



## **Cashier**

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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### **Concessionist**

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

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## **Busser**

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

- Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.
- Assist wait staff and the bussing of tables.
- Clear and reset tables both before and after presentation.
- Maintain a clean and well stocked bus station at all times.
- Assist with crowd control and seating of guests as needed.
- Perform exit greetings at auditorium doors at the end of each presentation.
- Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

- Ability to provide superior guest service.
- Possess good verbal communication skills.
- Have a general knowledge of theatre policies, prices, menu, and bar selections.
- Ability to work with minimal supervision.
- Ability to stand on feet for an extended period of time.
- Ability to ascend and descend stairs.
- Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.
- Ability to lift up to 50 pounds and move it 75 yards on a regular basis.
- Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.
- Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program.

If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/busser>

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## **Cook**

As a Cook, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You'll ensure consistent food quality, prepare orders in a short period of time and prepare menu items in accordance with established recipes and guidelines. In addition, you'll maintain a clean, sanitary, and safe work area in a fast paced environment. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Maintain communication with other cooks to assemble food orders within established average ticket time while preparing several different orders simultaneously.

Adhere to recipes to ensure consistent food quality and presentation.

Answer questions courteously, accurately, and quickly.

Perform required sanitation procedures.

Operate large-volume cooking equipment such as grills, fryers, or ovens according to manufacturer's instructions.

Uphold cleanliness and ensure proper sanitation of entire kitchen including food prep area, cooking equipment, counters, shelves, utensils, and storage areas.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you run a kitchen operation like a well-oiled machine?

As a Cook at AMC, you'll need to demonstrate:

Proficiency in kitchen operations and execution. Complete food handling training and obtain any local or state mandated certification. Must be able to cook food to recipe standards. Must have working knowledge of U.S. measurements, weight and volume.

Ability to follow instructions on safe use of all chemical/cleaning materials.

Ability to work effectively with supervisors and co-workers and with minimal supervision. Ability to meet deadlines. Ability to stand on feet for an extended period of time. Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. Ability to lift up to 50 pounds and move it 75 yards on a regular basis. Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, health and 401(k) plans, and an employee assistance program. If helping run a high volume kitchen, great benefits and having fun matter to you, apply today at

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## **Dishwasher**

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification. Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

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## Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provide a vital link between our guest and the kitchen staff. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner. Possess full knowledge of bar and menu items and be able to make recommendations. Accurately take food and beverage orders in a timely manner. Verify guests that purchase alcohol are at least 21 years of age. Coordinate and assist with reserved seating tactics. Consistently use suggestive selling techniques. Collaborate with kitchen staff to ensure that food orders are accurate. Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).

Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Good verbal and written communication skills.

Obtain any necessary alcohol service licensing requirements.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast  
Maintain facilities that are clean, safe and in good repair  
Provide an experience that is comfortable, distraction-free and picture-perfect

Serve fresh, appetizing and properly prepared food and beverages  
Assist with other functions as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills  
Persuasive written and oral communication skills along with strong analytical skills  
Ability to effectively delegate and follow up with booth crew members  
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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## **Usher**

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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**ACTIVITIES ASST SR SERV**

Facility Presence Maryhaven Nursing and Rehabilitation Center  
Department ACTIVITIES  
Schedule Full-time  
Shift Day/PM rotation  
Hours 9:00AM to 5:00PM or 10:00AM To 6:00Pm  
Location Glenview, IL  
Req Number 124893

Job Details Assist the Director and/or the Activities Coordinator to plan, organize, develop and direct the overall operation of the Activity Department in accordance with current Federal, State and local standards and as may be directed by the Executive Director to assure that an on-going program of activities is delivered. The program will respond to the interests of the facility residents and enhance their physical, mental, social and psychological well being and be presented in a manner which embodies the mission and core values. HS diploma or equivalent. Prior experience in working with the elderly preferred. Excellent communication skills and basic computer skills preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=160954>

**Adjunct Faculty**

Facility Resurrection University  
Department COLLEGE OF NURSING  
Schedule Casual/ Part-time (no benefits)  
Shift PM shift  
Hours Tuesdays 5pm - 8:30pm  
Location Chicago, IL  
Req Number 124715

Job Details

College of Nursing -Adjunct Faculty  
APN Management of Adult Health II Course  
2014 Spring Semester, 15 Week Term, January 6th April 23rd  
Site: Resurrection University Campus  
Tuesdays 5:00pm - 8:30pm

Minimum Acceptable Qualifications:

