



Sr. Mechanic- Maintenance-Presence Saint Joseph Hospital Chicago

Date: Oct 13, 2015

Location: Chicago, IL, US, 60657

Company: Presence Health

Requisition ID: 1181

Location: Presence St Joseph Chicago

Location Address:

2900 N Lakeshore Dr, Chicago, IL 60657 United States (US)

Daily Hours: 8

Standard Hours: 80

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

SENIOR MECHANIC

FULL TIME 6:30AM- 3PM

Responds to both written and verbal general repair work orders, responsible for conducting inspections, building rounds testing, coordination with contractors, servicemen and vendors.

*This position will rotate weekends and rotate shifts outside of the typical 6:30am-3pm.

Requirements:

-Requires a level of knowledge normally acquired through the successful completion of high school or the equivalent or military service.

-Must have 10+ years in a major hospital performing similar functions.

-Verbal skills, paperwork and computer skills must be excellent.

Business Unit: Presence St Joseph Hsp Chicago

Department Name: Maintenance

Apply online at [https://jobs.presencehealth.org/job/Chicago-Sr -Mechanic-Maintenance-IL-60657/287958100/](https://jobs.presencehealth.org/job/Chicago-Sr-Mechanic-Maintenance-IL-60657/287958100/)

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Financial Counselor I- Cancer Treatment Center

Date: Oct 13, 2015

Location: Chicago, IL, US, 60657

Company: Presence Health

Requisition ID: 1133

Location: Presence St Joseph Chicago

Location Address: 2900 N Lakeshore Drive, Chicago, IL 60657 United States (US)

Daily Hours: 8

Standard Hours: 80 (9:30a-6p)

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

Under the general supervision of the Director or designee, the Client Financial Counselor is responsible for financial functions such as fee setting, collections from clients and the development of payment plans. as needed.

The Client Financial Counselor assists in assuring that the mission and values of RHC inform all decisions made in these areas.

Candidates must have a Bachelor's Degree in Human Services Administration, Health Care Management or related field or an Associates degree or equivalent finance or accounting with a minimum of two years experience in a social service setting.

Minimum 2 years experience in financial management and/ or collections preferred.

Business Unit: Presence St Joseph Hsp Chicago

Department Name: Cancer Treatment Center

Apply online at <https://jobs.presencehealth.org/job/Chicago-Financial-Counselor-I-Cancer-Treatment-Center-IL-60657/287958200/>

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Staff Nurse I- Surgery Department

Date: Oct 13, 2015

Location: Chicago, IL, US, 60657

Company: Presence Health

Requisition ID: 951

Location: Presence St Joseph Chicago

Location Address: 2900 N Lakeshore Drive, Chicago, IL 60657 United States (US)

Daily Hours: 8

Standard Hours: 80

Employment Status: Full-time

Employment Type: Regular

Shift: Rotating

FLSA: N

- Minimally Invasive & Single-Incision Robotic Surgery
- Weight Loss Surgery for Lasting Success
- Leading Specialists in Neurology, Neurosurgery and Neuroendovascular Intervention

Through the Presence Neuroscience Institute, we provide world-class expertise for diagnosing and treating conditions that affect the brain, spine and nervous system. Our team of neurosurgeons and neurologists uses the most advanced technologies and techniques to provide exceptional patient outcomes. Plus, we are part of the industry-changing telemedicine program that virtually links each of our 11 hospitals, ensuring you get the expertise of the right specialists when you need them most.

SURGICAL STAFF NURSE - FULL TIME

The Staff Nurse is a Registered Professional Nurse (RN) who practices within the scope of the Illinois Nurse Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience, the nursing process and leadership skills.

This position will work full time 7am-3:30pm or 11am-7:30pm based on department needs. This position also rotates weekends and rotates on call.

REQUIREMENTS:

- 2 years plus of surgical, perioperative experience
- Graduated from a School of Nursing
- Must have current RN license, Illinois
- BLS required

Business Unit: Presence St Joseph Hsp Chicago

Department Name: Surgery Department

Apply online at <https://jobs.presencehealth.org/job/Chicago-Staff-Nurse-I-Surgery-Department-IL-60657/287958800/>

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RN

Date: Oct 13, 2015

Location: Joliet, IL, US, 60435

Company: Presence Health

Requisition ID: 1770

Location: PLC Villa Franciscan

Location Address: 210 N Springfield Ave, Joliet, IL 60435 United States (US)

