



**WELCOME TO CREST SERVICES!**

**We appreciate your interest in our organization. Please consider the following minimum qualifications prior to completing an application.**

**MINIMUM QUALIFICATIONS FOR SUPPORT STAFF POSITIONS**

**Prefer 2 year degree-and 21 years of age (or older), Verification of Employment Eligibility (U.S. Dept. of Justice, INS)  
Acceptable Criminal and Dependent Adult/Child Abuse Background Checks - IDCI/IDHS  
Valid Driver License from State of Residence (positions requiring transport)  
Automobile Insurance (primary payer if/when transporting in private vehicle)  
Satisfactory Driving Record - IDOT (defined by ABHM Motor Fleet Policy)**

**AVAILABLE POSITION**

**Assistant Program Director (APD)  
Des Moines, IA**

**The successful candidate must show leadership skills in working with and supervising others, attention to details, able to train others in the provision of direct care services, organize time and help others organize their schedules, good computer skills, including keyboarding, and basic knowledge of Excel and Word. This person will also assist members access medical resources.  
Prefer at least 1 year experience in the ID/DD field.**

**For more information or to submit your application, contact Jackie Livengood  
At 515-331-1200 by 3PM-Frida September 8, 2017**

Revised 7/9/04

**CREST SERVICES is a division of American Baptist Homes of the Midwest**