



CREST SERVICES

3/6/2018

## **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-Tuesday, March 20, 2018.**

Revised 7/9/04

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