



Coordinator I - PT (MSEIP Grant) - KEN0000274

Duties and Responsibilities

This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College.

Works closely with the administrative staff at the college to determine the goals and objectives of the program.

Recruits, interviews and recommends the hire of additional staff in support of the program. Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding.

Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review.

Participates in program assessment and review to ensure the viability of the program. Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies. Adheres to CCC Customer Service Excellence. Performs other duties as assigned.

Qualifications

Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program. A minimum of three year's previous work experience in providing services to special populations. Previous experience in the organization and execution of daily operations of a department. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department. Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Office/Administrative Support
Primary Location: Kennedy King College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF
Job Posting: Oct 20, 2014, 5:31:40 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Coordinator I - Olive-Harvey Middle College (Part-Time) - OLI0000333

Primary Objective: This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College. Provide direction in the development, management, coordination and operation of the program. Works closely with the administrative staff at the college to determine the goals and objectives of the program.

Recruits, interviews and recommends the hire of additional staff in support of the program. Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding. Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review. Participates in program assessment and review to ensure the viability of the program. Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations. Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies. Performs other duties as assigned.

Qualifications

Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program. A minimum of three year's previous work experience in providing services to special populations. Previous experience in the organization and execution of daily operations of a department.

Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department.

Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program.

Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Primary Location: Olive-Harvey College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Oct 20, 2014, 3:47:02 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Dean-Student Services - KEN000287

Duties and Responsibilities

This position is responsible for the development of policies and procedures that relate to each unit within Student Services division. Acts as a major advisor to the President pertaining to Student Services area. Provides leadership and assists each manager in developing to his/her fullest potential. Participates in the development of policies and procedures that relate to each unit. Plans, establishes, assigns work, monitors progress and evaluates results of department activities and projects. Provides strategic planning and administrative oversight of various departments and services within the division including, but not limited to admissions and records, advising, academic support, athletics, career and transfer services, disability services, veterans services, testing services and wellness services. Ensures coordination of services between each office within Student Services. Directly responsible for metrics related to completion, retention and enrollment. Administers district-wide policies, regulations and guidelines. Prepares reports detailing division activities. Ensures compilation and submission of the necessary federal and state reports for each area. Oversees and directs the preparation of the Student Services budget. Proposes, justifies and monitors annual department, program and organizational budgets. Prepares recommendations for staffing, supplies, facilities, equipment, conference leaves and travel. Adheres to CCC Customer Service Excellence standards. Performs other duties as required.

Qualifications

Master's Degree from a regionally accredited institution required. Ph.D. from a regionally accredited institution preferred. Demonstrated ability to use data to improve processes/outcomes. Active participation or exposure to higher education accreditation procedures, articulation processes and program review. Experience in activities that focus on assessment of student learning. Demonstrated commitment to diversity and multiculturalism in one's work experience. Experience preferred working within a unionized setting. Demonstrated ability to create a learning environment that fosters student success. Demonstrated ability to develop a technologically integrated environment that fosters innovation within a learning organization. Demonstrated experience in handling student related issues. Experience in multiple areas of student services: registrar, records, admission, evaluation of student activities, programs, and services. Knowledge of state and federal regulations governing student confidentiality and other student related issues.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Bursar Assistant III - OLI0000335

Position Summary: The College Bursar Assistant III is responsible for accurate accounting records for receipts and/or disbursements within a college department or administrative office. Applies accepted procedures to the preparation and maintenance of accounting and other records, and preparing financial, statistical, and/or technical reports.

Posts transactions involving cash receipts, disbursements, and/or accounts payable and accounts receivable to ledger accounts.

Prepares trial balances and periodic summary statements to determine account balances; reconciles account balances with bank statements; assists in the analysis of routine accounts and in the preparation of financial reports.

Maintains general ledger and subsidiary ledger accounts for students receiving financial aid through various grant or loan programs.

Maintains cost systems, allocating expenditures to accounts in accordance with established procedures.

Prepares summary sheets for use of supervisor or auditors in preparing comprehensive financial statements.

Audits and proofs accounting or other reports for clerical accuracy and conformance to departmental procedures.

Troubleshoots problems in student financial system.

Supervises lower level College Bursar Assistants and support staff.

Responds to student inquiries regarding the status of their financial aid grants or loans.

Assists in student registration activities.

Performs related duties as required.

Qualifications

Associates Degree and a minimum of 6 accounting courses at the college level; supplemented by 4-6 years of experience in general accounting work; or an equivalent combination of training or experience.

Knowledge of basic accounting principles and techniques; knowledge of accounting and auditing terminology and accounting software.

Ability to prepare and maintain accounting records and write simple financial statements and reports.

Good written and verbal communication skills required.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

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Coordinator I (Writing Center) - TRU0000307

DUTIES AND RESPONSIBILITIES:

Administers the Writing Center office needs on a daily basis.
Coordinates office processes, such as student intake, data entry, scheduling, filing, copying and organization of materials and workspace.
Oversees the front desk clerical and/or work-study employee responsible for signing in students, making appointments, and entering data.
Coordinates the creation and distribution of promotional materials.
Updates the website and promotional materials, in consultation and with the approval of the Writing Center Director.
Maintains the hourly schedule of the consultant's staff, in consultation and with the approval of the Writing Center Director.
Assists the Writing Center Director with data analysis and report writing.
Assists the Writing Center Director as needed in carrying out the pedagogical and professional mission of the Writing Center.
Acts as a substitute Writing Consultant as needed (as qualifications allow).
Performs other duties as assigned.

