



Day Camp Unit Leader

YMCA of Metropolitan Chicago - Chicago, IL

Part-time

Scope of Responsibilities: Implementation of the daily program, which will include activities that are developmentally appropriate. Directly responsible for leading and caring for a group of children on and off site. Guide campers through various activities; instruct as needed. Provide attention to campers with special needs without neglecting any camper. Apply basic youth development principles in working with campers through communication, relationship development, and respect for diversity, involvement and empowerment of youth. Camp Unit Leader serves as a mentor and role model to camp counselors and in communicating important information to the counselors and providing direction and suggesting improvements when needed. Coordinate and communicate with parents regarding camp questions and/or concerns during camp. Help staff with specific camper issues and concerns. Ensuring the safety of staff and their campers at all times and Assures campers are properly supervised at all times. Be aware of and implement safety guidelines. Participate in the development and implementation of program activities for campers within the mission and outcomes. Maintain high standards of health and safety in all activities for campers and staff. Provide the daily care of each camper within your supervision. Be a role model to campers and staff in your attitude and behavior. Follow and uphold all safety and security rules and procedures. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship. Assist in the overall program structure of day camp and planning and running of all camp activities, including theme days or other special events; be part of all aspects of day camp life when not directly involved in day camp activities; take part in early drop-off and late pick-up on a rotating basis with Program Staff Team. Responsible for leading or assisting with the teaching of activities. Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to the director. Additional duties as assigned.

Requirements: Must have a High School Diploma with 1 to 2 years experience working with children and be at least 18 years of age. Ability to communicate and train staff and campers in safety regulations and emergency procedures; ability to observe camper behavior and apply appropriate behavior-management techniques; ability to identify and respond to hazards in camp such as emergency plan implementation; ability to work with a diverse age group and skill level of staff and campers.

Apply online at

http://www.indeed.com/viewjob?jk=7776df4d7df504e1&q=YMCA&l=chicago&tk=189d91nsa06b03j4&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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HVAC Install Assistant

Precision Plumbing-Heating & Cooling - Chicago, IL

Job Type: Full-Time

Minimum Years of Experience Required: 1 Year

Minimum Years of Education Required: Trade/Vocational school

Salary Range: 10 to 15 Hourly

Specialty: Residential

Must be Authorized to Work in the US

Job Description:

The HVAC Install assistant is responsible for assisting the lead installer with change outs of furnaces, air conditioners, indoor air quality, thermostats, and boilers as sold by a comfort specialist. The HVAC Install assistant is responsible for maintaining a clean, organized work environment and support system to the lead installer to ensure all work is performed to the highest degree of professionalism.

The HVAC Install Assistant reports to the lead installer and Installation Manager and receives instruction on the company's best practices. The Install Assistant contributes to earning positive online reviews and promotes his team to prospective customers and employees. The HVAC Install Assistant welcomes training and coaching to develop customer service and technical skills.

Job Duties: Performs a wide variety of installations in the heating, air conditioning, refrigeration, and ventilating systems in residential homes. Understand the operating principles of heating, air conditioning, and work safety practices related to HVAC work. Knowledge of methods, tools, and equipment used in the repair of heating and air conditioning equipment in residential and light commercial buildings. Performs daily work duties associated with the trade and responds favorably to supervision in the field. Keeps accurate accounting of inventory and maintains tools on installation vehicle

Job Requirements:

1 year of hands on HVAC experience

Possess of a valid Illinois Driver's License. EPA License.

Criminal background checks

Free of recreational drug usage

Open to working long days, weekends when demand is high

Apply online at

http://www.indeed.com/viewjob?jk=207ceb16f8c7b90f&q=YMCA&l=chicago&tk=189d91nsa06b03j4&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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Executive Assistant/Coordinator- Learning and Evaluation

YMCA of Metropolitan Chicago - Chicago, IL

Job Summary: The Office of Learning and Evaluation is responsible for driving cross-functional learning, evaluation and innovation throughout the YMCA of Metro Chicago. The Office's leading goal is to cement the Y as the region's leading nonprofit provider of effective early childhood, youth and family enrichment programs and services. The Learning and Evaluation team members works closely with other departments to develop a portfolio of high quality, evidence-based and measurable programs that are uniform and consistent across membership, camps and human services. The team is also responsible for identifying training expertise and modules at all levels within the Y in order to create a shared culture, understanding and common language for effective program services.

