, 215 Windgate Drive

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**Description**

Staff in this part-time position are responsible for reshelving materials returned to and used in the library, keeping shelves and public tables neat, for clearing the outside bookdrops periodically throughout the day, and for interacting with library patrons in a courteous, professional manner.

This position requires the ability to put materials in order alphabetically and numerically, using decimal numbers. This position requires the following physical abilities: to handle, lift, move, shift library materials weighing up to 25 lbs; to wheel bookcarts weighing up to 125 lbs; to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday. All staff will be cross-trained. While there will be specific job requirements and work assignments, everyone is expected to multi-task in all departments as needed.

All library positions require both criminal background and child abuse clearances. Candidates who have not lived in PA in the past 5 years will be required to obtain an FBI fingerprint check. Copy and past this link: [www.pa.cogentid.com/index\\_dpw.htm](http://www.pa.cogentid.com/index_dpw.htm) for further information about the process.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$7.50 per hour based on education and experience.

**Shift**

Varies

**Weekly Hours**

10

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 12, 2010



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	646
<b>Title</b>	Library Assistant
<b>Department</b>	Henrietta Hankin Library
<b>Location</b>	Chester Springs, 215 Windgate Drive

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**Description**

The Henrietta Hankin Branch Library provides popular, up-to-date, high demand materials for leisure and recreational reading, viewing and listening; homework help; and very basic reference and business information. Staff in this position is responsible for performing Circulation Department procedures, which ensure quality customer service and the smooth, effective flow of library materials and for maintaining public service image of the library. Staff in this position answer general policy and directional questions and are required to work evenings and weekends. When not performing routine circulation duties they are expected to regularly maintain the collection and shelve returned books and materials. Because of their direct interaction with the public on a daily basis, these staff members are key to the successful operation of the library and the promotion of its positive image. This position requires the ability to master automated circulation functions, good organization and oral communication skills, flexibility, genuine enjoyment of the commitment to public service and the ability to handle stressful situations when necessary.

A High School diploma is required; some college is preferred. A valid PA driver's license is required. Criminal and child abuse clearances are required for this position. The physical requirements of this position include the ability to: operated computer equipment and keyboards with ease; to handle 25 lb. cases of paper, envelopes with ease; to sit, walk, and/or stand for extended periods of time; stoop, and reach in a confined area; to wheel a cart of books weighing up to 125 lbs.; operate or learn to operate a variety of computer and standard office machines. Reasonable accommodation will be made to enable qualified candidates. All library position require both criminal background and child abuse clearances. Candidates who have not lived in PA in the past 5 years will be required to obtain an FBI fingerprint check. copy and past this link: [www.pa.cogentid.com/index\\_dpw.htm](http://www.pa.cogentid.com/index_dpw.htm) for further information about the process. All staff are cross-trained and expected to multi-task in all departments as needed. EOE, M/F, ADA.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$8.50 per hour based on education and experience.

**Shift**

Varies

**Weekly Hours**

20 hours

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 9, 2010



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	645
<b>Title</b>	Sustainability Coordinator
<b>Department</b>	Facilities Management - Admin
<b>Location</b>	West Chester, Courthouse

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**Description**

Chester County Facilities Management is seeking a Sustainability Coordinator to develop, coordinate and administer programs and advise policies for environmentally responsible methods of practice within County Facilities and the County of Chester. The position will be responsible to: 1) Facilitate sustainability programs; monitor and evaluate program effectiveness, 2) Serve as liaison between the County, County municipalities, local business and local citizens, 3) Research, apply for and execute all sustainability related Federal and State grants, 4) Represent sustainability programs and institute educational programs to County municipalities, local business and local citizens, 5) Develop related marketing messages and materials, including website management, 6) Monitor current evidence/base research for design process changes, 7) Chair the Greenhouse Gas Reduction Task Force, put recommendations into action and coordinate an implementation team 8) Institute education programs to County municipalities, local business and local citizens.

Qualifications include: a Bachelor's degree in Engineering, Environmental Sciences or equivalent combination of education and experience. MBA or advanced degree preferred. Familiarity and understanding of Safety, Lean Management and LEED standards. Excellent analytical, communication and organization skills. An ability to self-motivate, multi-task and work closely with administrators from various local, County, State and Federal government agencies, community groups, individual citizens and the new media. LEED Accredited Professional a plus. Travel and hours outside of business hours may be necessary.