Qualifications

Completion of Bachelor's degree in Developmental Education, Career Guidance, English Communications, Public Relations, Higher Education, Student Personnel, Management, Marketing, or related field is required, supplemented by two to three years of progressively responsible administrative experience; OR an equivalent combination of training and experience.

Must be computer proficient with knowledge of a variety of software programs.

Excellent verbal and written communication skills.

Must be self-directed, innovative, and able to assess current operations in an effort to improve the future goals of the District.

Must be able to meet deadlines in a timely manner.

Ability to work well as a team player.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Instructional

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Oct 16, 2014, 12:07:59 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Security Officer (4 Positions) - MAL0000412

Duties and Responsibilities

Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees. Patrols and monitors assigned area, including building, dock area and parking lot. Protect and assist staff, students and visitors. Enforce state and municipal laws and the rules of the Board of Trustees and make arrests as required under such laws. Make appearances as required when officer is complainant, witness or arresting officer. Informs Security Director and/or Officers of disturbances and/or irregularities. Enforces parking regulations. May perform clerical functions within the security office. Performs other duties as assigned.

Qualifications

High school diploma or equivalent required, Associates Degree or higher preferred. Two years or more experience on a state or municipal police force required. Working knowledge of applicable state and local criminal and civil statutes. No past criminal activities. Excellent communication skills - both verbal and written. Physical ability to perform the assigned duties and responsibilities of the position. Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness. Working knowledge of personal computers and the applicable software used on them helpful. Must be self-directed and able to prioritize assignments. Preference will be given to off-duty Police Officers, Correctional Officers, Cook County Sheriff's Police, Retired Police Officers and any officers with power to arrest.

We are an equal opportunity and affirmative action employer.

Job: Security Officers

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Oct 16, 2014, 11:52:27 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Account Specialist - Commercial Truck Rental - Chicago

Job ID 2014-122656

Category Sales - Sales

Location US-IL

Area Chicagoland

Overview:

Enterprise Commercial Truck Rental, a division of Enterprise Rent-A-Car has an opening for an Account Specialist. The Account Specialist is responsible for influencing the buying decision, while exceeding the customer's expectations for service, knowledge and professionalism. The Account Specialist will be knowledgeable of our complete menu of services including vehicle acquisition, maintenance management, insurance management, licensing and cycling of our trucks.

The Account Specialist gains hands-on experience and knowledge to learn the business, to learn how to ultimately manage the branch and to support the entire business. The Account Specialist performs duties in all aspects of a branch to become familiar with line and staff functions, operations, management viewpoints and company policies and practices that affect each aspect of the business. The objective of the Account Specialist assignment is to educate Account Specialist as to all aspects of the business so that he or she can ultimately run the branch unit.

The objective of this position is a well rounded education and preparation for the Account Specialist to ultimately run the branch unit.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 21 years old.

Must have a Bachelor's degree

Minimum of one year prior successful sales experience. Prior experience in trucking, logistics, and/or business to business sales is a plus but not required

Must have a valid drivers license with no more than two moving violations and/or at-fault accidents within the last 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Apply online at <https://us-erac.icims.com/jobs/122656/account-specialist---commercial-truck-rental---chicago/job>

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Staff Accountant - Chicago

Job ID 2014-125908

Category Accounting/Finance - Accountant

Location US-IL

Area Chicagoland

Responsibilities:

Starting as a Staff Accountant, you will be exposed to basic accounting procedures and principles ranging from accounts payable and receivable systems to financial statement, preparation, and analysis.

At Enterprise, you will have the chance to run your own financial operation and provide balance to the marketing and operational pieces of our business. We offer a comprehensive development program where you will work closely with sales and marketing, human resources, procurement, and more to produce excellence in customer service, growth strategies, operating efficiencies, and profitability.

As your understanding of our business grows and your ability to make solid business decisions develops, you will soon take on a supervisory role within a business management team. How fast you progress is completely up to you. With our entrepreneurial philosophy, there is truly nothing holding you back.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old.

Must have a Bachelor's degree in Accounting or Finance.

Must be planning to attain CPA within 1-2 years.

Will consider college students within 2 semesters of graduation with a degree in Accounting or Finance.

Must have basic proficiency with Microsoft Excel and Word.

Must be flexible to relocate outside local area/state within a 1-3 year period to accept potential promotional opportunities.

Must have a valid driver's license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years.

No drug or alcohol related convictions on driving record (DUI/DWI) within the past 5 years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/125908/staff-accountant---chicago/job>

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Management Trainee - Joliet Area

Job ID 2014-121793

Category Management Trainee Program - All Positions

Location US-IL

Area Chicago: South Suburbs

Responsibilities: As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Bachelor's degree required.

