



Safety Officer

Location: Arlington Heights

Office: Revenue Services

Department: Safety

Job Description:

Under the direction of the Department Manager Safety, Training and Security or Designee performs duties related to the Third Party Certification program, performing all aspects of attaining a CDL.

Pre-trip, air brakes, skills and road test at Fox Valley centralized training. Responsible for Testing and certifying operators and maintenance employees.

May be required to do training synopsis on contract carriers and ride checks for bus operators to ensure compliance with Pace Standard Operating Procedures and Defensive Driving.

Assists in the design, preparation and implementation of new safety procedures, programs, requirements and manuals. Recommends and tests new safety material as needed. Other duties as assigned or directed.

Qualifications:

Qualified candidate must have an Associate's Degree in Public Administration, business or equivalent. Minimum of five (5) years experience in transportation or related experience, including a thorough knowledge of safety, training and operations inclusive of Standard Operating Procedures and Defensive bus driving. Must have possessed a Class "B" CDL with Passenger Endorsement and no air brake restriction for 1 year, have or be able to obtain, a valid Class "A" Commercial Driver's License and a third party certification through the Secretary of State. Must demonstrate: excellent written and verbal communication skills, the ability to present training material to personnel in both classroom and on the road, problem solving skills, public relations expertise, mathematical proficiency, quick, accurate decision making skills; supervision skills. Computer experience with the emphasis on Microsoft Windows applications. Must be able to work flexible hours and/or days. Must have no preventable accidents 24 month preceding bid application and up until time of job placement. Previous experience Supervisory, training/instructing bus operators and maintenance personnel and knowledge of service area preferred. Must have a good work history.

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

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Operations Administrator II

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description: Under the direction of the Sr. Project Manager, Chicago ADA Services this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

Qualifications: Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelor's Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

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Part-time Bus Operators

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers. Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

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Job Title: Office Administrator III - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ27-17-15-1433

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as working supervisor; directs the Records Office staff engaged in processing of clinical documents and the management of work systems in the department; reviews and projects unit workload; establishes work priorities; interprets policies and complex record procedures for use by other employees.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and three years of Office Assistant experience; or, three years of independent business experience; or, two years of secretarial/business college and one year of office experience; requires working knowledge of agency's program policies and operations; requires working knowledge of office procedures and programs; working knowledge of elementary mathematics and grammar; requires ability to type accurately at 30 wpm.

WORK HOURS & LOCATION / AGENCY CONTACT

WORK HOURS: 8:00 am - 4:00 pm Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago, P.O. Box 12247, Chicago, Illinois 60612

TEL.: 312-633-5219 x-4080 FAX: 312-633-5229

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Job Title: Office Associate - Opt 1
Agency: Financial & Professional Regulation
Closing Date/Time: Thu. 07/23/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: DFPR 10693

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex clerical work in the Chicago office requiring independent judgment, action and knowledge of the Department's programs and activities as the recipient of telephone and walk-in inquiries.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and 2 years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Department programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Administrative Services/Office Support Management/Receptionist/Chicago
100 W. Randolph St., Chicago (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 – General

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Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services
Closing Date/Time: Wed. 07/29/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1503003-038403

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Assistant Deputy General Counsel, performs technical secretarial and office support functions for professional staff in legal central office, utilizing independent knowledge of agency programs, policies and procedures; gathers and interprets data.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:

Work Location: DCFS Joliet Field Office, 1619 W. Jefferson, Joliet, Illinois 60435
Monday-Friday 830a-5p Supervisor: M. Mosley-Cantrell

CONTACT: Lorne Garrett / Office of Legal Services

2245 W. Ogden 3rd Floor, Chicago, Illinois 60612

PHONE: 312-633-3406

FAX: 312-633-3965

Email: Lorne.Garrett@Illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Public Service Administrator - Opt 2

Agency: Employment Security
Closing Date/Time: Fri. 07/24/15 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: BB-00
Bid ID#: RA 02062

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with major courses in Mathematics, Accounting or related skill; three years of progressively responsible administrative experience in a public or business organization with at least one year at the supervisory level. Requires thorough knowledge of the principles and practices of public and business administration, Revenue programs and services; working knowledge of the principles of governmental accounting, program budgeting, personnel, statistics and procurement. Requires ability to: supervise and train staff; communicate effectively in oral and written form; analyze administrative problems and adopt effective courses of action; develop, install and evaluate new and revised methods, policies and procedures and to use a PC with related software packages including word processing, spreadsheets, and e-mail.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office
Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:
IDES RECRUITMENT & SELECTION
33 S. State Street - 8th Floor
Chicago, IL 60603

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Fiscal Mgt/Acct-Insur---

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Job Title: Unemployment Insurance Special Agent

Agency: Employment Security

Closing Date/Time: Fri. 07/24/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11600

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits. Requires thorough knowledge of agency computerized systems, programs and practices as they relate to the payment of UI benefits. Requires the ability to communicate effectively both orally and in writing and to use a personal computer with related software programs such as word processing, spreadsheets, database management and email.