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$60,374.86 annually based on education and experience.

**Shift**

8:30 a.m. - 4:30 p.m.

**Weekly Hours**

35

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 3, 2010



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<b>Requisition#</b>	644
<b>Title</b>	Attorney I
<b>Department</b>	Public Defender
<b>Location</b>	West Chester, Justice Center-201 W. Market Street

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**Description**

The person in this position is responsible for preparing cases for preliminary hearings so that criminal/misdemeanor cases are promptly and properly adjudicated and law enforcement/justice in the Commonwealth of Pennsylvania is upheld and guaranteed.

The competent person filling this position will have graduated from a graduate school of law, will have passed the Pennsylvania Bar Examination, and will have up to one year of job-related experience.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Offices, 4th Floor, Courthouse, 2 N. High Street, West Chester, 19380.

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$44,948.80 annually based on education and experience.

**Shift**

8:30 a.m. - 5:30 p.m.

**Weekly Hours**

40

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: January 22, 2010



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	632
<b>Title</b>	County Casework Supervisor
<b>Department</b>	Children, Youth and Families
<b>Location</b>	West Chester, Government Services Center

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**Description**

Providing supervision to Foster Care Caseworkers who work with the families of children in our custody and living in foster care. The goal is to provide children with an appropriate permanent plan which may involve returning the child to their home own, moving toward adoption or transitioning the older adolescent toward independence. These are critical services and are in response to federal and state mandates to insure that children do not languish in the foster care system, but that a permanent plan is established within strict timeframes. To be considered for this position, you must take and pass the PA State Civil Service exam for the County Casework Supervisor classification (LO626). For more information contact the State Civil Service commission at (215) 560-2253 or visit their website at [www.scsc.state.pa.us](http://www.scsc.state.pa.us) and apply on-line. Should you be an eligible candidate, this office will notify you when we are interviewing. To learn more about our services, visit our webpage at [www.chesco.org](http://www.chesco.org).

**Salary Information**

Salary range available beginning at \$43,301.70 annually based on education and experience.

**Shift**

8:30 a.m. - 5:00 p.m.

**Weekly Hours**

37.5

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: December 30, 2009



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<b>Requisition#</b>	630
<b>Title</b>	County Casework Supervisor
<b>Department</b>	Children, Youth and Families
<b>Location</b>	West Chester, Government Services Center

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**Description**

Supervisory position in our Intake Investigatory Unit supervising Caseworkers conducting Abuse and Dependency investigations in compliance with CPSL regulations. Public relations and community education are components of these program services. To be considered for this position, you must take and pass the PA State Civil Service exam for the County Casework Supervisor classification (LO626). For more information contact the Civil Service Commission at (215) 560-2253 or visit their website and apply on-line at: [www.spsc.state.pa.us](http://www.spsc.state.pa.us) Should you be an eligible candidate, this office will notify you when we are interviewing. To learn more about our services, visit our webpage at [www.chesco.org](http://www.chesco.org).

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$43,301.70 annually based on education and experience.

**Shift**

8:30 a.m. - 5:00 p.m.

**Weekly Hours**

37.5

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: December 30, 2009



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<b>Requisition#</b>	631
<b>Title</b>	County Casework Supervisor
<b>Department</b>	Children, Youth and Families
<b>Location</b>	West Chester, Government Services Center

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**Description**

Supervisory position in our Intake Investigatory Unit supervising Caseworkers conducting Abuse and Dependency investigations in compliance with CPSL regulations. Public relations and community education are components of these program services. To be considered for this position, you must take and pass the PA State Civil Service exam for the County Casework Supervisor classification (LO626). For more information contact the Civil Service Commission at (215) 560-2253 or visit their website and apply on-line at: [www.spsc.state.pa.us](http://www.spsc.state.pa.us) Should you be an eligible candidate, this office will notify you when we are interviewing. To learn more about our services, visit our webpage at [www.chesco.org](http://www.chesco.org)

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$43,301.70 annually based on education and experience.

**Shift**

8:30 a.m. - 5:00 p.m.

