



Agency Operator in CHICAGO Illinois United States

Employee Type: Full Time

Required Experience: None Selected

Category: Business Opportunity

Career Level: Manager (Manager/Supervisor of Staff)

Required Education: None Selected

City: CHICAGO

State: Illinois

Zip Code: 60605

Country: USA

As an *Agency Operator you will be responsible for:

- * Growth and success of an Avis Budget Group location
- * Staffing your location
- * Marketing your operation
- * Promoting world renowned Avis Budget Group "We Try Harder" values
- * Maintaining a business plan aimed at developing rent-a-car business in your local area
- * Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

- * Sales / Marketing experience * Business ownership experience
- * The ability to work independently * Outstanding Customer Service Skills
- * Car Rental/Travel experience preferred but not required.

*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

Avis Budget Group is an EEO/AA Employer

Apply online at <http://avisbudgetgroup.jobs/chicago-il/agency-operator/33263282/job/>

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Hospitality Consultant / FedEx
IL-Chicago

Responsibilities:

(This is a representative list of the general duties the position may be asked to perform, and is not intended to be all-inclusive)

Customer Service/Retention Activities

- Serve as an on-site contact for convention managers, sales managers and meeting and event planners during all phases of a convention/event
- Work directly with assigned Business Development Advisor to penetrate client account
- Monitor the quality and timeliness of all convention/event-related work ordered and produced to ensure customer satisfaction
- Follow up with convention/event staff after the event to ensure satisfaction; Explore opportunities for lead generation in for upcoming convention/events in other venues across FXO network
- Represent FXO by attending group site visits and pre-convention visits of the NTR host facility; This may include making presentations on FXO's product and service offerings to decision makers (e.g., meeting planners, host property events management team)
- Maintain contact with key personnel of the NTR host facility for all inquires of FXO's products and service offerings
- Take complex job orders and provide quotes to meeting and event planners or show managers; Follow up on bids
- Assist in the Business Center in daily operations, when needed. All other duties as needed or required

Qualifications:

- High school diploma or equivalent education
- A minimum of two years sales and/or customer service experience required
- Prior experience in the hospitality industry preferred
- One year work experience at FedEx Office in a role with daily exposure to current product and services preferred
- Must present a professional image
- Demonstrated effective written and verbal communication skills; Demonstrated presentation skills to external customers
- Proven strong organization and planning skills
- Proven skills and aptitude to excel in a customer-focused and results-driven environment
- Demonstrated basic computer skills
- For new hires, must meet all FedEx Office employment qualifications in force at time of hiring, including successful passing of background check
- For current FedEx Office team members, must meet hiring criteria for the position and transfer requirements as outlined in the Team Member Handbook

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=685594&Locale=en

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Dry Van OTR Driver (HazMat REQ) / UPS

Job Location: Chicago, IL

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations. OTR drivers may take a load from any of our shippers, and deliver anywhere in the country. These drivers are typically on the road from one to three weeks at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCHO105

UPS is an Equal Opportunity Employer

Apply online at [http://jobs-ups.com/chicago/driver/jobid3605555-dry-van-otr-driver-\(hazmat-req\)-jobs](http://jobs-ups.com/chicago/driver/jobid3605555-dry-van-otr-driver-(hazmat-req)-jobs)

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Associate Planner

Location: Arlington Heights

Office: Strategic Services

Department: Planning Services

Job Description:

Please note that this is only a three-year mid-grade position with full benefits but may be extended beyond three years depending on the employees performance and funding availability. This person will be responsible for assisting a cross-functional Pace team in transitioning all of Paces bus stops from flag stops (where buses stop anywhere along the route) to posted stops only in order to speed up service.

Specific duties include doing an analysis of ridership activity by stop using electronic data as well as reviewing population densities near all stops and producing aerial maps of each stop. Based on this information, the Planner will make recommendations for relocating stops.

The position will be based at Pace headquarters in Arlington Heights. This will be a full-time office job with occasional field work with the posted stop team to review potential stop relocations. The work day is 8.5 hours per day Monday through Friday from 8am 4:30pm (includes a 30-minute unpaid lunch). On the job training will be provided. Other planning duties as assigned.

Qualifications:

The candidate we seek must have at least one year experience in transportation planning at a transit agency plus a Bachelors Degree in either Urban Planning or Transportation Planning. A Masters Degree in urban planning or transit planning is desirable but is not necessary. Some knowledge or background in engineering would be useful. Must have excellent communication and interpersonal skills. Must be literate in the use of Arc Map/GIS, Excel, Word, Outlook, Powerpoint, Googlemaps and quick in learning other software applications. The candidate must have a good work history and possess a valid drivers license in good-standing in order to use staff cars for occasional field work. The candidate must have an engaging personality, have excellent analytical skills, a passion for transit planning, must be a quick learner and work fast, be able to multi-task without being affected by pressure, be able to work well in a group setting or independently, have total follow through, be able to complete projects successfully and meet deadlines.

