



Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2239

Closing Date: 08/17/2015

Custodial/Attendant (H)

Date Posted: 8/3/2015

Location: Anderson Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 25 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

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Financial Analyst (Capital Assets) Job ID: 2238

Closing Date: 08/17/2015

Finance

Date Posted: 8/3/2015

Location: Comptrollers Office

Region: Administration

CHARACTERISTICS OF THE CLASS:

Under general supervision, responsible for grant monitoring, ensuring compliance with grant requirements and reporting on a timely basis and producing accurate capital expenditure reports. Performs related duties as required.

EXAMPLES OF DUTIES:

Responsible for grant reporting by creating spreadsheets to create monthly financial statements. Reviews the general ledger for grants by ensuring that all accounts and funds are created in the Oracle system and all journal entries are updated monthly. Generates sequence files by compiling financial data and reconciling against the budget to provide department heads with their financial statements. Processes budget adjustments by transferring funds between accounts to allow departments to reallocate funds to fulfill their program obligations. Prepares month end schedules for all grants. Reconciles grant expenditures and reporting on a monthly basis. Responsible for the monthly analysis of capital expenditures and reimbursement recommendations. This will include downloading information from Oracle into Excel, analysis of the data and the production of a report which includes recommendations. Responsible for the monthly analysis and reconciliation of expenditure reporting.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's degree in Accounting or Finance or related field plus one to three years of financial or accounting experience or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of accounting and financial principles. Knowledge of accounting and reconciliation functions. Knowledge of computerized financial system applications. Analytical and data base preparation skills. Ability to work effectively under tight time lines. Knowledge of Excel, Microsoft Access and related applications.

2015 Salary \$46,785.00/year

Career Service: Exempt EEO: Paraprofessional

FLSA: Exempt

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Park Supervisor of Recreation Job ID: 2233

Closing Date: 8/11/15

Recreation/Park Supervisor of Recreation

Date Posted: 7/28/2015

Location: Pasteur Park

Region: South

CHARACTERISTICS OF THE CLASS:

Under direction, plans, coordinates and supervises a recreation and leisure program at a Chicago Park District park facility. Serves as an administrative supervisor for instructional and maintenance staff. Performs other related duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Bachelor's degree in Physical Education, Recreation, Leisure Studies, Park Management or related field plus 3 years of recreation supervisory experience required. Bachelor's degree plus one year of experience as a CPD Playground Supervisor also qualifies for this position. Requirement may be temporarily waived for applicants who have total of 8 years or more experience as Instructor/Playground Supervisor, providing (1) and least 2 of these years have been as Playground Supervisor and (2) they agree to complete the required Bachelor's degree within 2 years of their appointment as Park Supervisor.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreational theories and principles. Effective oral and written communication skills. Recreation and leisure programming skills. Organizational skills. Ability to effectively supervise the work of others.

SALARY: \$62,143.18 per year

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Recreation Leader (H) YEAR ROUND Job ID: 2240

Closing Date: 08/17/2015

Recreation/Recreation Leader

Date Posted: 8/3/2015

Location: Kennicott Park

Region: Central

(YEAR ROUND POSITION) up to 25 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

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Recreation Leader (H) YEAR ROUND Job ID: 2242

Closing Date: 08/17/2015

Recreation/Recreation Leader

Date Posted: 8/3/2015

Location: Garfield Park

Region: Central

YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

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Recreation Leader (H) YEAR ROUND Job ID: 2243

Closing Date: 08/17/2015

Recreation/Recreation Leader

Date Posted: 8/3/2015

Location: Lafollette Park

Region: Central

(YEAR ROUND POSITION) up to 16 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

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Program & Event Facilitator (M) - Special Recreation Job ID: 2237

Closing Date: 08/15/2015

Special Recreation

Date Posted: 7/31/2015

Location: SPECIAL RECREATION - SPECIAL RECREATION

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

Level: 3504

CHARACTERISTICS OF THE CLASS:

Coordinate and facilitate the development, implementation and evaluation of programs and special projects. Performs related duties as required.

Coordinates special programs and projects. Contacts staff with detailed information about events. Schedules meetings for staff and outside resource personnel. Prepares financial paperwork and manages the office supplies and equipment for programs and projects. Assists in program development. Assists with curriculum development. Plans meetings and works on budgets. Assists with material preparation for programs and events. Develops methods of program and project evaluation. Works as on-site staff during special events and assists in the planning and facilitation. Works with regions and park staff on project development, staffing and events.

Training and Experience: Bachelor's Degree in environmental education, recreation/leisure studies, natural resources, biological sciences or a related field supplemented by one to three (1 – 3) years of related experience.