Daily Hours: 8

Standard Hours: 10am-6:30pm

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

SUMMARY: Assumes direct responsibility and accountability for the nursing care of ministry patients/residents under his/her care. Supervises nursing personnel including LPNs, nursing assistants, and health service aides. Complies with nursing standards, federal/state nursing regulations and the policies and procedures of Presence Life Connections. Responsibilities include defining, planning, organizing, directing, managing, implementing, and evaluating nursing services provided to Presence Life Connections residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Completes and documents comprehensive nursing assessment of the health status of patient/resident and addresses changes to patient/resident conditions. Develops and implements an interim plan of nursing care. Provides and documents observations and delivery of care according to established guidelines. Accurately transcribes and implements authorized healthcare professional's orders. Accurately administers and documents medications and treatments. Advocates for patients/patient/residents. Evaluates responses to interventions and the effectiveness of the plan of care. Communicates and collaborates with other health care professionals. Provides and documents patient/resident/family education. Participates in development of policies, procedures, and systems to support patient/resident care and safety. Responds appropriately to emergencies and protects patient/residents and staff from accident/injury by following safety procedures. Maintains environment of care in a neat and orderly manner. Assists in maintaining unit/department budget through appropriate monitoring/usage of unit and patient supplies and monitoring of staff time (appropriate breaks and meals). Reports discrepancies to nurse leaders. Assists with orientation and ongoing mentoring of peers. Other duties as assigned by the DON, ADON, or the nurse leader.

Apply online at <https://jobs.presencehealth.org/job/Joliet-RN-IL-60435/296002100/>

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Explore Your Career Opportunities

Chicago Financial Advisor Associate Career Night

Thursday, October 15, 2015

5:30 pm

Chicago, IL

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To submit your request to attend, please submit your information to this site. All events are by invitation only.

Click <https://www.careers.com/morganstanley/chicago-career-night-Oct-2015/diversity?ls=CBJP>

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BILLING AND FOLLOWUP REP III

Date: Oct 13, 2015

Location: Bolingbrook, IL, US, 60440

Company: Presence Health

Requisition ID: 3210

Location: Bolingbrook Corporate

Location Address:

1000 Remington Boulevard, Bolingbrook, IL 60440 United States (US)

Daily Hours: 8

Standard Hours: 40

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

SUMMARY

The Billing and Follow-Up Representative III performs accurate, timely and compliant billing and follow-up of assigned accounts. Ensures proper submission and adjudication of all claims submitted to third party carriers and intermediaries. They are responsible for providing a timely response to all inquiries in accordance with the policies and procedures of the Presence Health Central Business Office (CBO).

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 required. Minimum five years of experience in patient accounting/business office environment, specifically in billing and/or collections required.

Computer Skills: Proficient in Microsoft Office software and Meditech patient accounting system experience is preferred.

Business Unit: Corporate (LRHC and LPH)

Department Name: PFS Cash Applications

Apply online at <https://jobs.presencehealth.org/job/Bolingbrook-BILLING-AND-FOLLOWUP-REP-III-IL-60440/302566900/>

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PATIENT SERVICES SPECIALIST

Date: Oct 13, 2015

Location: Chicago, IL, US, 60631

Company: Presence Health

Requisition ID: 3045

Location: Presence Resurrection Med

Location Address: 7435 West Talcott, Chicago, IL 60631 United States (US)

Standard Hours: 20

Employment Status: Part-time

Employment Type: Regular

Shift: Day

FLSA: N

Job Code: 261001

FLSA Status: Non-exempt

Ministry: Presence Health

Created Date: Department: Various

Revised: Reports To: Systems Operations Manager; Supervisor, Practice Management; Lead Patient Service Specialist

SUMMARY

The Patient Services Specialist performs all functions related to the registration of patients as required at 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.

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 required. One year experience required.

Previous office or hospital/clinic experience preferred.

Computer Skills: Proficient in Microsoft Office software.

Business Unit: Presence Resurrection Med Cntr

Department Name: Family Practice Center RMC

Apply online at <https://jobs.presencehealth.org/job/Chicago-PATIENT-SERVICES-SPECIALIST-IL-60631/302559100/>

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PHARMACY TECHNICIAN I

Date: Oct 12, 2015

Location: Kankakee, IL, US, 60901-3661

Company: Presence Health

Requisition ID: 3998

Location: Presence St Mary Kankakee

Location Address:

500 West Court Street, Kankakee, IL 60901-3661 United States (US)

Daily Hours: 8

Standard Hours: 0

Employment Status: PRN / Registry

Employment Type: Regular

Shift: Rotating

FLSA: N

Under the direction of the Pharmacy Director, Manager, Supervisor and/or Pharmacists, prepares and distributes medications.