**Weekly Hours**

37.5

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: December 30, 2009



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<b>Requisition#</b>	623
<b>Title</b>	Public Health Nurse
<b>Department</b>	Nursing
<b>Location</b>	West Chester, Government Services Center

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**Description**

Full time position to work primarily in STD/HIV Clinics. Position responsible for community outreach, partner notification, validation of treatment, and education on risk reduction. The nurse filling this position provides direct care services to persons who believe they have acquired an STD; follows-up with any County resident, treated anywhere, to validate that he/she completed the prescriptive course of therapy; and works to identify, notify, and treat the partners of infected persons. Additionally, this position is a critical educator to youth groups and to physicians.

BSN required and minimum of 2 years recent experience working in STD clinics, including experience in conducting exams and obtaining accurate histories of risk behaviors. Must have good communication skills, be self-directed and able to work independently in outreach settings. Valid PA nursing license and PA drivers license required. Use of personal vehicle required. Mileage reimbursed in accordance with County policy.

**Position Type**

Full-Time / Exempt

**Salary Information**

Salary range available beginning at \$44,065.84 annually based on education and experience.

**Shift**

8:30 a.m. - 4:30 p.m.

**Weekly Hours**

35

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: December 14, 2009



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<b>Requisition#</b>	586
<b>Title</b>	Emergency Planning Coord.
<b>Department</b>	Emergency Services - Other
<b>Location</b>	West Chester, Government Services Center

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**Description**

This position is responsible for the development and maintenance of Municipal, School (public & private), Dam (County based) and other organizational plans as required by the State.

Qualifications / Requirements: Associates degree or equivalent from two-year college or technical school or equivalent experience. Minimum 2 years related experience and / or training. Minimum 2 years experience working with Pa Emergency Management laws and rule Title 35 Pa CS. Completion of basic PEMA course in REP, EOC and ICS. Completion of basic PEMA and FEMA residence courses for Planning, Operations and Procedures. Completion of EMA basic and advanced Local EMC or EMA Staff Certification. Requires availability 24/7/365 for emergency situations

**Computer Skills**

Basic Internet, OutLook and PowerPoint  
Intermediate Access, Excel and Word

This job necessitates a criminal background check and computer skill testing by our Human Resource Department.

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$39,840.32 annually based on education and experience.

**Shift**

8:00 a.m. - 5:00 p.m.

**Weekly Hours**

40

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: September 14, 2009



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	581
<b>Title</b>	Tipstaff
<b>Department</b>	Court Administration
<b>Location</b>	West Chester, Justice Center-201 W. Market Street

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**Description**

Basic duties include: Maintain order in the Court; open Court for the Judge; take care of needs of jurors; deliver files for Judge; provide information to attorneys concerning Judge's daily list; ensure all parties are present in courtroom and inform Judge of same.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp> Forms are also available in paper copy at the Human Resources Offices, 4th Floor, Courthouse, 2 N. High Street, West Chester, 19380.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Wage: \$61.88 per day.

**Shift**

Hours will vary by week.

**Weekly Hours**

The weekly hours vary on this position.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: August 28, 2009



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	578
<b>Title</b>	Shift Supervising R.N.
<b>Department</b>	Pocopson Casual P/T Pool
<b>Location</b>	Pocopson, 1695 Lenape Rd.

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**Description**

Provide residents with general safety and freedom from abuse. Responsible for emergency fire response. Oversee residents' direct care and IV therapy. Assess and determine need to notify physician and need for follow up with hospital. Handle and resolve resident and staff conflicts. Coordinate staff scheduling. Notify Supervisors, Director and Administrator of any issues or concerns. Handle and review payroll. Provide staff counseling and evaluation. Provide notification of residents' transport to hospital. Ensure staffing meets State regulations. Perform other duties, tasks and special projects, as required. Requirements: Licensed as a R.N., completion of nursing program through a certified Nursing School. At least three years of experience in Long Term Care. General understanding of fiscal planning and Human Resource guidelines. Basic computer skills. Working knowledge of PA state nursing regulations. Frequently required to stand, walk, climb stairs, and talk or hear. Criminal Background Check required.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$33.00 per hour based on education and experience.

**Shift**

Hours during 7:00 a.m. - 3:00 p.m.