Work Hours & Location/Agency Contact:

WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:

IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor

Chicago, IL 60603

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Administrative Assistant III

Department: Finance

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1543

Position Highlights:

Work/Life: 8:00am – 4:30pm, no weekends or on call

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

Position Highlights: The Administrative Assistant III provides a full range of administrative support to the Associate Vice President of Corporate Finance/Controller relative to the operation of the Corporate Finance Department. Additionally, the Administrative Assistant III performs support and back-up administrative support for the CFO, Vice President of Finance, and Vice President of Treasury as needed. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma/GED required; Bachelor's degree preferred.

A minimum of five years of administrative experience in a healthcare setting.

Ability to coordinate and prioritize multiple tasks, projects, and schedules and work independently. Must be customer-focused with the ability to interact with others effectively and efficiently. Excellent written and verbal communication skills.

Strong Microsoft Office skills, including Word, PowerPoint, Excel, and Outlook.

Ability to work with minimal supervision.

The ideal candidate will have a flexible approach and respect confidentiality.

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Job Title: Anesthesia Technician I

Department: Anesthesia

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1517

Position Responsibilities

Must be knowledgeable of the JACHO and IDPH regulations as applicable to Anesthesia. Immediately responds to emergency requests from anesthesia staff for additional supplies/equipment. Must be knowledgeable of terminology of anesthesia supplies and procedures. Assists in the preparation of the anesthesia site for all cases/procedures requiring anesthesia. Responsible for cleanliness and disinfecting the equipment in the anesthesia administration sites including but not limited to the Pxyis, and C-cart and all reusable equipment. Be familiar with the Medical Centers Safety Policies & Procedures. Assists in the training/orientation of new hire employees Assists in recovery of equipment. Certified in the use of the EVOTEK.

Responsible for the cleanliness of all airway equipment (i.e. Glidescopes, fiberoptic intubating scopes, etc). Maintains Anesthesia sites with the same specificity as the operating room suites which including but not limited to: PICU, Endoscopy, MRI, Interventional Radiology, IVF, OB and adjacent labor delivery rooms.

Maintains inventory supplies in the prep recovery areas.

Checks all Anesthesia sites/inventory daily for outdated stock.

Stocks designated rooms and other supply sites.

Responsible for assembling central line/ A-line kits in accordance with the agreed protocol. Sets-up cardiac and neuro anesthesia sites.

Removes and replaces all used single patient care items immediately after each procedure/case. Assists in the turnover of cases

Monitors inventory supply/equipment levels throughout the day

Position Requirements: High School diploma or general education degree (GED).

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Job Title: Cashier - Part-time -Cafeteria

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-1495

Position Highlights:

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

This is a part-time position which is 40 hours every two weeks; benefit-eligible.

Position Qualifications Include:

High School diploma is required
Ability to read, write, speak English

Bilingual preferred
Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving
Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,
Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

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Job Title: Dental Assistant (Part-time)

Department: MSP Craniofacial Center

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Plastic and Reconstructive Surgery

Job Number: 2015-1585

Position Summary:

This position requires effective verbal, written, and telephone communication skills and have the ability to perform dedicated customer service. This candidate must have the willingness to learn and cross-train in a variety of key areas of the Clinic in order to assist and help back-up other positions in times of emergency, illness, absence, etc. including MSP billing, collections, reception, assisting in the orthodontic area. Must be able to work independently and in a well-integrated team showing strong initiative identifying and following through with tasks that need to be accomplished. Excellent interpersonal skills, professional demeanor, friendly, strong team skills, work ethics, and organizational skills are essential.

Position Qualifications Include:

High School diploma required.

1-3 years of billing and office experience required, preferably in health care.

Medical billing and insurance knowledge preferred.

Additional dental/ orthodontic training helpful but not required (will train).

Strong computer skills required with an emphasis on billing/ accounting.

Other office equipment i.e. copy machine, fax machine, etc

Excellent communications skills, detail-oriented, persistent, independent, resourceful and friendly.

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Job Title: Food Service Asst. 1-Cafe - Part-time

Department: Dietary Cafeteria
Shift: 4th (Rotating)
Full/Part: Type 2 (40-64 Hrs/PP)
Job Number: 2015-1493

Job Description:

Food Service Assistant 1
Part-time position that is 40 hours every two weeks, benefit-eligible.

Position Highlights:

Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area. Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards

Position Qualifications Include:

H. S. Diploma or GED required. Foodservice experience preferred
Must be able to communicate verbally and in writing in English and demonstrate reading ability. Note: On the Job Training Competency will be evaluated
Able to perform as an active team player, Good interpersonal skills, outgoing personality. Able to demonstrate basic math skills
Must be able to lift 30 - 50 pounds and push or pull a cart. Work demands 100% walking and/or standing. Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.
Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).
Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.
Must be able to tolerate working close to hot equipment.

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Job Title: Patient Access Coordinator

Department: Admitting Department

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Registration

Job Number: 2015-1360

Job Description: Are you interested in joining a leading healthcare organization? Do you have exemplary customer service skills and experience in a medical environment interacting with patients? We are seeking a Patient Access Coordinator to join our Pre-registration Call Center team!

