



Dir of Performance Management Job ID: 1297

Date Posted: 1/27/2014 Closing Date: 02/10/2014

Professional/Dir of Performance Management

Central Administration - CHIEF ADMINISTRATIVE OFFICE Level: 1553

ESSENTIAL JOB FUNCTIONS: Uses performance improvement methodologies to achieve key strategic goals in system-wide efforts to improve Park District operations. Works with the Office of Budget and Management on making causal links between budget requests and performance. Responsible for KPI section of annual budget summary. Effectively communicates with departments, as appropriate, in both written and verbal formats, performance results, expectations, guidance, risks, action plans, goals, progress, and other key items to constituency and oversight groups. Responsible for process and technology tracking improvements in both individual and cross-functional team settings in order to enhance productivity and quality. Responsible for performance review sessions with all Park District departments. Establishes programs, metrics, standards and dashboards to collect, organize, monitor, and evaluate operational, service, and financial performance data. Conducts data analysis to determine current performance, forecasts and future performance trends in order to recommend improvements and/or corrective actions. Accountable for training and mentoring of staff on Performance Improvement methodologies. Identifies resources required to successfully execute projects.

Training and Experience: Bachelor's degree in Business Administration, Public Administration, Finance, Accounting or a related field, supplemented by five years' experience implementing and executing performance management programs and initiatives within an entity, two years of which should be in a supervisory capacity; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities: Demonstrated effectiveness driving improvement is required. Ability to work with executive and professional staff. Ability to lead and motivate diverse groups to achieve outcomes. Excellent writing and communication skills. Skill in the implementation of performance related software. Strong analytical and problem solving skills. Skill in change leadership, conflict resolution, group interaction and dynamics, collaboration and facilitation of large scale organizational transformation. Thorough knowledge of complex project management processes, tools, techniques and methodologies to lead large scale efforts. High level understanding of all Microsoft Office products including Sharepoint. Ability to work independently with minimal supervision.

Senior Executive Service | EEO: Officials & Administrators | FLSA: Exempt | March 2013
\$74,657 - \$107,319

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Activities Instructor (Windy City Hoops) Job ID: 1184

Closing Date: 04/01/2014

Recreation/Activities Instructor (H)

Date Posted: 10/17/2013

Location: DISTRICTWIDE

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills. Candidates in this position will be expected to work evenings (5-10pm) on Thursdays, Fridays and Saturdays for up to one year.

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Provides instruction and supervision for Chicago Park District patrons involved in a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced competitive strategies of specialty area. Provides information on the rules and regulations governing competition in specialty area. Performs general administrative duties such as assisting in course registration, collecting fees, answering routine inquiries in person or by phone and routine record keeping. Conducts and attends workshops and in-service training seminars. May work with a special population, including but not limited to senior citizens and populations with physical, sensory and other disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

Expected Salary: \$16.18 per hour

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Activities Instructor -Dance & Fitness (Part Time) Job ID: 1306

Closing Date: 2/11/14

Recreation/Activities Instructor (H)

Date Posted: 1/28/2014

Location: SOUTH REGION - WASHINGTON PARK

THIS POSITION IS BUDGETED UP TO 30 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Provides instruction and supervision for Chicago Park District patrons involved in a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced competitive strategies of specialty area. Provides information on the rules and regulations governing competition in specialty area.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

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

SALARY: \$16.81 per hour

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Activities Instructor III Soccer (SEASONAL SPRING) Job ID: 1273

Closing Date: 02/16/2014

Recreation/Activities Instructor III

Date Posted: 1/23/2014

Location: COMMUNITY RECREATION

PROGRAM: Activity Instructor III- (Seasonal) Neighborhood Soccer League

Program runs from March 24 to June 14, 2014

PROGRAM DESCRIPTION: Engages Chicago's youth in fun, spirited activities that develop important life skills and a healthy approach to living. Plans and Implements a set curriculum for instruction of sports. Demonstrate a knowledge of sports. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of equipment and supplies. Under general supervision, plans, promotes, organizes, conducts and provides instruction to a specialized athletic, recreation or leisure activity including but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of specialized equipment and supplies. Determines tournament eligibility requirements. Establishes schedules for tournaments, leagues and competitions. Enforces and promotes safety guidelines for specialized activities. Adapts programs to reflect differing levels of participant's skill development.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Associate of Arts degree in recreation, leisure studies, physical education or related field, supplemented by three years of instructional, practical or sanctioned competitive experience in a specialty area.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles. Technical knowledge and skill in an area of specialization. Skill in teaching the full range of skills and techniques in an area of specialization. Effective oral and written communication skills. Ability to evaluate skill levels in the specialty area.