Apply online at

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Building Maintenance Person

Location: Evanston

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventative maintenance and minor repairs of building systems and equipment such as: power-operated equipment, hydraulic systems, HVAC, electrical and mechanical systems.

Routine cleaning, painting, maintenance, and repairs of facility. Minor lawn care and snow removal. Basic plumbing and electrical repairs.

May work with Facility Maintenance Specialist on coordinating work projects of outside contractors.

Responsible for completing all required documents and reports for work performed. Other duties as assigned.

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

Qualifications:

Qualified candidate must have at least three (3) years experience in comparable field, basic administrative experience, and must pass Building Maintenance examination.

Must be at least 21 years of age and have or be able to obtain, a valid class A Commercial Drivers License, air conditioning certification, and underground tank certificate.

Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

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Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls.

Services all revenue equipment and trucks. Operates and services washrack and cleaner, as required.

Parks and spots equipment as directed. Accurately records fuel and oil dispensed at service island and bus cleaning.

Custodial and other duties as assigned or required. Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

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

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Job Title Project Specialist II – Technology / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Communications Systems Maintenance

SALARY TARGET: \$45,000-\$50,000

Under limited supervision, performs various support functions for communications systems maintenance including: engineering, office and resource support, inventory and records control, budget administration, data analysis, and special studies and investigations.

Primary duties and Responsibilities: Researches material and equipment required for communication systems. Creates and maintains inventory database for communications equipment and material. Develops supply plans and implements plan methodology to meet department inventory needs. Performs move orders and shipment fulfillment inventory requests. Plans just-in-time stock levels. Works with engineers in the planning of first issue material, bill of material development, and ordering of maintenance and repair stock items. Coordinates and maintains inventory of communications equipment. Coordinates and executes annual physical and weekly cycle counts throughout the department. Organizes, controls and tracks the annual physical inventory. Prepares reports and reconciliations of inventory discrepancies. Coordinates the consolidation of parts storage to eliminate and reduce unnecessary space utilization processes i.e. Authority For Retirement (AFR) requests. Evaluates slow moving materials and excess inventories and recommends and implements corrective action plans. Manages warranty replacements including traveling to field to collect defective items and sending to vendor for replacement. Prints and analyzes work orders and distributes various reports for management review. Coordinates various projects, special assignments and support activities as assigned. May be required to fill in for the manager as required. Performs other duties as assigned.

Education and Experience Requirements: Bachelor's degree in Engineering, Computer Science, Industrial Engineering or a related field, or a combination of education and experience relating to this position. Two (2) or more years of applicable experience. Experience with various asset management systems, preferred. Strong computer skills, including Excel, Word and Access. Good verbal and written communicate skills. Good project management skills. Must be able to obtain rail safety certification. Must be a critical and independent thinker. Must be able to take large amounts of raw data and synthesize in meaningful reports.

Applicants, if hired, must comply with CTA's residency ordinance.
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Job Title Coordinator, Electronic Communications / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Communications Network

SALARY TARGET: \$60,000 - \$61,000

Coordinates and participates in the development and production of all high tech audio visual & video programs, meetings, and press conferences, as well as, provides support for conference calls, cellular devices, telephone system, and copiers.

Primary duties and Responsibilities

Coordinates and participates in the audio set-up of all meetings and press conferences held throughout the CTA system.

Coordinates and participates in the design, development, preparation, creation, presentation, and evaluation of audio-visual and video materials.

Coordinates the scheduling, delivery and return of electronic communications and audio-visual equipment using electronic and written request forms backed by daily computer calendar. Coordinates staff training for updating of all CTA audio-visual equipment, digital video editing equipment, and section computers.

Coordinates the library of CTA programs and news related coverage.

Uses computers and DVD authority, encoding and media software to digitally import, export and edit video, audio, and digital files (including MP4, WMV, WAV, JPEG, TIF, EPS, PDF, and AVI). Coordinates the trouble shooting of audio-visual equipment, handles maintenance, researches, and arranges for free-lance video camera and production people when necessary. Develops, prioritizes, and coordinates the production schedule of all videotaped programs by working with various departments (including: creating budgets, timelines, scripts; directing actors, lighting, and camera work; and editing). Narrates scripts for programs, including ADA, DBE, Bus and Rail Operations, and Maintenance Training. Provides support and cross-training in conference office and communications equipment. Performs other duties as assigned.