- Nurse Practitioner. -Two years teaching experience.
- Master's degree in nursing. -Experience appropriate to the area of responsibility.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=264295>

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### **ADMINISTRATIVE COORDINATOR**

Facility Presence Saint Joseph Hospital - Elgin  
Department PSJH NURSG ADMIN OPER'N  
Schedule Part-time (benefits eligible)  
Shift PM/Night rotation  
Hours 8p-8a  
Location Elgin, IL  
Req Number 122772

#### Job Details

Responsible for supervising the activities of nursing personnel in all patient care areas, on the shifts when hospital administration is not available, in order to ensure the provision of optimal nursing/Hospital services.

(Assumes administrative responsibility for the Hospital environment during applicable shifts.

Represents the Hospital administration after normal business hours and weekends to problem solve, etc., concerning the operations of the Hospital and patient care.)

Current basic nursing skill level

Strong IV Skills preferred

Ability to assess and implement critical thinking skills

Must have excellent written and oral communication skills

Education and/or Experience

Bachelor's Degree in Nursing preferred

3-5 years of progressive nursing responsibility required

Two years in leadership position preferred

Certificates, Licenses, Registrations

Current Illinois Registered Nurse license; BLS; ACLS; Telemetry Certification preferred

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=297660>

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### **ASSISTANT MANAGER PATIENT CARE**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC CICU  
Schedule Full-time  
Shift Night shift  
Hours 7p-7a  
Location Joliet, IL  
Req Number 123518

#### Job Details

##### Education and/or Experience

Knowledge, skill and mental development equivalent to the completion of an Associates Degree from an accredited program. Bachelors Degree in Nursing preferred. 3 years experience in an environment to acquire the technical, analytical, interpersonal and teaching skills. Computer Skills  
Knowledge of Meditech, Kronos Payroll System, Visionware and Microsoft Office.  
Certificates, Licenses, Registrations  
Various Unit-Based Certifications (i.e. ACLS, PALS).  
Current Licensure as an RN in the State of Illinois.  
Current CPR Certification.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=173602>

### **ASSISTANT TEACHER**

Facility Presence Behavioral Health  
Department CHILD DEVELOPMENT CENTER  
Schedule Casual/ Part-time (no benefits)  
Shift Day shift  
Hours 7:30-5  
Location Chicago, IL  
Req Number 124486

#### Job Details

Assists the Teacher in implementing the Child Care Curriculum within the framework of a developmental philosophy. Activities are designed to meet the emotional, social, cognitive, and physical needs of the children. A minimum of one year of classroom experience is preferred and MUST have 6 hours or greater of Early Childhood Education.. Bilingual in Spanish is preferred.  
This job location is in Bellwood.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=825499>

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### **CASE MANAGER**

Facility Presence Saint Joseph Hospital - Elgin  
Department PSJH UR/CARE MANAGEMENT  
Schedule Full-time  
Shift Day shift  
Hours Day Shift  
Location Elgin, IL  
Req Number 123143

Summary: Collaborates with health care team to assess, plan, implement, monitor and evaluate options and services to enable the progression of patients across the acute care continuum. Performs required activities for utilization management, transition planning, and identification of actual or potential quality care issues. Performs as an integral part of the interdisciplinary team to effectively ensure optimal patient outcomes and length of stay efficiency. Considers payer requirements and responds accordingly to avoid adverse financial consequence to patient and hospital.

Education and/or Experience: Registered Nurse required. 3 years of clinical experience; 2 years of experience in care management related role preferred. CPR

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=744904>

### **EMPLOYMENT SPECIALIST**

Facility Presence Health - Corporate Office  
Department HR SMEMC  
Schedule Full-time  
Shift Day shift  
Hours 7:30am - 4pm  
Location Chicago, IL  
Req Number 124937

Job Details Essential Functions: Reporting to the Director of Human Resources, the Employment Specialist will be responsible for the recruitment function inclusive of sourcing, interviewing, and hiring staff for various departments. Additional responsibilities will include employee relations, assisting managers in maximizing their human resources potential, and assisting Director with projects as needed .

Requirements: Previous experience in a recruiting role is required along with human resources experience including employee relations. Bachelors degree in related field required. PHR/SPHR Certified is preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=325800>

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### **CERTIFIED NURSE ASSISTANT**

Facility Presence Saint Joseph Hospital - Elgin  
Department PSJH NURSING SERV FLOAT  
Schedule Part-time (benefits eligible)  
Shift Day shift  
Hours 0700-1530  
Location Elgin, IL  
Req Number 118887

#### Job Details

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

Presence Saint Joseph Hospital in Elgin has been a leading care provider in the Fox River Valley.