The Executive Assistant/Coordinator reports to the Senior Vice President, Learning and Evaluation and would be primarily responsible for high-level administrative support and department-wide project management. The Coordinator will also be responsible for serving as a liaison between the Department of Learning & Evaluation staff, and Operations and Human Services staff.

Requirements: Bachelor's degree in social services, education, or equivalent preferred. 1-2 years experience in program and/or non-profit administration and management. Excellent written and verbal communication skills; strong interpersonal skills. Ability to work in a fast-paced environment and juggle competing priorities. Ability to document and organize large quantities of information for internal and external audiences. Flexible to work a varied schedule. Impeccable writing skills required! Writing sample will be required at the time of interview.

Mandatory Job Qualifications

Bachelor's degree in social services, education, or equivalent preferred.
1-2 years experience in program and/or non-profit administration and management preferred
Excellent written and verbal communication skills; strong interpersonal skills.
Knowledge and interest in education for children (0-5), youth, and teenagers.
Ability to work in a fast-paced environment and juggle competing priorities.
Ability to document and organize large quantities of information for internal and external audiences.

Apply online at

http://www.indeed.com/viewjob?jk=2a99231f89fab2e2&q=YMCA&l=chicago&tk=189amiocq06ag5bo&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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Administrative Assistant (1)

Posted Date 11/13/2013 Requisition # 17876

Position Type Full-Time Salaried/Hourly Non-Exempt

Category Other - Other Department College of Computing & Digital Media (CDM)

Campus Loop Campus Location US-IL-Chicago

General Summary

The Administrative Assistant (1) will report to the Assistant Director of Student Services. This position will manage the reception area in the CDM lobby; to include: greeting CDM visitors, tabulating and monitoring office usage statistics for current and prospective students, coordinating on campus tours for prospective students, providing event logistics assistance, and coordinating incoming and outgoing mail processing. This position is critical to creating and maintaining a professional and welcoming atmosphere. This position will regularly handle confidential materials.

Minimum Requirements

- 2+ years of college coursework.
- 2+ years of office experience, including supervisory experience.
- Proficiency in Microsoft Office Suite and data entry.
- Knowledge of PeopleSoft software or the ability to learn complex new computer applications quickly.
- Excellent communication, organizational and interpersonal skills.
- Exhibit flexibility, adaptability, and a professional demeanor.
- Commitment to working in a team environment.
- Ability to work under pressure with attention to detail.
- Ability to appropriately interact with a diverse population of students, faculty, and staff.
- Ability to maintain confidentiality.
- Ability to occasionally work evening or weekend hours for special events.

Preferred Requirements:

- Bachelor's Degree.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html> Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/faq/faq_faq_can.shtml

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Public Safety Officer, LPC

Posted Date 11/6/2013 Requisition # 17867

Position Type Full-Time Salaried/Hourly Non-Exempt

Category Public Safety Department Public Safety LPC Campus

Campus Lincoln Park Campus Location US-IL-Chicago

Minimum Requirements

- High School diploma or equivalent.
- Minimum experience of 1 year in public safety or law enforcement, or a related service-oriented industry.
- Possess a valid driver's license.
- Strong communication skills, both verbal and written form.
- Possess visual acuity.
- Good physical condition without any restriction in the ability to walk, run, stand or climb multiple flights of stairs.
- Ability to sit for an extended amount of time (intervals in excess of 60 minutes).
- Ability to perform extended foot patrols multiple times during a shift (intervals in excess of 30 minutes).
- Ability to give pursuit of offender on foot.
- Ability to drive a vehicle for extended amounts of time without interruption (intervals up to 3-4 hours).
- Ability to lift a minimum of 25 pounds.
- Ability to react and work calmly under pressure.
- 24/7 Operation, operating 3 daily shifts; required to perform Dispatch function for the campus, on a rotating basis.
- Some college coursework/credit.