**Weekly Hours**

The weekly hours vary on this position.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: August 25, 2009



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	569
<b>Title</b>	Telecommunicator I
<b>Department</b>	Public Safety Communications
<b>Location</b>	West Chester, Government Services Center

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**Description**

Telecommunicator I (911 Calltaker)

Applications are being accepted for our 2010 Telecommunicator I (calltaker) training classes and the pre-employment testing will start in October 2009. During the three month training period in this full-time position, class will meet Monday - Thursday 7:00am - 5:30pm. About half way through the training, the work schedule changes to 4 days on-duty/4 days off-duty (12 hour shifts). The 4 days on duty are 2 - 12 hour day shifts and then 2 - 12 hour night shifts with the shifts running from 0700-1900 (day shift) and 1900-0700 (night shift).

Eligibility for training includes \*Typing and computer proficiency, \*Passing the pre-employment testing, \*Passing a criminal check and an interview. The probationary employment with this position is criteria based standards and applicants must successfully complete the training to continue employment.

Annual base salary starts at \$30,714.94. Benefits: Medical coverage with prescription drug; Life, AD&D and LTD insurance; Dental and Vision available; Paid vacation, sick, personal and paid holidays.

The 2010 tentative training schedule: February 1, April 5, and September 7. Based on staffing needs, the next round of pre-employment testing will take place in spring/summer of 2010.

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$30,714.94 annually based on education and experience.

**Shift**

7:00 a.m. - 5:30 p.m. in training (then start 12-hour shift rotation)

**Weekly Hours**

38

**Deadline**

Applications will be accepted until positions are filled.

**Other Information**

Original posting date: August 12, 2009. Posting revised: January 20, 2010



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	552
<b>Title</b>	Youth Center LPN
<b>Department</b>	Chester County Youth Center
<b>Location</b>	Pocopson, 505 S. Wawaset Rd.

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**Description**

The Licensed Practical Nurse provides professional nursing care to healthy, acute and chronically ill residents in the Chester County Youth Center. The Youth Center provides secure detention for alleged and adjudicated delinquents and also provides shelter care for dependent youth. This person will provide ongoing routine health and emergency care on a 24 hour basis. Responsible for various documentations and record keeping as required by State regulations and Youth Center policies. This person will perform comprehensive nursing assessment on all male and female residents, including health and developmental history, including both physical and behavioral health as required by State regulations and Youth Center policies. Obtain and assess medication blood levels, as well as other blood work as ordered by the physician. Responsible for contacting all parents or guardians to obtain additional medical and insurance information. Obtains and updates immunization records on all residents and keeps immunizations current. Requires monitoring and managing all medications on a daily basis. Provide for dental examinations for each resident. Provide physical and reproductive health education to the residents. Provide emergency care to residents when needed, as well as monitor follow-up for any related hospital/physician care provided. Assist in providing health education for the residents as well as the staff, including CPR and First Aid training and certification for staff. Requires current nursing license.

A person in this position is expected to demonstrate the system of care practice model, which maximizes all resources around an individual or family. This system of care includes child and adult serving agencies and community partners that join with an individual or family to meet their goals.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$21.91 per hour based on education and experience.

**Shift**

Hours will vary by week.

**Weekly Hours**

16 hours per week.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: May 13, 2009



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	538
<b>Title</b>	Court Clerk
<b>Department</b>	Prothonotary
<b>Location</b>	West Chester, Justice Center-201 W. Market Street

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**Description**

Part-time position averaging twenty hours per week. Clerk court hearings, including file preparation, swearing in of witnesses, tracking exhibits and selecting juries. The successful candidate must be detail-oriented, have a professional presentation, articulate and have a flexible schedule.

All positions at the Justice Center require a criminal history background to be completed before a hiring decision is made. Please copy/paste this website to your browser, download the form and submit it to the State Police to begin this process: <https://epatch.state.pa.us/Home.jsp>

Forms are also available in paper copy at the Human Resources Offices, 4th Floor, Courthouse, 2 N. High Street, West Chester, 19380.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$11.41 per hour based on education and experience.

**Shift**

8:30 a.m. - 4:30 p.m.- hours vary

**Weekly Hours**

Average 20 hours per week.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: February 26, 2009



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	527
<b>Title</b>	Aging Care Manager 2
<b>Department</b>	Office of Aging Services
<b>Location</b>	West Chester, Government Services Center

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**Description**

This position is in our Aging Department. To be considered for this position, you must take and pass the Pennsylvania State Civil Service exam for the Aging Care Manager 2 position (Job Code L0635). for more information, contact the Civil Service Commission directly at 215-560-2253 or you can visit and apply on-line at the Civil Service website [www.scsc.state.pa.us](http://www.scsc.state.pa.us). Should you be an eligible candidate, this office will notify you when we are interviewing.