Career Service

EEO: Para Professional

EEO: Non-Exempt

SALARY: \$21.50 per hour

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Coach (Sailing) (Seasonal) Job ID: 1310

Closing Date: 02/12/2014

Recreation/Coach (Sailing) (S)

Date Posted: 1/28/2014

Location: COMMUNITY RECREATION - AQUATICS

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

Level: 3509

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Enrollment in a college or university; two to four years competitive high school or college sailboat racing experience supplemented by competitive coaching and management experience. In addition, one year of experience working with individuals with disabilities; or an equivalent combination of training and experience. Certification Recommended: Therapeutic Recreation Assistant or Specialist (National Council for Therapeutic Certification), Adapted Aquatics Instructor, Water Safety Instructor, Special Olympics Sport Coach (various).

Certification Requirements: Valid CPR certification from the American Red Cross or other nationally recognized organization.

Applicants must have the following certifications at the time of hire:

US SAILING Level 2 Coach Certification w/ racing track completed

Additional Certifications desired

US SAILING Basic Keelboat Certification

US SAILING Level 1 Instructor Trainer Certification

USGA Captain's License with Sailing Endorsement

Knowledge, Skills and Abilities:

Excellent knowledge of sailing techniques, rigging, tuning, physics of sailing and navigational rules. Excellent knowledge of games, activities and drills used on the water to facilitate learning of sport specific skills. Effective oral communications skills. Ability to enforce safety rules. Ability to lead and coach on the water activities. Ability to exercise good and safe judgment. Ability to work with individual adults or groups of individuals, children or groups of children and those with physical disabilities.

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

Applicants have the option of applying for sailing class through the following link.

Register for all courses at: http://training.ussailing.org/Course_Calendars.htm

SALARY: \$17.20 per hour

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Playground Supervisor BID Job ID: 1303

Closing Date: 02/03/2014

Recreation/Playground Supervisor

Date Posted: 1/27/2014

Location: CENTRAL REGION - KELLY PARK

CHARACTERISTICS OF THE CLASS: Under direction, plans, coordinates and supervises a recreation and leisure program at a Park District playground or park facility. Serves as an administrative supervisor for instructional and maintenance staff. Performs related duties as required. This supervisory position is appropriate for assignment to smaller facilities teaching, coaching and leading recreation, cultural and leisure activities. Indoor programming may be limited due to the size and type of facility assignment. Supervises staff responsible for cleaning and maintenance at assigned playground or park facility. Playground Supervisor is accountable for maintenance as well as general safety at playground or park locations. Initiates work order requests and emergency repairs as necessary. Maintains inventory of equipment and supplies. Maintains a variety of records covering course registration, fees collected on bank accounts, timekeeping/payroll, accidents and other routine reports. Schedules, organizes and oversees activities at various athletic meets, leagues and tournaments. Schedules and coordinates use of facility by community groups. Ensures that fields and other facilities are properly maintained. Works with community and advisory groups to determine recreation and leisure needs, interests and areas for improvement. Publicizes playground or park programs and events through a variety of sources. Recruits, screens and trains volunteers to assist in playground or park programs. Develops and enforces rules and regulations for safety of staff and patrons at playground or park facility.

DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: Bachelor's Degree in Business, Property Management, Public Administration, recreation and Leisure or comparable major is required. There is a temporary waiver for the requirement of a Bachelor's Degree for this position for a period of six (6) years for applicants that have been employed by the Park District as an instructor for at least six (6) years.

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 work of others.

Salary: \$53,510.52 per year

Apply online at

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Recreation Leader (Year Round- Part Time) Job ID: 1305

Closing Date: 2/11/14

Recreation/Recreation Leader

Date Posted: 1/28/2014

Location: SOUTH REGION - WEST LAWN PARK

THIS POSITION IS BUDGETED UP TO 28 HOURS A 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: \$12.17 per hour

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Special Recreation Leader (H) - Bessemer Park Job ID: 1294

Closing Date: 02/05/2014

Special Recreation/Special Recreation Leader

Date Posted: 1/21/2014

Location: SPECIAL RECREATION

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

SALARY: \$ 12.17 PER HOUR

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FOOD SERVICE WORKER

Facility Presence Resurrection Medical Center
Department FOOD SERVICES
Schedule Casual/ Part-time (no benefits)
Shift 4 hour shift
Hours 4-8 pm
Location Chicago, IL
Req Number 124914

Job Details

*Food Service Worker
Part-time
4pm to 8 pm
16 hours per week*

The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom."