Salary & Benefits:

DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary. <https://hr.depaul.edu/Benefits/index.html>

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Administrative Assistant (1)

Posted Date 11/1/2013 Requisition # 17866
Position Type Full-Time Salaried/Hourly Non-Exempt
Category Other - Other Department Career Center
Campus Lincoln Park Campus Location US-IL-Chicago

General Summary: The Administrative Assistant (1) will report to the Budget & Operations Analyst for Career and Money Management. This position will directly deliver and oversee student workers in the Lincoln Park Career Center and the Office of Academic Advising Services department reception and front desk activities. This position will also be responsible for office area administrative and managerial operations; exercise independent judgment based on established guidelines, processes and protocols. The customers will include students, alumni, staff, faculty and employers using the Career Center, Student Employment, ASK, Financial Fitness services, and Office of Academic Advising services (OAAS) and will be via walk-ins, phone calls, and emails.

Minimum Requirements •Minimum of 2 years of college. •Knowledge (or ability to learn) Microsoft Windows and Office; PeopleSoft. •Excellent written and verbal communication skills. •Ability to maintain confidentiality and present a positive image of the University through appearance and demeanor. •Ability to work positively in a demanding, high volume, fast-paced, service-oriented environment.
Preferred Requirements: •Bachelor's degree. •Two to three years of experience in office management/administration, customer service or reception, or equivalent
•Customer service training and clerical staff supervisory experience.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html> Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

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Staff Attorney - Associate

Posted Date 11/5/2013 Requisition # 17873
Position Type Full-Time Salaried/Hourly Exempt
Category Legal Department College of Law
Campus Loop Campus Location US-IL-Chicago

Principal Duties and Responsibilities

- Provide direct assistance to CBOs by responding to requests for technical assistance and other direct services to partner CBOS within the scope and goals of the grant.
- Develop, administer and coordinate partnerships with CBOs.
- Develop curriculum for special workshops on immigration law and advocacy skills for CBOs and training and technical assistance materials for the staff of CBO partners.
- Assist in fundraising for the program and prepare reports in compliance for donors and the Clinic.
- Attend US CIS, government, community coalition and other forums that involve representation of refugees and immigrants in the Chicago metropolitan area.
- Supervise students in representation of clients through the Clinic and student technical assistance to the CBOs.
- Develop class materials and training for students.
- Prepare course materials and teach law students in the Asylum and Immigration Law Clinic.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor's of Arts/Bachelor's of Science, Juris Doctorate and a minimum of two years of experience with either low-income immigrant legal assistance projects, clinical education programs or related experience.
- Licensed to practice law.
- Ability to travel locally to CBO partner sites and be flexible in schedule to accommodate CBO partner requests for trainings.

Preferred Requirements:

- Proficiency in a second language, particularly Spanish.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/faq/faq_faq_can.shtml

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Research Project Assistant

Posted Date 11/11/2013 Requisition # 17881

Position Type Full-Time Salaried/Hourly Non-Exempt

Category Other - Other Department Biological Sciences

Campus Lincoln Park Campus Location US-IL-Chicago

General Summary

The Research Project Assistant will assist in a 9-month funded research project. This position will perform basic data analysis and library research as well as basic laboratory procedures. This position will also report findings to principal investigator and assist in writing and presenting data analysis.

Principal Duties and Responsibilities •Basic laboratory procedures. •Basic data analysis and entry. •Prepare communications and record keeping. •Assist in writing papers. •Perform other duties as assigned.