Education and/or Experience

High School diploma or G.E.D. required

One year of pharmacy experience in a hospital and/or retail setting preferred

Certificates, Licenses, Registrations

Illinois Pharmacy Technician License required. If not licensed, may consider hiring with the stipulation that the license must be received within 60 days of hire.

Certificate by Pharmacy Technician Certification Board required unless grandfathered. If not certified, may consider hiring with the stipulation that certification must be received within 2 years of licensure.

Business Unit: Presence St Mary Hosp Kankakee

COMPANY OVERVIEW:

EOE of Minorities/Females/Vets/Disability

Apply online at <https://jobs.presencehealth.org/job/Kankakee-PHARMACY-TECHNICIAN-I-IL-60901-3661/302342900/>

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SECURITY OFFICER

Date: Oct 12, 2015

Requisition ID: 4294

Location: Presence St Joseph Chicago

Location Address: 2900 North Lake Shore Drive, Chicago, IL 60657 United States (US)

Daily Hours: 8

Standard Hours: 40

Employment Status: Full-time

Employment Type: Regular

Shift: Rotating

FLSA: N

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides safety information and/or explain procedures to staff, visitors, and patients and responds to all security incidents involving these individuals when requested. 2. Performs other duties such as conducting interior and exterior patrols, producing employee ID badges, providing escorts, responding to routine and emergency calls for assistance, and performing Safety inspections. 3. Responds to and control all physically violent situations that may arise at the hospital and respond to and control all hospital code situations during assigned shift. 4. Performs required hospital rounds (including fire extinguisher and alarm checks) and parking lot/surrounding areas rounds to ensure employees are parking in appropriate lots per security standards. 5. Completes documentation regarding all security incidents and responses, hospital code situations and responses, and rounds on appropriate tracking log/form.

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 required.

Minimum two years of security, law enforcement, or criminal justice education and/or experience combination. Department Name: Security SJH

Computer Skills: Knowledge of Microsoft Office software.

Certificates, Licenses, Registrations

Certification from the International Association for Healthcare Safety & Security (IAHSS) to be completed within one year of employment. Current Driver's license in the State of Illinois required. Department or site specific certification may be required.

Apply online at <https://jobs.presencehealth.org/job/Chicago-SECURITY-OFFICER-IL-60657/302351900/>

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Job Title: Boiler Safety Specialist

Agency: State Fire Marshal
Closing Date/Time: Fri. 10/23/15 5:00 PM Central Time
Salary: \$8,005.74 / Month
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC008
Bid ID#: 50-50-SFM15-015

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs technical duties of an inspectional and consultative nature in the administration of the Illinois Boiler and Pressure Vessel Safety Act.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires five years of practical experience in the construction, maintenance, repair or operation of high pressure boilers as mechanical engineer, operating engineer, or boilermaker. Requires Certificate of Competency as boiler inspector by qualifying for and successfully completing the examination by the National Board of Boiler and Pressure Vessel inspectors.

PLEASE NOTE: THE SELECTED CANDIDATE MUST RESIDE IN COOK COUNTY WITHIN 90 DAYS OF HIRE. Work Hours & Location/Agency Contact:
WORK HOURS: 7:30am to 4:00pm, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal, Cook County Field Office
AGENCY CONTACT: Lloyd Peterson
Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277, Springfield, IL 62794
PHONE: 217-557-6015

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: Building/Grounds Laborer

Agency: Military Affairs, Department of

Closing Date/Time: Thu. 10/22/15 11:59 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: RC042

Bid ID#: 16-018

REQUIREMENTS: Requires knowledge, skills and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, shove) use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to understand and communicate in English, both orally and in writing. Requires the ability to follow simple oral and/or written instructions. May require possession of an appropriate valid driver's license. Requires to ability to lift and carry 80 pounds, i.e. heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors; ability to withstand extreme temperature changes to shovel snow and mow lawns; requires exposure to a variety of chemical cleaning agents. Must acquire and maintain a Common Access Card issues by Department of Defense for computer access.

Work Hours & Location/Agency Contact:

POSITION LOCATION: North Riverside Armory, North Riverside, Illinois

WORK SHIFT: 800AM-430PM, Monday-Friday

BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION CONTACT:

Janice M. Estes, State Personnel Office, 217-761-3786.

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: CE V Maintenance Field Engineer

Agency: Transportation
Closing Date/Time: Fri. 10/23/15 4:30 PM Central Time
Salary: \$6,315.00 - \$10,210.00 monthly
Job Type: Full-Time
Location: Jackson County, Illinois
Number of Vacancies: 1
Plan/BU: PM-00
Bid ID#: IPR#40551

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is responsible for planning, coordinating and controlling the maintenance activities in an assigned geographical area of District Nine.