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=374058>

FOOD SERVICE WORKER

Facility Presence Saints Mary and Elizabeth Medical Center
Department FOOD SERVICES
Schedule Full-time
Shift Day/PM rotation
Hours 6:00am-2:30pm;12:00pm -8:30pm
Location Chicago, IL
Req Number 125389

Job Details

The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=603232>

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MEDICAL ASSISTANT

Facility Resurrection Ambulatory Care Services
Department RACS RETAIL CENTERS
Schedule Full-time
Shift Rotation
Hours Varies
Location Chicago, IL
Req Number 124013

Job Details

Express Care Clinic located on Ashland in Chicago
Obtains medical history and vital signs and accurately and legibly documents in the medical record. Performs a variety of procedures including venipuncture, EKG, lab tests and injections. Assists physician with physical exams, medical procedures and treatments. Maintains all required lab and medication logs. Maintains cleanliness and general appearance of exam rooms. Performs telephone and patient triage. Assists with administrative duties as necessary. Excellent verbal and written communication skills. Working knowledge of EPIC EMR system a plus. Previous medical office experience required. Bilingual in English/Spanish required. Medical Assistant Certification Required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=134175>

REG/ENV SERV WORKER

Facility Presence Resurrection Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Registry/PRN/Flex
Shift Day/PM rotation
Hours 7:00am - 3:30am Mon-Fri and rotate weekends
Location Chicago, IL
Req Number 125611

Job Details

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout acute care facility. Minimum requirements: up to six months experience preferred. Housekeeping experience is required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=331767>

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Hoisting Engineer (Seasonal) Job ID: 1302

Closing Date: 02/09/2014

Trades/Hoisting Engineer (H)

Date Posted: 1/27/2014

Location: SPECIALTY TRADES

CHARACTERISTICS OF THE CLASS:

Under supervision, operates a variety of heavy equipment such as back-hoes, sweepers, dobers, paving mixers, roller machines, fork lift trucks or ditch diggers with proper attachments, or other heavy machines used in excavation, building, rough grading and paving work. Is responsible for performing routine preventive maintenance of equipment. Performs related duties as required.

EXAMPLES OF DUTIES:

Operates heavy equipment such as back-hoes, sweepers, dobers, paving mixers, roller machines, ditch diggers with attachments for digging trenches, back filling, loading and lifting. Performs examinations of heavy machinery to ensure the proper level of gas, water and oil for operation. Lubricates equipment as necessary. Changes oil on equipment and performs routine repairs on heavy equipment. Ensures that machinery and equipment is kept in a clean and proper condition. Maintains and submits reports of work performed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Completion of an approved hoisting engineer apprentice training program with journeyman status. Possession of a CDL, Class B drivers license issued by the State of Illinois.

Knowledge, Skills and Abilities:

General knowledge of the methods of road construction, maintenance and repair. Basic knowledge of the mechanical performance of heavy equipment. Skill in the use of a variety of heavy equipment. Skill in locating and identifying minor defects and malfunctions in heavy equipment. Ability to use simple hand tools such as shovels, brooms, screwdrivers, wrenches, hammers, grease guns. Ability to prepare written reports.

Salary: \$43.30 per hour

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ADMITTING SPECIALIST

Facility Presence Our Lady of Victory
Department PSS OLV ADMINISTRATION
Schedule Part-time (benefits eligible)
Shift Day shift
Hours 24 hours per week
Location Bourbonnais, IL
Req Number 125614

Job Details

Assists in the development and strengthening of referral sources in the community.
Assists with Marketing and Admissions tasks and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist with evaluating all referrals for Our Lady of Victory and Heritage Village.
Assist with monitoring initial resident screening, all required paperwork and ensuring established admission procedures are followed prior to approval or denial of admission.
Monitors records, files and paperwork pertaining to admissions.

Assists with response to walk-in inquiries, phone calls, leads and referrals in a professional and timely manner. Conducts tours and evaluations for potential residents as needed. Assists with promotion of Provena Heritage Village and Provena Our Lady of Victory through (1) promotional materials and activities; (2) special marketing events, seminars and programs as approved by supervisor; (3) development and maintenance of a strong community network and referral base.