To learn more about our services, please visit our webpage at [www.chesco.org/Aging](http://www.chesco.org/Aging).

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$31,652.40 annually based on education and experience.

**Shift**

8:30 a.m. - 5:00 p.m.

**Weekly Hours**

37.5

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: January 15, 2009



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	484
<b>Title</b>	Human Services Aide
<b>Department</b>	Pocopson Resident Activities
<b>Location</b>	Pocopson, 1695 Lenape Rd.

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**Description**

The Human Services Aide assists with Recreational Therapy on our Alzheimer's/secure units. Enthusiastic person with knowledge of geriatric population and capable of working with Alzheimer's residents. Ability to work effectively with people from diverse backgrounds. While performing the duties, the employee is frequently required to stand, walk, push item, stoop, crouch or squat. Post high school desirable. Requirements: 5 evening per week, 3 hours per evening. Criminal Background Check required. All Pocopson Home positions requires that a Pocopson Home application be completed at Pocopson Home, 1695 Lenape Road, West Chester.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$12.81 per hour based on education and experience.

**Shift**

Evening Hours: 5:00 p.m. to 8:00 p.m.

**Weekly Hours**

Fifteen hours per week.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: October 3, 2008



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	226
<b>Title</b>	Security Control Officer
<b>Department</b>	Chester County Youth Center
<b>Location</b>	Pocopson, 505 S. Wawaset Rd.

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**Description**

The Security Control Officer is responsible for providing safety and security to the residents and employees of the Chester County Detention and Shelter Facility. This position is also responsible for total observation duties from the control center and special transportation needs of the residents.

Qualifications and Requirements: High School Diploma, General Education Degree (GED) or equivalent technical school education or training. Understanding and knowledge of the safety and security policies of the Detention/Shelter facility. General knowledge of health, fire and safety codes. General knowledge of Title 55. General knowledge of local fire and ambulance emergency service providers and their policies. A valid driver's license is required. CPR and first aid certification. Child abuse clearance. Must pass a criminal background check. Ability to operate a metal detector device. Good verbal and written communication skills. Must exhibit courteous and professional behavior at all times. Flexible and able to conform to directives issued by a supervisor. Strong professional ethics. Ability to work as part of a team. Ability to follow office protocol. Ability to work extended hours. Required to be on-call for after-hour emergencies as well as security and transport purposes.

A person in this position is expected to demonstrate the system of care practice model, which maximizes all resources around an individual or family. This system of care includes child and adult serving agencies and community partners that join with an individual or family to meet their goals.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$12.74 per hour based on education and experience.

**Shift**

Shift will vary by week.

**Weekly Hours**

The weekly hours vary on this position.

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: November 15, 2007



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Open Positions as of March 11, 2010

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**Requisition#** 229  
**Title** Youth Center Officer  
**Department** Chester County Youth Center  
**Location** Pocopson, 505 S. Wawaset Rd.

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**Description**

This position is responsible for direct care and supervision of the residents in the facility. The youth center officer shall be a person of demonstrated integrity, maturity, and sound judgment. The officer shall be capable of establishing and providing effective supervision of child care and counseling services, and providing leadership in developing residential services. Candidates must have an Associate Degree in one of the social sciences.

A person in this position is expected to demonstrate the system of care practice model, which maximizes all resources around an individual or family. This system of care includes child and adult serving agencies and community partners that join with an individual or family to meet their goals.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$12.74 per hour based on education and experience.

**Shift**

Shift will vary by week.

**Weekly Hours**

10 to 20

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: November 15, 2007



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	168
<b>Title</b>	Licensed Practical Nurse
<b>Department</b>	Pocopson Nursing Care
<b>Location</b>	Pocopson, 1695 Lenape Rd.

---

**Description**

Performs nursing services and oversees resident's physical and emotional well-being and take direct actions to make sure needs are met on a 24 hour basis. Performs nursing evaluations and observations. Responsible for various documentations and record keeping as required by State regulations and Pocopson Home policies.

Pocopson Home provides competitive salaries with excellent shift differentials. For more information contact the Personnel Recruiter at 610-793-1212 between 8AM- 4PM, Monday through Friday. All Pocopson Home positions requires that a Pocopson Home application be completed at Pocopson Home, 1695 Lenape Road, West Chester.