Education and Experience Requirements

Bachelor's degree in Visual or Electronic Communications or a combination of education and experience relating to this position. 3-5 years of experience coordinating audio-visual projects. Some supervisory experience. Working knowledge of Photoshop, After Effects, Word, Power Point Dreamweaver and Excel. Avid Media Composer proficiency a plus.

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

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Contract Administrator

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, coordinates services and handles all contract administration work.

Serves as administrator for Pace's purchasing card system.

Acts as a "super user" for Pace's new energy management system. Serves as administrator for Pace's records management system.

Acts as administrator of Pace's building access system.

Assists in the overall facility maintenance of Pace's corporate office by coordinating space planning projects.

Ensure that all Administration policies/procedures are current and accurate. In addition, performs various duties as assigned or required.

Qualifications:

Must have a Bachelor's Degree and 1 to 2 years experience with contract administration, records, space planning or facilities maintenance and possess a valid Driver's License.

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

Apply online at

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Contract Buyer I

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies. Performs price/cost analyses.

Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/Other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues.

Is the point of contact for vendors and internal customers (requisitioners) during the procurement process. Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

Qualifications:

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree. A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

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Contract Carrier Maintenance Specialist

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Department Manager, Maintenance & Technical Services, or designate, responsible for fleet inspections and fleet inspection letters, correspondence letters and monthly reports for Contract Carrier/Paratransit properties.

Provides technical support for these Contract Carrier/Paratransit properties. Responsible for analyzing of warranty and warranty related items from these properties. Monitors Contract Carriers/Paratransit properties in the day-to-day operation/rules/regulations.

Handles all emergency calls and related investigations for these properties, and assists personnel in matters relating to their facilities. Assists in new bus acceptance and inspections.

Assists senior inspectors on engine/transmission related items as well as bus renovation projects and retrofit campaigns. Assists with matters relating to maintenance in the Vanpool Department. Fills in for the maintenance specialist in his absence. Other duties as assigned.

Qualifications:

Qualified candidate must have 3 to 5 years progressively responsible "hands-on" experience in bus maintenance or a related field. Extensive, in-depth working knowledge of all diesel coach systems, shop procedures and equipment.

Good verbal/written communication skills. One to three years administrative experience preferred.

Must be at least 21 years of age and possess or be able to obtain a valid CDL license along with appropriate endorsements. Qualified candidate must have a good work history.

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle. Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

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Billing Processor

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:

Organize in-patient and out-patient claims for electronic or hard copy mail and forward to appropriate third party payers.

Review claims to make sure that payer specific billing requirements are met, follow-up on billing, determine and apply appropriate adjustments, answer inquiries, and update accounts as necessary.

Requirements:

High school diploma or GED

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.
Minimum of 2 years of billing and/or patient account experience in a hospital setting required.

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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Cook

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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:

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326 West 64th Street

Chicago IL, 60621

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Food Service Worker

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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

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Mail:

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Front Desk Dental Clinic Receptionist

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Description:

The Front Desk Dental Clinic Receptionist is the initial point of contact with patients and is the clerical support person for the dental clinic. This position is the liaison between clinic staff and patients and is responsible for being able to effectively and professionally communicate with all parties.

Responsibilities include answering phones, scheduling and confirming appointments, greeting patients, verifying and processing insurance, collecting copays, overseeing accounts payable and receivables, and conducting basic accounting duties.

EOE "A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 5 years of experience as a Front Desk Dental Receptionist.

Experience with insurance billing.

Strong accounting skills.

Strong computer skills. Knowledge of Softdent program is a plus.

Ability to type 50 wpm.

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

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Fax: (773) 962-0034

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Adjunctive Therapist

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Description:

This position plans and conducts individualized therapy programs to help patients develop, regain, or maintain their ability to perform daily activities.

S/he teaches patients skills/techniques and how to use adaptive equipment for participating in activities.

The Adjunctive Therapist studies, evaluates, and records patients' activities and progress.

EOE

"A Tradition of Caring" since 1904."

Requirements:

Bachelor's degree in the area of Therapy specialty or related field required.

Registered Therapist in state of Illinois

Minimum of 2 years of Therapist experience in acute care setting.

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

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Fax: (773) 962-0034

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Mental Health Worker

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Description:

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

EOE

“A Tradition of Caring” since 1904.”

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

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

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904."

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

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

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Social Worker

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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:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others