Assist with maintaining records, files paperwork and supplies as pertain to job functions. Maintain professional confidentiality of information heard as a result of this position. Perform other duties as requested.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small. Visit presencehealth.org to learn more.

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CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Full-time
Shift Day/PM rotation
Hours AM/PM
Location Joliet, IL
Req Number 125630

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Ring up cafeteria purchases and accept payments by cash, credit card, quick charge and voucher.
 - B. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation, etc.
 - C. Verify cafeteria deposits after closing register.
 - D. Clean dining area.
 - E. Train staff and assist with developmental issues.
- Excellent people skills a must!

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=172568>

OFFICE COORDINATOR

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH RADIATION THERAPY
Schedule Full-time
Shift Day shift
Hours 0800-1630
Location Elgin, IL
Req Number 125452

Job Details: Under the direction of the Director, coordinates the daily clerical operations in the MRCC Department which includes: interactions with patients, families, physicians, and healthcare staff including both internally and externally with Service Excellence Standards.

Education and/or Experience : High School graduate with hospital, outpatient, or medical office experience. Must be able to use critical thinking skills in scheduling of appointments. Meditech experience preferred.

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CERTIFIED NURSE ASSISTANT

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC SICU
Schedule Full-time
Shift 12 Hr. Shifts
Hours 7p-7a
Location Joliet, IL
Req Number 124414

Job Details

Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

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 GED

Computer Skills
Knowledge of Microsoft Word and Excel

Certificates, Licenses, Registrations
Certified Nurse Assistant Program certification
CPR Certification

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CASE MANAGER

Facility Presence Mercy Medical Center
Department PPMC ADDICTION TREAT
Schedule Full-time
Shift Day shift
Hours days with one evening/wk
Location Aurora, IL
Req Number 122461

Job Details

The Case Manager assesses the patient's psychosocial functioning as related to their family background and environment, including history of drug/alcohol abuse. The Case Manager will participate in the formulation of a treatment plan, carry out treatment in cooperation with the attending physician/psychiatrist and other hospital staff, provide family therapy service, develop and implement the discharge plan under the direction of the psychiatrist, provide in-service to other staff and may supervise students, demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served on his or her assigned unit. The Case Manager must demonstrate knowledge of the principles of growth and development over the life span, possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his or her needs, and provide the care needed as described in the units/areas/department's policies and procedures.

QUALIFICATIONS

Education and/or Experience

Master's Degree in Counseling/Social Work; Experience in group and individual therapies strongly preferred; One year postgraduate experience desirable; One year of field work placement experience in psychiatric setting is desirable.

Computer Skills

Basic computer skills

Certificates, Licenses, Registrations

LPC or LSW required; LCPC or LCSW preferred; CPR certification within 30 days of hire.

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CERTIFIED CODER

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH HIM CODING
Schedule Full-time
Shift Day shift
Hours 9-5
Location Elgin, IL
Req Number 125238

Job Details

Presence Health is the largest Catholic healthcare system in Illinois, encompassing 12 hospitals, 29 long term care and senior residential facilities, numerous outpatient services and clinics, home health services, hospice, private duty, comprehensive Behavioral Health services and more.

Presence Saint Joseph Hospital in Elgin has been a leading care provider in the Fox River Valley. With more than 400 physicians on staff, 1,200 employees and 300 volunteers, we are known for providing leading-edge care and technologies to the communities we serve.

Summary

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.

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 required. RHIT or RHIA required. CCS, CIRCC, CHONC strongly preferred, or attained within 6 months of hire.

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 care hospital, cancer care center or cardiac catheterization lab setting. Ability to meet deadlines and maintain department standards. Good organizational capabilities.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=182329>

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INFO DESK CLERK

Facility Presence Saints Mary and Elizabeth Medical Center
Department INFORMATION DESK
Schedule Part-time (benefits eligible)
Shift PM shift
Hours 12:30 pm - 9:00 pm
Location Chicago, IL
Req Number 125092

Job Details

The Information Desk Clerk performs activities necessary to provide both internal and external customers with help in finding their way around Presence Saints Mary and Elizabeth Medical Center .

This individual assists patients and visitors, as well, in a variety of other ways to make their time at PSMEMC more hospitable.