Minimum Requirements: The following criteria is required:
A current Illinois Professional Engineer license; Valid driver's license
Extensive districtwide travel with occasional statewide travel, which may include overnight stays

The following criteria is desired:
Nine years' experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
Extensive knowledge of the principles and practices of civil engineering
Strong decision-making and problem-solving skills
Strong oral and/or written communication skills

Work Hours & Location/Agency Contact: 7:00 am – 3:30 pm / Monday – Friday (30 minute lunch) Division of Highways/Region 5/District 9/Bureau of Operations/2801 W Murphysboro Rd, Carbondale, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Friday, October 23, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Job Title: Child Protection Specialist

Agency: Children & Family Services
Closing Date/Time: Fri. 10/23/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1549013-493335

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Days & hours: Monday – Friday 8:30am to 5:00pm
Work Location: DCFS-6D0550, 15115 S. Dixie Hwy, Harvey, IL 60426
Supervisor: J. Robinson
SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison
Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616
Phone: 312/328-2509 Fax: 312/328-2510
Email: Tracey.Hardrick@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: Mental Health Technician I

Agency: Human Services

Closing Date/Time: Fri. 10/23/15 5:00 PM Central Time

Salary: \$2,781.00 - \$3,517.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 07

Plan/BU: RC009

Bid ID#: 10-72-93063-93069

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision performs beginning level duties on a unit in the direct care of individuals, i.e. bathing, personal hygiene, heavy lifting, heavy carrying and pushing of wheelchairs; participants in the implementing of individuals habilitation plans.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires successful completion of a comprehensive training program at the mental health technician trainee level.

Work Hours & Location/Agency Contact:

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive, Park Forest, IL 60466

WORK HOURS: 6:10 AM-2:10 PM OR 2:00 PM-10:30 PM Rotating Days off

AGENCY CONTACT Alice M. Chambers

Elisabeth Ludeman Center, 114 N. Orchard Drive, Park Forest, IL 60466

708-283-3015

How to Apply:

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: Registered Nurse II

Agency: Human Services

Closing Date/Time: Fri. 10/23/15 4:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-81-92743

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction serves as Infection Control Coordinator for Elgin Mental Health Center; provides professional health care services for individuals and staff; coordinates and implements the facility immunization program. Serves as lead worker to lower level nursing staff. Completes Competency Based Training Analysis for facility staff.

Minimum Requirements:

Bachelor's degree in nursing and prefer experience in coordination in a Infection Control Program. Position also requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact:

Shift: Days: 8am - 4pm Elgin Mental Health Center

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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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TITLE Guest & Member Services Representative

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

ABOUT THE ORGANIZATION The Adler is home to three full size theaters, extensive interactive exhibitions, and a significant collection of antique scientific instruments and print materials. In addition, the Adler boasts the lakeside Doane Observatory, one of the only research-active, public urban observatories, and the only place in Chicago where the public can see planets, stars, and galaxies up-close and in person.

DESCRIPTION

Join us in inspiring exploration and understanding of the Universe! We currently have two positions available on our Guest and Member Services Team for individuals interested in providing memorable customer service to Adler guests. This role functions as a cashier at the box office and provides customer service related to all forms of ticket and membership sales; coat check services and greeting and checking in the groups that visit our museum. The Representative should enjoy interacting with and assisting the Adler visitors making them feel welcome as they enter our museum.

Education and Experience:

Experience working with the public and delivering quality customer service.

High school diploma or equivalent is required.

Experience in customer service with cash handling responsibilities

Must be available both weekdays and weekends.

The mission of the Adler Planetarium is to inspire exploration and understanding of our Universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy. The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME: Part-Time

REQ NUMBER: GUE-15-00003

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE MUSEUM ATTENDANT GUARD

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

Join us in inspiring exploration and understanding of the Universe! We currently have part-time positions available on our Operations team with the Safety and Security group for Museum Attendant Guards. This position is serves as an ambassador to the museum as visitors enter and leave the building. This highly customer service oriented position is responsible for securing the premises, ensuring the safety of staff and visitors by patrolling the 145,500 square foot building. The Guard is responsible for the monitoring exhibits and galleries to prevent loss or damage due to theft, vandalism, fire, etc. The Guard reports to the Operations Manager of any suspicious individuals and activities, unattended packages or other cases requiring additional help or authority. This position may also work outside the building directing traffic and provide way-finding for guests arriving to the museum. This position must be able to assist visitors and staff with fire safety and building evacuation protocols.