Knowledge, Skills and Abilities: Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices

Salary Range: \$52,600.00

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Re-Post: Special Recreation Instructor (Hourly/Part-Time Year Around Position) - MANN 13000 S. Carondelet, Chicago IL 60633 Job ID: 2235

Closing Date: 08/14/2015

Special Recreation/Special Recreation Instructor (H)

Date Posted: 7/30/2015

Location: *SPECIAL RECREATION*

Region: Districtwide

Level: 3335

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, instructs and conducts recreation and leisure activities designed to meet the needs of people with disabilities and other special populations in Chicago. Conducts classes, coaches teams, controls therapeutic recreation equipment, and recruits and trains volunteers. Serves as liaison with local advisory councils and local park staff. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least 20 credit hours in an accredited college or university in Therapeutic Recreation, Physical Education, Recreation or a closely related field, plus one year experience in Therapeutic Recreation, or an equivalent combination of education and experience is required. An Associate of Arts degree in one of these fields is recommended. A Bachelor of Arts degree is preferred. Certification Requirement: Valid CPR certification from the American Red Cross or other nationally recognized organization. Certification Recommended: Therapeutic Recreation Assistant or Specialist (National Council for Therapeutic Certification), Adapted Aquatics Instructor, Water Safety Instructor, Special Olympics Sport Coach (various).

Knowledge, Skills and Abilities:

Knowledge of therapeutic recreation theories and principles. Familiarity with commonly accepted methods and techniques for teaching children and adults with developmental physical or sensory disabilities. Effective oral and written communication skills. Skill in teaching a full range of therapeutic recreation sports and cultural and social activities. Ability to observe and evaluate individual participant progress.

Union: SEIU –Local 73 Career Service EEO: Para-professional FLSA: Non-Exempt
SALARY: 16.81 PER HOUR

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Re-Post: Special Recreation Instructor (Hourly/Part-Time Year Around Position) Loyola 1230 W. Greenleaf Ave., Chicago IL, 60626 Job ID: 2236

Closing Date: 08/14/2015

Special Recreation/Special Recreation Instructor (H)

Date Posted: 7/30/2015

Location: SPECIAL RECREATION

Region: Districtwide

Level: 3335

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, instructs and conducts recreation and leisure activities designed to meet the needs of people with disabilities and other special populations in Chicago. Conducts classes, coaches teams, controls therapeutic recreation equipment, and recruits and trains volunteers. Serves as liaison with local advisory councils and local park staff. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least 20 credit hours in an accredited college or university in Therapeutic Recreation, Physical Education, Recreation or a closely related field, plus one year experience in Therapeutic Recreation, or an equivalent combination of education and experience is required. An Associate of Arts degree in one of these fields is recommended. A Bachelor of Arts degree is preferred. Certification Requirement: Valid CPR certification from the American Red Cross or other nationally recognized organization. Certification Recommended: Therapeutic Recreation Assistant or Specialist (National Council for Therapeutic Certification), Adapted Aquatics Instructor, Water Safety Instructor, Special Olympics Sport Coach (various).

Knowledge, Skills and Abilities:

Knowledge of therapeutic recreation theories and principles. Familiarity with commonly accepted methods and techniques for teaching children and adults with developmental physical or sensory disabilities. Effective oral and written communication skills. Skill in teaching a full range of therapeutic recreation sports and cultural and social activities. Ability to observe and evaluate individual participant progress.

Union: SEIU –Local 73 Career Service EEO: Para-professional FLSA: Non-Exempt
SALARY: 17.45 PER HOUR

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Composition Roofer (M) Job ID: 2232

Closing Date: 08/11/2015

Trades/Composition Roofer

Date Posted: 7/28/2015

Location: *SPECIALTY TRADES - SPECIALTY TRADES*

CHARACTERISTICS OF THE CLASS: Under supervision, performs skilled journey level work in the installation, repair and maintenance of roofs on Chicago Park District facilities. Performs related duties as required.

EXAMPLES OF DUTIES: Reviews work orders to assess repair or installation of the work required. Examines the existing condition of the roof to determine the proper repair and roofing methods to use. Removes and tears down damaged roofing materials. Measures area to be repaired and estimates quantity of roofing and installation materials needed to complete jobs. Lays, cuts and nails roofing materials such as shingles, insulation and roofing felt to cover roofs. Applies materials such as hot asphalt, hot coal tar pitch and other compounds to build layers over roof, seal seams and ensure the surface is water tight. Cements or nails strips of metal or shingle over joints and cuts felt and shingles to fit intersecting roofs and to fit around pipes and chimneys. Transports, loads and unloads supplies. Cleans equipment and work site after repairs. Prepares work activity reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Successful completion of an approved roofing apprenticeship training program and journeyman status.