Must have relevant experience in 2 of the following 3 categories:

Sales

Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service

Management/Supervisory/Leadership

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/121793/management-trainee---joliet-area/job>

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***Part-Time Service Agent (car detailer) - Chicago (Michigan Ave.), IL**

Job ID 2014-112232

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old. Must have 1 year of prior work experience
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future

Must be willing to accept the starting pay of \$8.25/hr

Must be able to work the following schedule:

Monday: 8am - 6pm; Tuesday: 8am - 6pm; Thursday: 8am - 3pm

or

Monday: 8am - 1pm; Thursday: 1pm - 6pm; Friday: 8am - 6pm; Saturday: 9am - 1pm

Apply online at https://us-erac.icims.com/jobs/112232/*part-time-service-agent-%28car-detailer%29---chicago-%28michigan-ave.%29%2c-il/job

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Social Worker II

Department: Case Management

Schedule: Part Time

Shift: Days

Hours: 8:00 - 4:30

Job Details:

Masters degree required

Licensure Required

1-2 years experience is required

Plans, organizes and implements social work services for the patients and their families/significant others in their homes.

Acts as a counselor, advisor and resource person to patients in accordance with the medical plan of treatment, Vanguard standards, and the National Association of Social Workers standards for social work in the health care setting.

Master's degree in social work from a school approved by the Council on Social Work Education. Current State of Illinois license as a Licensed Social Worker (LSW) or as a Licensed Clinical Social Worker (LCSW). LCSW preferred. One to three years of experience preferred. CPR certification per department policy.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

Operations Officer (O'Hare)

Seaway Bank

Will manage and provide supervision to overall airport operations. Experience with banking regulations, policies, and procedures; employee development and public relations. Must provide excellent customer service. Bilingual skills a plus.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

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Tellers (O' Hare Airport, Bronzeville, and Milwaukee) locations

Seaway Bank

Process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location.

Bilingual skills are a plus. High School diploma and 1-2 yrs of cashier experience is required.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>

Administrative Assistant

Seaway Bank

Assistant will establish and maintain courteous contact with customers and assist SVP/Cashier and Operations Officer in resolving customer problems or complaints.

Will retrieve documents and return messages for Cashier and Operations Officer. Types employee evaluations, warnings, and status changes for department officers.

Will also type interoffice memos, schedules, and letters as assigned.

A minimum of 5 yrs. administrative experience is required. Must possess excellent written and oral communication skills.

Must also be proficient in Microsoft Word, Excel, and PowerPoint.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE)

Apply online at <https://www.seawaybank.us/about-us/career-opportunities>



Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor. Employment Office hours are Monday-Friday 10 am-3 pm. For inquiries call 312-640-2548. All candidates will be required to come in prior to interview for a typing test.

Tradeinspot

600 Heathrow Dr Lincolnshire, IL

Job Description

The Company:

We are an established and growing e-commerce company with a 10+ year history. We resell used smartphones online.

Some of your duties will be:

- Test and troubleshoot cellphones and smartphones to ensure 100% functionality.
- Preparing items for shipping, including packing and storing on appropriate shelves
- Other miscellaneous office work as needed.

No experience necessary, we will train.

Full time available. \$10 per hour.

To be considered please email your resume or a list of your work experiences.

Apply online at www.tradeinspot.com

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Swagger Needs office admin

Swagger

□5050 S Prairie Ave Chicago, IL

□Grand Boulevard

Job ID: 8597719

Job Type: Full Time

Shift Type: Afternoon, Night, Overnight

Compensation: Top Wages

Experience: < 1 Year

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

Swagger has underwent numerous changes during the past two years, closing its doors for the past year to allow for renovation and major changes in ownership and management.

During its previous times of operation the establishment made great strives to bringing quality entertainment into less desirable neighborhood.

Since then renovation and development has sprung up in the community all around Swagger which sparked the entire community to see a dramatic increase pride and culture appreciation, this we are really proud of, this time Swagger will bring a form of entertainment that will staple Chicago as the place to be: Join us on this mission

Requirements & Skills

®must be 21 and able to work nights and weekends and love people

Apply online at <http://www.shiftgig.com/job/chicago/il/receptionist-job-openings-at-swagger-8597719>

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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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773.378.5902 fax 773.378.5903
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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling. Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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773.378.5902 fax 773.378.5903
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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant.

Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE "A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
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Echo/Vascular Technician

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Description:

The Echo Technician administers echocardiographic ultrasound to patients for diagnostic purposes. S/he operates the echocardiographic equipment and prepares the examination room for patient usage. The Echo Technician is responsible for clinical monitoring for normal and abnormal rhythms and advises the nurse or appropriate staff of the abnormalities.

EOE "A Tradition of Caring" since 1904.

Requirements:

ARDMS registered in Echo Cardiology.

Completion of an approved Diagnostic Medical Ultrasound Program.

Completion of Basic Arrhythmias Interpretation Program.

Minimum of three (3) years of experience in the echo/vascular field.

Minimum of one (1) year of experience in 2D and M Mode Imaging consisting of measurements.

Minimum of one (1) year of experience in cardiac Doppler color flow imaging.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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