**Position Type**

Casual Part-Time

**Salary Information**

Salary range available beginning at \$23.96 per hour based on education and experience.

**Shift**

Flexible

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Updated posting date: March 19, 2008



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	158
<b>Title</b>	Nurse Aide
<b>Department</b>	Pocopson Nursing Care
<b>Location</b>	Pocopson, 1695 Lenape Rd.

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**Description**

This position provides resident's daily needs, such as bathing, dressing, nail care, foot care, routine skin care, oral hygiene, making of beds to insure cleanliness and good hygiene to resident's and neatness of resident's room. Job requirements include lifting, turning and repositioning residents of various weight and differing degree of physical disability. Position requires Nurse Aide Certification (CNA) in the State of Pennsylvania within 4 months of employment. All Pocopson Home positions requires that a Pocopson Home application be completed at Pocopson Home, 1695 Lenape Road, West Chester.

PAID TRAINING CERTIFICATION IS AVAILABLE.

Full and Part-Time Positions available.

Shifts Available : 7:00 am - 3:00 pm, 3:00 pm - 11:00 pm, 11:00 pm - 7:00 am, pool and flex hours as needed. For more information, contact the Personnel Recruiter at 610-793-1212. Criminal background check required.

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$24,995.10 annually based on education and experience.

**Shift**

7:00 a.m. - 3:00 p.m.; 3:00 p.m. - 11:00 p.m.; 11:00 p.m. - 7:00 a.m.

**Weekly Hours**

37.5

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: August 30, 2007



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	131
<b>Title</b>	County Casworker II
<b>Department</b>	Mental Hlth/Intel & Dev Disabl
<b>Location</b>	West Chester, Government Services Center

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**Description**

Candidate must meet Civil Service eligibility criteria for this classification (Job Code LO624). For more information, contact the Civil Service Commission directly at 215-560-2253 or you can visit and apply on line at the Civil Service web site [www.scsc.state.pa.us](http://www.scsc.state.pa.us).

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$31,652.40 annually based on education and experience.

**Shift**

8:30 a.m. - 5:00 p.m.

**Weekly Hours**

37.5

**Other Information**

Original Posting Date: August 8, 2007

To apply for this position, visit [www.scsc.state.pa.us](http://www.scsc.state.pa.us) for application process.



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Open Positions as of March 11, 2010

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**Requisition#** 101  
**Title** Correctional Officer I  
**Department** Chester County Prison  
**Location** Pocopson, 501 S. Wawaset Rd.

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**Description**

This position is responsible for maintaining discipline and security at the Chester County Prison so that all areas within the prison compound are secure and staff/inmate safety/security is assured. Minimum requirements include High School Diploma or equivalent, valid driver's license and the ability to work any shift.

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$32,331.52 annually based on education and experience.

**Shift**

Must be open to all shifts.

**Weekly Hours**

40

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Original posting date: July 11, 2007



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Open Positions as of March 11, 2010

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**Requisition#**                75  
**Title**                         County Caseworker I  
**Department**               Children, Youth and Families  
**Location**                  West Chester, Government Services Center

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**Description**

Must meet Civil Service criteria for the County Caseworker I classification (Job Code LO623). For more information, contact the Civil Service Commission directly at 215-560-2253 or you can visit and apply on line at the Civil Service website [www.scsc.state.pa.us](http://www.scsc.state.pa.us).

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$28,723.50 annually based on education and experience.

**Shift**

8:30 a.m. - 5:00 p.m.

**Weekly Hours**

37.5

**Other Information**

To apply for this position, visit [www.scsc.state.pa.us](http://www.scsc.state.pa.us)



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	76
<b>Title</b>	County Caseworker II
<b>Department</b>	Children, Youth and Families
<b>Location</b>	West Chester, Government Services Center

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**Description**

Candidate must meet Civil Service eligibility criteria for this classification (Job Code LO624). For more information, contact the Civil Service Commission directly at 215-560-2253 or you can visit and apply on line at the Civil Service web site [www.scsc.state.pa.us](http://www.scsc.state.pa.us).

**Position Type**

Full-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$31,652.40 annually based on education and experience.

**Shift**

8:30 a.m. - 5:00 p.m.