License Requirement: Current State of Illinois Driver's License

Knowledge, Skills and Abilities: Good knowledge of the principles, work methods and techniques of the roofing trade. Good knowledge of safety practices and procedures. Good knowledge of the various types of roofing materials and applications. Ability to read work orders and estimate material needs. Ability to use equipment such as cutting tools, saw, hot tar buckets, propane torches and safety equipment. Ability to lift and carry tools and equipment weighing from 30 to 75 pounds. Skill in the installation, repair and maintenance of roofs. Skill in the use of tools and equipment of the roofing trade. Basic math skills. Basic oral and written communication skills.

Union: Local 11 Career Service EEO: Skilled Craft Wkr FLSA: Non-Exempt
Salary: \$85,280 per year

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Job Title Bus Mechanic / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

Position Summary

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent.

Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements. Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title Certification Specialist / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Diversity

SALARY TARGET IS \$55,000-\$60,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under general supervision, performs activities related to Disadvantaged Business Enterprise (DBE) certification functions in accordance with applicable federal and state laws and assists in coordinating opportunities to promote business development programs.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in Business, Public Administration, or related field, or a combination of education and experience related to the position. Must possess a valid driver's license.

PHYSICAL REQUIREMENTS: Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer keyboards. Requires navigating through construction sites to perform site visits.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of applicable laws and regulations. Working knowledge in accounting, finance, tax, credit analysis, procurement, contracts, or construction practices and principles is preferred. General knowledge of the methods and techniques of operations analysis. General knowledge of the needs and concerns of participants in the DBE program. Strong oral and written communications skills and organizational skills. Strong interpersonal skills in dealing with external groups and/or organizations. Good customer service skills. Ability to review and analyze financial information, scope of work documents, and other contract documents preferred. Ability to develop and coordinate informational meetings on DBE programs. Ability to plan and participate in outreach activities. Ability to work independently. Ability to work with sensitive information while maintaining strict confidentiality. Ability to work collaboratively with other operational departments i.e., Law and Purchasing Departments.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Executive Assistant II - Administration / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Chief Administrative Officer

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in Communications, Business Administration, or a related field, plus five (5) years of administrative and office experience, or an equivalent combination of education and experience related to the position. Professional certification or paralegal certification preferred.

PHYSICAL REQUIREMENTS: Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of administration and secretarial practices. Detailed knowledge of principles in business letter writing and report and presentation preparation. Detailed knowledge of filing and record keeping principles and procedures. Advanced computer and Microsoft Office skills to produce correspondence, reports and spreadsheets. Strong verbal and written communication skills. Strong organization skills with attention to detail. Strong analytical abilities and problem solving skills. Strong writing and communication skills with the capability of effectively communicating with a variety of audiences. Ability to maintaining a high level of confidentiality. Ability to prioritize. Ability to foster teamwork and experience with and interest in working in a team environment. Ability to manage multiple projects and to balance competing priorities and deadlines. Ability to meet deadlines with timeliness and accuracy. Ability to prioritize various projects with competing deadlines. Ability to perform highly complex administrative and secretarial support services. Ability to interpret and apply departmental policies and procedures. Ability to plan, organize, and schedule office priorities. Ability to maintain confidential files, records, and reports.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Bus Operator / CTA

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age.

Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES.

Must possess a High School diploma or GED equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

Possess customer service experience or skills to provide outstanding customer service to passengers. Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles. Must possess a comprehensive knowledge of pertinent state and municipal traffic laws. Must possess the skills necessary to accurately read and interpret bus schedules. Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators. Required to possess a knowledge of arithmetic. Required to speak in a clear and accurate manner. Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

This is a bargained for position and is not subject to CTA's residency ordinance.

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CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Registry/PRN/Flex
Shift Day/PM rotation
Hours Shift Varies
Location Joliet, IL
Req Number 135762

Job Details

CAFETERIA WORKER

REGISTRY/PRN/FLEX/CWYN (ROTATING SHIFTS)

FOOD & NUTRITION SERVICES

PRESENCE SAINT JOSEPH MEDICAL CENTER

Calculate purchases and accept various forms of payment.

Clean dining area. Ring up cafeteria purchases and accept payments.

Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation.

Verify cafeteria deposits after closing register.

Education and/or Experience

High school diploma or GED preferred

3-6 months previous experience required

EOE of Minorities/Females/Vets/Disability

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CLINICAL AIDE

Facility Presence Saint Joseph Hospital - Chicago

Department TRANSPORTATION

Schedule Full-time

Shift 8 hour shifts

Hours 12:00pm-8:30pm

Location Chicago, IL

Req Number 140530

Job Details

Provides transportation services of patients and ancillary equipment to and from the Cardiology department.

- Preferably 1 year of experience in Clinical Aide.
- High school diploma is preferred.
- CPR

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033105>

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

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CLINICAL AIDE

Facility Presence Resurrection Medical Center

Department RADIOLOGY TRANSPORTATION

Schedule Registry/PRN/Flex

Shift Rotation

Hours 11:00am - 3:00pm

Location Chicago, IL

Req Number 139681

Status: Registry, not benefits eligible

Shift: As Needed

Weekends: Rotating (as needed)

Dept Hours: 11:00am - 3:00pm

On Call: No

Location: Presence Resurrection Medical Center
7435 West Talcott Avenue
Chicago, IL 60631

Summary:

Provides safe and efficient transportation of hospital patients and materials throughout the hospitals.