Minimum Requirements •Bachelor's of Arts or Bachelor's of Science in Biological Sciences. •Experience in the following areas: Excel, Word and Endnote reference software. •Familiarity with basic cell culture and biochemistry. •Excellent communication skills.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

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(1) Security Officer
(1) (Temp) Security Officer
Haymarket

REQUIREMENTS:

Must have high school diploma or equivalent combination of training and experience
Minimum of one year experience in the security related field and at least 20 hours of training in security or an equivalent combination of training and experience

Must have the ability to operate standard office equipment
Must have good verbal communication skills

Knowledge and ability of techniques to control unruly persons and /or clients, while still maintaining a proper attitude
Valid Driver's License
Possess good judgment
PERC Card required
Good Computer skills

SEND RESUMES TO:

PAT PAYNE, DIRECTOR OF HUMAN RESOURCES
120 N. SANGAMON
CHICAGO, IL 60607 OR FAX: (312) 226-1501
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**O'HARE OUTREACH
(1) Outreach Worker (PT)**

REQUIREMENTS:

High School Diploma/or GED plus one year of experience, preferably with the homeless or mental health population

Assessment and Case Management skills, as well as written and verbal communication skills, knowledge of managed care beneficial

Must be able to walk and stand for extended periods of time

Must be able to drive agency van

Valid Driver's License

Computer skills are essential

No felony convictions

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**WOMEN'S RESIDENTIAL
(1) Case Manager**

REQUIREMENTS:

High School Diploma or equivalent; Valid Driver's License
Knowledge in substance abuse or related field; Good verbal and communication skills
Proficiency in reading and writing; Able to work effectively on a team
Good Computer skills

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**COMMUNITY INTEGRATION PROGRAM
(1) Reintegration Specialist**

REQUIREMENTS:

Valid Illinois Driver's License
High school diploma or General Education Diploma (GED); or one to three months
related experience and/or training; or equivalent combination of education and
experience. NCRS or eligible. Knowledge of the Criminal Justice System
Knowledge of core substance abuse functions. Good Computer skills

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MIT (formerly MISA EXPANSION)
(1) Residential Manager

REQUIREMENTS:

High school diploma or equivalent; Bachelors Degree or equivalent preferred
NCRS certification preferred; Knowledge of and ability to perform all "Core Functions"
Ability to handle multiple assignments at once
Knowledge of HIV, health issues, and corrections issues
Valid Driver's License; Good computer skills

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(1) Counselor

REQUIREMENTS:

Master's Degree in human service related field
Mental Health Licensure (LSW, LCSW etc) and/or CADC preferred –Must attain credential within 2 years. Minimum of two year paid work experience in a clinical role required. Foundation knowledge regarding mental health issues, therapy (Motivational Interviewing, Cognitive Behavioral Therapy, etc), and substance abuse 12 step philosophy. Must have excellent verbal and written communication skills
Good Computer skills

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(1) Case Manager

REQUIREMENTS:

Bachelor's Degree in a human services field
Knowledge in substance abuse or related field
Good verbal and communication skills. Proficiency in reading and writing
Able to work effectively on a team
Experience with working with patients with co-occurring disorders

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MAC UNIT (1) Child Development Specialist

REQUIREMENTS:

A.A. from an accredited college or university in related field preferred, minimum 6 hours in early childhood education or child development.
Experience in early intervention and early education (0-3 years) child care
Must be knowledgeable about issues regarding substance abuse, childcare, parenting skills and abuse prevention for families
Must pass DCFS background check

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(1) Case Manager

REQUIREMENTS:

- High School Diploma or equivalent
- Valid Driver's License
- Knowledge in substance abuse or related field
- Good verbal and communication skills
- Proficiency in reading and writing
- Able to work effectively on a team
- Good Computer skills
- Must pass DCFS background check

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STAR PROGRAM (1) Case Aide

REQUIREMENTS:

- High School Diploma or equivalent
- Valid Illinois Driver's License
- Knowledge in substance abuse or related field
- Good computer skills

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FAMILY RECOVERY (2) Recovery Home Specialists

REQUIREMENTS:

High School Diploma or equivalent
Must be NCRS within 6 months of hire
Knowledge in substance abuse or related field
Good verbal and communication skills. Proficiency in reading and writing
Able to work effectively on a team
Must pass DCFS background check
Driver's License preferred

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REQUIREMENTS ARE SUBJECT TO REVISION

Environmental Services Aide I

Department: Environmental Services
Schedule: Registry
Shift: Days

Job Details:

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=273126

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ADMINISTRATION (1) Asst. Clinical Director of Women & Children Services

REQUIREMENTS:

Masters Degree or equivalent, LCSW or Ph.D./PysD. preferred

Completion of CADC level or fulfills OASA requirements as "professional staff".

