



CREST SERVICES

9/28/2017

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

High School Diploma or GED

18 or 21 years of age (or older), depending on transport requirement

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)

Willingness to complete Medication Manager Course - DMACC

AVAILABLE POSITION

Administrative Assistant (Front Desk)

Des Moines Office

The Des Moines office is taking applications for front desk

Administrative Assistant. Prefer 1 year of experience.

This position is a Monday thru Friday, 8:30AM-5PM.

**For job duty details or to apply, contact Amy Spangler
at 515-331-1200 EXT 229 by 3PM-Wednesday, October 11, 2017.**

Revised 7/9/04

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