This summary represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- High School Diploma or equivalent
- No experience required
- Basic computer skills preferred.

EOE of Minorities/Females/Vets/Disability

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CERTIFIED CODER

Facility Presence Mercy Medical Center
Department PMMC HIM CODING
Schedule Registry/PRN/Flex
Shift Rotation
Hours 7:00-3:30
Location Aurora, IL
Req Number 137784

Job Details

Position is responsible to accurately code and abstract inpatient, outpatient, and emergency services following federally mandated requirements, corporate requirements, and hospital policy. Additionally, position is responsible to accurately capture data that is needed for studies or audit.

QUALIFICATIONS

Education and/or Experience

Level of knowledge equivalent to that ordinarily acquired through a two year Accredited Associate Program (HIT) and or four year Accredited Baccalaureate (HIA) program through the American Health Information Management Association (AHIMA). 3-5 years previous coding experience preferred. RHIT, RHIA or CCS required.

Skilled in coding methodologies, specifically ICD-9-CM, CPT-4, DRG, APC. Skilled in medical terminology and thoroughly understanding disease processes. Have working knowledge and experience with federal coding standards. Skilled in reviewing patient's medical records and identifying pertinent data required for coding and abstracting in an acute hospital setting. Ability to meet deadlines and maintain department standards. Good organizational capabilities.

Computer Skills

Experience and skills in using software applications for coding and abstracting. Use of Meditech system and/or 3M encoder.

Certificates, Licenses, Registrations

Credentialed as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA) required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=1003191>

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ECHO TECH

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH EKG
Schedule Part-time (benefits eligible)
Shift Day shift
Hours Day Shift
Location Elgin, IL
Req Number 137720

Job Details: Performs echocardiograms in accordance with established practices and procedures. Provides preliminary diagnostic evaluation and notifies cardiologists of results of examinations. Consults with cardiologist to establish requirements for non-standard examining. Provide assistance to other departmental operations as needed. Knowledge and skill equivalent to that normally acquired through completion of high school; and one year of advanced training in the performance of various non-invasive cardiovascular tests. 2-3 years of advanced testing experience is preferred to learn proper set up and operation of equipment. Certification as a Registered Cardiovascular Tech (RCVT) or Registered Diagnostic Cardiac Sonographer (RDCS) from an approved college of Cardiac Ultrasound is preferred. CPR Certification and Stress Echo, Pediatric Echo preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031156>

GI TECHNICIAN

Facility Presence Saints Mary and Elizabeth Medical Center
Department GASTROENTEROLOGY
Schedule Full-time
Shift Day shift ; Hours staggered start times AM- 8- 9 -10-11or 12
Location Chicago, IL
Req Number 140895

Job Details Essential Functions: After sufficient orientation and training, able to assist the physician while performing Endoscopic Procedures and provides appropriate care pre and post procedure under the direct supervision of an R.N. Will be responsible for endoscope processing. Requirements: Candidates must have a high school diploma or equivalent and Licensure or certification, etc: CNA, Surgical Technician, 2 years Allied Health Program such as LPN, Medical Assistant or 2 or more years in a Surgical Department. Candidates should have two to three years of work experience in hospital setting. Bilingual English/Spanish or English/Polish preferred. Ability to communicate and be a team player. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033794>

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MRI TECH

Facility Presence St. Mary's Hospital
Department PSMH MRI UNIT
Schedule Registry/PRN/Flex
Shift Day/PM rotation
Hours Vary (as needed)
Location Kankakee, IL
Req Number 137920

Job Details

To provide health care services applying magnetic resonance imaging techniques to demonstrate anatomy for interpretation and/or intervention as prescribed by physicians. Provides appropriate patient care and recognizes patient conditions essential for successful completion of the procedure.

Perform diagnostic and interventional Magnetic Resonance Imaging procedures. Position patients and equipment to best demonstrate anatomic area of interest, respecting patient ability and comfort.

Utilizes appropriate immobilization devices as required for performing quality imaging. Determines and selects appropriate exam factors for each MRI exam. Follow principles of magnetic safety to patient, staff, and others.

Evaluates MRI images for technical quality, assuring proper identification is recorded on each.

Education and/or Experience

> 1 year experience as a staff radiographer, with 6 months current MRI experience

Computer Skills

> Meditech experience preferred

Certificates, Licenses, Registrations

- > Current AART Certification in MRI
- > Current Radiologic Technology Licensure
- > CPR

EOE of Minorities/Females/Vets/Disability

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