**Weekly Hours**

37.5

**Other Information**

To apply for this position, please visit [www.scsc.state.pa.us](http://www.scsc.state.pa.us) for application process.



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	87
<b>Title</b>	Dietary Aide
<b>Department</b>	Pocopson Food & Dietary
<b>Location</b>	Pocopson, 1695 Lenape Rd.

---

**Description**

The dietary Aide is responsible for keeping the kitchen area safe, clean and orderly for the purpose of preparing storing and delivering food and beverage to nursing units. Essential duties: prepare tray line for serving meals, specially items, beverages. Deliver and collect resident trays. Break down trays for dishwasher. Maintain all areas of kitchen in a sanitary manner. Collect and place garbage and trash in designated containers. Organize and record food items served to residents. Perform other duties, tasks and special projects, as required. Requirements: High School Diploma or GED. Six months to one year of job-related experience/or training, Food handlers' certificate. Criminal Background Check required.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$12.81 per hour based on education and experience.

**Weekly Hours**

18.75

**Deadline**

Applications will be accepted until position is filled.



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Open Positions as of March 11, 2010

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<b>Requisition#</b>	92
<b>Title</b>	Registered Nurse
<b>Department</b>	Pocopson Nursing Care
<b>Location</b>	Pocopson, 1695 Lenape Rd.

---

**Description**

The Registered Nurse is a Supervisory Professional Nurse, working within the limits of physicians orders and prescribed nursing techniques and procedures to insure care be rendered to 275 residents.

Disbursement of medications as ordered. Performs examinations and diagnostic procedures. Make daily rounds with nursing personnel. Performs staff evaluations. Appropriate information to supervisors and calls to physicians. Maintaining accurate, current and complete nursing records describing of resident and status of nursing care treatment.

Pocopson Home provides competitive salaries with excellent shift differentials. Also flexible hours available. For more information contact the Personnel Recruiter at 610-793-1212 between 8AM- 4PM, Monday through Friday. All Pocopson Home positions requires that a Pocopson Home application be completed at Pocopson Home, 1695 Lenape Road, West Chester.

**Position Type**

Casual Part-Time

**Salary Information**

Salary range available beginning at \$33.00 per hour based on education and experience.

**Shift**

Flexible Hours

**Deadline**

Applications will be accepted until position is filled.

**Other Information**

Updated posting date: March 19, 2008



**County of Chester**  
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Open Positions as of March 11, 2010

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<b>Requisition#</b>	6
<b>Title</b>	Bldg. Security Officer I (2)
<b>Department</b>	Pocopson Operations & Maint
<b>Location</b>	Pocopson, 1695 Lenape Rd.

---

**Description**

Building Security Officer I (two openings) are responsible for providing adequate security to Pocopson Home residents, staff, visitors, buildings and grounds. These (2) positions will guard the property against fire, theft, vandalism, and illegal entry by performing the following duties. Essential duties: Maintain security of the buildings, and parking lot. Watch for irregularities such as fire hazards, leaking water pipes and security doors left unlocked. Observe departing personnel to guard against theft of company property. Organize fire drills with the staff, inspect the fire alarm system. Ensure all boilers are operating properly. Escort prisoners to and from the prison to work in the facility. Assist maintenance with building problems, with power outages, plumbing problems and investigate and troubleshoot elevator problems. Unload contents of delivery trucks. Manage and update logbook. Turn spray pumps to the field at sewage plant. Assist people in unlocking car doors, jump start batteries and change flat tires. Provide assistance, as necessary (assist the mortician with deceased). Requirements: High School Diploma or GED. One to three years experience in security environment. Frequently requires standing, walking, bending, kneeling and climb stairs. Lift and carry items of varying weights. Valid Driver's License and Criminal Background Check required. All Pocopson Home positions requires that a Pocopson Home application be completed at Pocopson Home, 1695 Lenape Road, West Chester. Phone: 610-793-1212. Fax: 610-793-2493.

**Position Type**

Part-Time / Non-Exempt

**Salary Information**

Salary range available beginning at \$12.81 per hour based on education and experience.

**Shift**

1st position: Saturday & Sunday 3:30 p.m. - 11:30 p.m.  
2nd position: Saturday & Sunday 11:30 p.m.- 7:30 a.m.

**Weekly Hours**

16

**Deadline**

Applications will be accepted until position is filled.