These may include but are not limited to the following: taking people to their destination by wheel chair, directing people by a map to their destination, sharing information about community programs, conveying and/or calling ResInfo for accessing a physician referral, calling other departments to answer questions for which answers are not known, and keeping up on daily changes in the hospital through reading any new notices so that correct information can be relayed appropriately.

Must have a high school diploma or equivalent.

Must have strong customer service skills and the ability to speak and understand English.

Must present a professional appearance and be able to interact with patients, visitors, and staff throughout the facility.

Bilingual English/Spanish preferred

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=574327>

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EXECUTIVE ASSISTANT I

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC EXECUTIVE SERVICES

Schedule Full-time

Shift Day shift

Hours 8am-4:30pm

Location Joliet, IL

Req Number 123816

Description

We are seeking a recent graduate with a Masters in Health Administration who desires a challenging opportunity to gain working knowledge in a fast paced healthcare environment! This position requires the ability to perform various duties/projects while anticipating the needs of the Regional President/CEO for Presence Health Saint Joseph Medical Center in Joliet, IL and St. Marys Hospital in Kankakee, IL :

Serves as the primary contact for individuals desiring to communicate with the CEO. Must be able to keep the CEO informed, organized, and prepared for meetings (agendas, packets, etc.).

Provides project management and administrative support in overall operations of the Medical Center while maintaining confidentiality in handling sensitive situations.

Compose routine letters for the CEO's signature.

Any other duties/projects as needed.

Requirements

Masters in Health Administration

Previous work experience in an administrative support position (supporting a senior level executive a plus!)

Flexibility in availability to work

Superb communication skills (oral and written).

Strong Microsoft PowerPoint (ability to create graphs, charts, etc.) and Word skills.

Great analytical and judgment skills

Detail oriented

Follow-up and follow through skills

Project Management skills

Competitive salary and comprehensive benefits package offered!

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PATIENT SERV SPECIALIST

Facility Presence Medical Group - Chicago & North Suburbs
Department RMG-WOMEN FIRST
Schedule Full-time
Shift Day shift
Hours various
Location Chicago, IL
Req Number 125333

Job Details

This position is located at: Presence RMC- Ste. 418, 7447 W. Talcott, Chicago, IL

Will perform a variety of clerical functions along with limited medical triaging under the direction of a physician. Responsible for ensuring smooth patient flow. Responsible for working within the reception area of a busy, 4 physician OBGYN practice. Must enjoy working in a fast paced environment.

Essential Job Duties include, but not limited to:

Answering the telephones, scheduling appointments, triage telephone calls and obtains patient demographic and insurance information. Will greet patients, verify insurance, and collect co-pays and personal balances.

Will primarily be responsible to perform all functions related to the registration of patients as required at the facility by coordinating the completion of registration forms, entering of information into the appropriate database and scheduling and all site specific special services or programs.

Requirements:

Previous medical office experience required. Minimum 1 year experience of working at the front desk of a physician's practice is required (1 to 3 years experience preferred). Must be friendly and out-going with strong communication and customer service skills. Must comfortable working in a fast paced environment and dealing with difficult or emotional patients. Must have good scheduling flexibility. High School diploma or equivalent is required. Polish speaking candidate is a plus.

Preferred Qualifications:

Knowledge of CPT and ICD-9 coding a plus. Familiarity with EPIC EMR a plus.

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REG/DIETITIANS ASSISTANT

Facility Presence Holy Family Medical Center
Department CLINICAL NUTRITION SERVICES
Schedule Registry/PRN/Flex
Shift Day/PM rotation
Hours varies
Location Des Plaines, IL
Req Number 122758

Job Details

DIETITIANN'S ASSISTANT - EXPERIENCED
WORK ON "AS-NEEDED" BASIS - AVAILABLE DAYS AND EVENINGS

Position Summary:

Performs activities relative to patient menu selection and correction based on the need to comply with medically prescribed diets.

Checks the tray line during meal periods as directed. Ensures that all patient menus are brought down to the department from the patient floors and processed to ensure patient satisfaction.

Maintains communication with the dietitians regarding patient concerns.

Responsible for all tasks related to patient menu processing and the coordination of menus and meals served to patients. Will establish regular hours.

Requirements:

1+ years of experience in similar capacity, hospital preferred
Good organizational, communication, interpersonal and customer relations skills required

Must have good analytical skills, basic clerical skills, and be able to write grammatical sentences Requires the ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served

Ability to follow directions and work under time constraints. High school diploma or GED equivalent, recognized by the State of Illinois Board of Education, required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=814491>

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