

Please read first, complete application/resume to HR by July 31, 2007.

HR FAX is 537-2698



Application must include:

- ✓ e-mail address
- ✓ best time for a phone interview on August 1,2,3
- ✓ Completed reference forms due at Job Fair

Important Information for Job Fair Participants

Oaklawn welcomes your interest, and we are pleased that you are considering us for employment. We hope we can provide you some information that will make the best use of your time and assist you in deciding if we are a match for your needs. If you'll take a few minutes to review the following information prior to applying at Oaklawn to ensure that potential employment at Oaklawn will meet your expectations.

- Oaklawn is a drug-free workplace – you will be tested if you are under final consideration for a position today.
- Oaklawn will conduct background checks that include fingerprints and checks with Federal, State and local law enforcement agencies as well as the Department of Child Services, a history does preclude hire.
- Employment references will be required prior to start date
- To work on the residential units, you must be 21. Are you at least 21?
- The job requires a high school diploma or equivalent – verification is a part of our hiring process

Oaklawn is a 501(c)(3) not-for-profit organization and as such is primarily funded by government programs and dollars. This makes us good stewards of our small resources and most of our staff work here to fulfill a personal mission to make a difference. This is a different culture than most other organization. We have a strong Mission and Vision and this is at the root of how we treat each other and our clients. Please review our Mission and Values on the back of this page.

Our starting pay range for the Mental Health Worker position is \$7.81 to \$9.18 and is based upon relevant work experience. There is a shift differential for 2nd and 3rd shift. (\$1.00/hr/2nd shift and \$1.50/hr/3rd Shift. Weekend differentials are \$1.75/hr/1st & 2nd Shifts and \$2.25/hr/3rd Shift). There is a Career Ladder offering promotional increases after 9 months of employment if you work toward it and meet the criteria.

The Mental Health Worker positions we have are available due to expanding residential beds and opening of a residential group home. There are five units (all female, all males, locked/secure, and two adolescent male sex offender) and the children are school age, 6 to 18 years old. These are kids with mental health issues, some have conduct disorder, some come from difficult family environments; so you do experience rough behavior and language in this position. The kids are here from at least six months to as long as a year, sometimes longer. The MHW supervises the kids. There are 3 shifts (7am-3:30pm, 3:00pm-11:30pm, 11:00pm-7:30am). MHW makes sure the kids are up and around in the AM, attend meals, school, and group therapy with them. The MHW also oversees homework and chores. During the summer there are structured activities and outings. Experience is not necessary, but you do need to have a desire to help kids. There is training for the position that extends through three weeks. The new MHW worker will be on the unit shadowing and observing, but not expected to deal with situations until training is completed. There are initial trainings of CPI (crisis prevention intervention), 1st aid, and CPR, (required to be completed within the first 60 days) as well as other ongoing training. The normal staffing ratio is 1 MHW to 3-4 residents.

The MHW positions do work weekends and holidays. Most new employees start working every weekend. As openings occur, you can eventually move to working every other weekend. We have PRN (on call), part and full-time positions available. There is flexibility to work around your present school/work schedule. You do need to be available for the trainings that are done during the day. The requirement to stay on employee status as a PRN is working at least 3 shifts per quarter, an average of one shift a month.

Please complete the application, provide an e-mail address and time to reach you if this sounds like a match for you by July 31, 2007. Visit our website www.oaklawn.org and let us know of your interest in other positions.