JOB OPENING FACT SHEET

POSITION: Health Assistant

HOURS: Full-Time (36 hours per week); Normal working hours are 7:30am to 5:00pm, Monday through Thursday, but hours may occasionally vary depending on program need.

***BENEFITS**:

*Paid Winter Holiday Break December 25 through January 1
*Paid Summer Holiday Break
**Paid Leave (2 weeks annually (accrued hourly) the first 2 years, and 3 wks after that)
**7 Sick Days per year (accrued hourly)
Personal Time accrued
*8 Paid Holidays
Employee Health Insurance-Plan options available
Prescription Plan
403(b) Retirement Program (3-year vesting period)
.70 cents per mile for Mileage Reimbursement
Educational Financial Assistance (up to $250 plus .15 cents more per hour after completing 6 approved credit hours once per year)
$25,000 Life Insurance (100% of premiums are paid by WADI)
Per Diem (expenses paid by the agency during out of area travel)
AFLAC Insurance Plans offered
Up to 3 days paid Bereavement Leave for death of immediate family member
Up to 8 hours paid leave to participate in community service activities per year (giving Blood, ringing the Salvation Army bell, Relay for Life, etc.)
Up to 15 hours unpaid parental leave for school visits per year
Annual Performance Incentive Bonus (Amount determined annually)

**Holiday pay will be awarded to all eligible employees for the times they would normally and routinely have been scheduled to work. (Employees who have completed 30 calendar days of service.)*

***Benefits start accruing after successful completion of the 90-day introductory period.*

PAY INFO:

Starting Wage for HS/GED $15.24 per hour.
Starting Wage for Associate Degree $15.88 per hour.
Starting Wage for Bachelors Degree $16.52 per hour.

*After successful completion of the 90-day Introductory Period there is a $0.50 per hour raise. Paid every other Thursday with mileage checks issued the Friday after payday.