*Holiday, weekend and evening availability is required.

Education and Experience:

High school diploma or equivalent. Customer service background.

Ability to respond to emergency and safety concerns, crowd control, etc.

Strong communication skills and ability to provide exceptional customer service to visitors and staff. Maintain professional appearance and interaction with visitors and staff. First Aid, CPR and AED certified preferred

Ability to use two-way radio, telephone, and Public Address System

Ability to perform tasks requiring physical strength for duties listed above and able to be on your feet for extended periods of time as well as stoop, kneel, crouch, climb, balance, and carry up to 30lbs and assist with moving tables and chairs.

The mission of the Adler Planetarium is to inspire exploration and understanding of our Universe. The museum strives to engage the public in space science and history, and develop innovative approaches that improve science, math and technology literacy.

The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME: Part-Time

REQ NUMBER OPE-15-00002

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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TITLE Facilitator

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

We currently have an opening available for a part-time Facilitator in the Public Programs department. This individual will engage guests in doing science by facilitating visitor-centric programming through: exhibit interactive elements, design and build workshops, object-based storytelling and visitor-centric activities and conversations. Our Facilitators use interpretation and customer service skills to ensure the visitors feel welcomed, empowered and respected throughout their entire museum visit. Our Facilitators use pre-developed activities to support guest’s engagement in the museum as well as use their knowledge of audience to create new engagements that meet guest’s interests, needs and expectations. This individual will be a role model and mentor to volunteers, interns and other staff who are also learning a visitor-centric engagement style. *Holiday, weekend and evening availability is required.

Duties and Responsibilities:

Engages visitors in exhibit interactives, content and programs by facilitating conversation and learning. Empowering guests to follow their own path of learning, as the facilitator supports and encourages the process. Training, researching and prototyping new programs, facilitation techniques or content knowledge
Supporting the overall customer service of the museum by providing direction, seeking lost items, keeping exhibits clean, and providing overall welcoming experience

Education and Experience:

High School degree, college degree preferred. Previous work with children, teachers or theater participants. 1 year working in a museum or education setting preferred
Strong interpersonal skills, a people person. Must be comfortable talking with and approaching people of all backgrounds. Must be approachable to both adults and children. Strong aptitude for science
Must possess strong verbal communication skills
Able to work in a fast-paced, high stimulation environment

For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME Part-Time

REQ NUMBER PUB-15-00002

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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TITLE Guest Host

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

DESCRIPTION

Join us in inspiring exploration and understanding of the Universe! We currently have positions available on our Guest Host Team for individuals interested in providing a welcoming and awesome experience for Adler visitors. The Guest Host Team is a highly visitor centered role, focused on providing excellent customer service by helping our guests navigate the museum, understand program offerings, and attend theater shows. Primary responsibilities include ticket taking and ushering for theaters, assisting guests with way-finding, and being available for guest questions and concerns of a non-content nature.

Education and Skills:

High school diploma or equivalent

Customer service background is a plus, enjoying the field is essential!

Demonstrated ability to present a professional demeanor, a positive attitude and strong interpersonal skills

Must be able to move quickly through a 4 floor museum in emergency situations

Assist thoughtfully with seating in a virtually dark theater

Read tickets, listen attentively and multi-task with grace and style in a very busy environment

Able to stand for long periods of time

A smile and a friendly, welcoming manner

Must be available weekends, nights and holidays

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The Adler Planetarium is located on Chicago's beautiful lakefront museum campus.

For more information and to apply, visit our website:

<http://www.adlerplanetarium.org/jobs>

FULL-TIME/PART-TIME Part-Time

REQ NUMBER GUE-15-00004

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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Job Title: Senior Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Mon. 10/26/15 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: IDPH 44-16-0026

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to the approval of the Chief of the Division of Long Term Care Field Operations, serves as a Regional Supervisor for the Bellwood Regional Office of the Division of LTC Field Operations. Administers and manages all Division operations in the Bellwood region including state licensure, federal certification, as well as complaints and other connected issues. Serves as supervisor.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires prior experience equivalent to four years of progressively responsible administrative experience in Medicare/Medicaid related programs. Requires licensure as a Registered Nurse. Prefers a SMQT (Surveyor Minimum Qualification Test) Certified Health Facility Surveyor.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30AM - 5:00PM

Office of Health Care Regulation

Division of Long Term Care Field Operations

4212 W. St. Charles Rd., Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl., Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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 8N - Nurse Registered II

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