Completion of IAODAPCA approved Basic and Advanced Clinical Supervisory Training

Minimum 5 years of management experience and 5 years in the field of substance abuse

Knowledge of ability to manage five or more clinical programs or services

Knowledge of ability to perform clinical supervisory functions

Knowledge of family-based treatment and evidence-based interventions

Knowledge of area-finding sources and experience in report writing

SEND RESUMES TO:

PAT PAYNE, DIRECTOR OF HUMAN RESOURCES

120 N. SANGAMON

CHICAGO, IL 60607

OR FAX: (312) 226-1501

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INTEGRATED CARE PROGRAM (1) Manager

REQUIREMENTS:

Masters Degree, and or combination of training and experience
CADC
Supervisory experience
Licensure helpful
Good computer skills

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(1) Case Manager

Bachelor's Degree in a human services field
Knowledge in substance abuse or related field
Good verbal and communication skills
Proficiency in reading and writing
Able to work effectively on a team
Experience with working with patients with co-occurring disorders

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(1) Counselor

REQUIREMENTS:

Master's Degree in human service related field
Mental Health Licensure (LSW, LCSW etc) and/or CADC preferred –Must attain credential within 2 years
Minimum of two year paid work experience in a clinical role required
Foundation knowledge regarding mental health issues, therapy (Motivational Interviewing, Cognitive Behavioral Therapy, etc), and substance abuse 12 step philosophy
Must have excellent verbal and written communication skills
Typing and basic computer skills required

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Security Officer

Department: SECURITY DEPARTMENT
Schedule: Full Time
Shift: Day/PM rotation

Job Details:

The security officer performs activities necessary to the provision of a safe and secure environment for employees, patients and visitors of the hospital. High School diploma required. Previous security experience and/or training in Health Care Security preferred. PSTN 12 Security Officer Certification. Must have valid IL Driver's license. FOID card, 20 hour certificate preferred.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=221934

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MEN'S MEDICAL DETOX (1) (PT) RN Floater

REQUIREMENTS:

Must possess a current, unencumbered license to practice as a RN in this state,
Must be able to read, write, speak and understand the English language.
Must possess the ability to make independent decisions when necessary
Must be able to relate information concerning a patient condition
Must be able to move intermittently throughout the work day
Must be able to speak the English language in an understandable manner
Must be able to cope with the mental and emotional stress of the position
Must be able to see and hear or use prosthetics that will enable the senses to function adequately, to ensure that the requirements of this position can be fully met (i.e., accurately read measurements on patient related equipment such as thermometers, monitors, gauges)
Must be able to function independently, have personal integrity, flexibility and the ability to work effectively with patients, staff personnel, and support agencies
Must be in good general health and demonstrate emotional stability.
Must be able to relate and work with the disabled, ill, elderly, emotionally upset, and at times hostile people within the facility
Must be able to lift, push pull, and move a minimum of 50 pounds.
Must be able to assist with the evacuation of patients
Nurse is at risk for exposure to blood and body fluids when actively providing nursing care to patients
Performance of administrative duties results in minimal exposure risk
Can deal with multiple projects in stressful environment
Represents self and agency well
Good computer skills/Organized/Team building skills

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(3) Detox Specialists

REQUIREMENTS:

- High school diploma or equivalent
- Demonstrates excellent written and verbal skills
- Able to relate well with others
- Knowledgeable and dedicated to the field of alcoholism and substance abuse of client care
- Good Computer skills

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MEN'S RECOVERY HOME (1) Recovery Home Specialist

REQUIREMENTS:

- High School Diploma or equivalent
- Must be NCRS within 6 months of hire
- Knowledge in substance abuse or related field
- Good verbal and communication skills. Proficiency in reading and writing
- Able to work effectively on a team
- Driver's License preferred

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