Hours: 10:30am-7pm Mon-Fri with rotating weekends

Position Highlights: Collect and confirm patient demographics and financial information. Obtain, verify and enter into EPIC insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

High school graduate or equivalent.

Knowledge of medical terminology preferred.

Previous call center experience preferred.

Bi-lingual Spanish speaking preferred.

Keyboard experience with the typing skill of 25 WPM required.

Previous experience in a hospital or medical environment interacting with patients preferred. Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to walk or stand an extended period of time, i.e. length of shift

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Job Title: Patient Access Coordinator (Full time 11:30a-8:00p)

Department: Labor & Delivery

Shift: 2nd

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Registration

Job Number: 2015-1557

Job Description: Do you have exemplary customer service skills and experience in a medical environment interacting with patients?

We are seeking a Patient Access Coordinator to join our Patient Access team!

*** This is a second shift position, 11:30 a.m. – 8:00 p.m. ***

Position Qualifications Include:

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team.

Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

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Job Title: Patient Access Coordinator (Part-time 9am-2pm Mon-Fri)

Department: Admitting Department

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Registration

Job Number: 2015-1456

Job Description:

Are you interested in joining a leading healthcare organization? Do you have exemplary customer service skills and experience in a medical environment interacting with patients? We are seeking a Patient Access Coordinator to join our Pre-registration Call Center team! Hours: Part-time 9:00am-2pm Mon-Fri

Position Highlights: Collect and confirm patient demographics and financial information. Obtain, verify and enter into EPIC insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

High school graduate or equivalent. Knowledge of medical terminology preferred. Previous call center experience preferred. Bi-lingual Spanish speaking preferred. Keyboard experience with the typing skill of 25 WPM required. Previous experience in a hospital or medical environment interacting with patients preferred. Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills. Ability to walk or stand an extended period of time, i.e. length of shift

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Teaching Assistant- Community, Systems, and Mental Health Nursing

Department: Community/Mental Health

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2015-1460

General Summary: The Teaching Assistant is primarily responsible for assisting undergraduate and graduate nursing students in the mastery of assessment, interventional, and psychomotor skills. In addition, the Teaching Assistant may be involved in the planning and implementation of remedial programs related to clinical and/or didactic material. The Teaching Assistant also works with students at all levels of the curriculum in utilizing the computer resources, both hardware and software, available in the laboratory. As needed by the College of Nursing, the Teaching Assistant may be assigned to assist faculty with specific courses in an administrative, instructional, or tutorial role. The Teaching Assistant reports to the Chair, Department of Community, Systems, and Mental Health Nursing.

Principal Responsibilities: Assist in the planning, implementation and evaluation of learning activities related to the mastery of assessment, interventional and/or psychomotor skills. Develop posters and bulletins boards as needed. Assist students with computer resources, including selected software. Assist students with the integration of didactic and clinical concepts under the direction of College of Nursing faculty members. Assist with the maintenance, ordering and stocking of equipment and supplies. Assist with the maintenance and cataloging of all equipment and computer programs. Recommend purchase of new equipment and supplies. Assist in planning the utilization of laboratory space. Assist with the annual review of all equipment and supply holdings periodically for replacement, update, etc. Assist with the orientation of new personnel as appropriate. Complete other assignments as designated by the Coordinator of the Nursing Practice Lab or their designee.

Qualifications: Bachelors required. Master's degree or enrollment in Master's or Doctoral program in nursing preferred. Previous experience with graduate statistics course and previous research experience desirable.

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Package Handler Part Time

Addison, IL

Job ID: ILADD1

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn and Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school.

You will be eligible for the Earn and Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/illinois/manual-labor-and-warehouse/jobid5577616-package-handler-part-time-jobs>

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Automotive Mechanic

Addison, IL
Job ID: ILADD8

UPS is hiring individuals to work as Full-Time Automotive Mechanics. Fleet and diesel engine experience is highly desirable. Strong troubleshooting skills and transmission and clutch experience is also required for this position. UPS Automotive Mechanics must be at least 21 years old, proficient operating standard transmission vehicles, meet the DOT driving requirements and have a complete set of hand tools. The work for this position is typically performed during nights and weekends. An attractive pay and benefits package is offered. Uniforms are provided.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <http://jobs-ups.com/illinois/automotive-mechanic/jobid5577618-automotive-mechanic-jobs>

Part time Dockworker

Palatine, IL
Job ID: ILPLA36

UPS Freight is hiring individuals to work as Part-Time Dockworkers, a physical position that involves moving freight into and out of trailers in a timely manner, by handling the freight manually, or using a forklift or hand truck. Forklift experience is not required but preferred.

Candidates must be at least 18 years of age, and must be able to read, write and speak the English language; must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers; must receive satisfactory results from a background check, conducted in accordance with applicable laws; and must pass a drug screening.

Dockworkers must be able to work variable shifts that may consist of days, nights, and or weekends, and overtime hours as required by the Company.

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