With more than 400 physicians on staff, 1,200 employees and 300 volunteers, we are known for providing leading-edge care and technologies to the communities we serve.

#### Summary

Under the direction of the Registered Nurse, performs basic patient care related tasks which contributes to the maintenance of a safe and comfortable patient environment.

#### Education and/or Experience

Certified Nursing Assistant in Illinois (CNA) Required

CPR/BLS Required

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=163771>

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## **EXECUTIVE ASSISTANT**

Facility Presence Medical Group - Chicago & North Suburbs

Department RMN ADMINISTRATION/CENTRAL BIL

Schedule Full-time

Shift Day shift

Location Chicago, IL

Req Number 124659

ESSENTIAL DUTIES AND RESPONSIBILITIES are but not limited to:

1. Ensures that all matters in connection with the Executive Office, including administrative and secretarial detail are addressed. Performs expediting, problem solving and service support to organizational and outside contracts, as required. Interprets and makes judgments relating to appropriate administrative decisions. Refers information and/or questions to responsible individuals as required.
2. Composes, prepares, proofs and edits internal and outgoing correspondence, reports, and minutes. Prepares and distributes a variety of material, such as correspondence, memoranda, reports, charts, statistics, manuals, agendas, calendars, minutes, etc.
3. Acts as a liaison between physicians and the Executive Office, providing direction or rectifying problems as needed.
4. Maintains calendars. Coordinates and makes necessary notifications and arrangements for travel reservations and appointments. Prepares and processes expense reports.
5. Organizes and follows up on plans for meetings, coordinates with participants, prepares, assembles and distributes meeting information/material, sets up/oversees meeting logistics, aids, equipment and dietary requirements as needed. Ensures efficient use of executives time.
6. Attends meetings and may participate on committees as directed. Takes, organizes and types meeting minutes as required.
7. Screens all incoming telephone calls and visitors. Handles inquiries, takes messages and/or transfers to appropriate party.
8. Develops, organizes and maintains sensitive files and record retention systems. Maintains office equipment, supplies, and assignments of Administrative meeting rooms.
9. Coordinates social events, seminars and educational programs as needed.
10. Assist other Presence Medical Group Executive Assistants as needed.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Associates degree or equivalent. 3 to 5 years of experience required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=852695>

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## **HOME HEALTH NURSE**

Facility Presence Home Care - Chicago  
Department HOME CARE NURSES  
Schedule Full-time  
Shift Day shift  
Hours 8:00am - 4:30pm  
Location Chicago, IL  
Req Number 122846

### **Job Details**

Using principles of community health nursing and the nursing process of assessment, planning, implementation and evaluation, provides care to patients in their homes in accordance with the physicians medical plan of treatment.

Collaborates, as appropriate, with managers, physicians and other clinical disciplines in making decisions regarding patients care.

Must be a graduate of an accredited school of nursing with current licensing in Illinois.

Must have one to three years of experience in a med/surg environment within the last three years.

Must be able to demonstrate through clinical competence the knowledge and skills necessary to provide care appropriate to the age and diagnosis of the patients served.

Strong communication and organizational skills.

Ability to respond quickly in an emergency and communicate effectively. Knowledge of agencies, services, eligibility requirements, etc., associated with referral to community assistance preferred.

Valid drivers license, current automobile liability insurance and access to an automobile during work. Current Cardiopulmonary Resuscitation Certification per department policy.

The position reports to the Central Team. Bilingual Spanish is highly preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=793605>

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### **INS VERIFICATION REP I**

Facility Presence Health - Corporate Office  
Department INSUR VERIFICATION/PRE REGISTR  
Schedule Full-time  
Shift Day shift  
Hours 0900-1730, Mon-Fri  
Location Chicago, IL  
Req Number 121638

#### Job Details

FT position 40 hours per week.

Primarily responsible for the completion and coordination of pre-encounter insurance verification, pre-certification, payor authorization, financial clearance process and the associated seamless transfer to Patient Access ministry staff.

Additionally, complete and coordinate these activities for in-house patients, all required patient status changes and, as necessary, for pre-registered and registered accounts to ensure payor requirements have been met to secure timely reimbursement and minimize payor denials.

Prioritize, coordinate, and complete patient accounts; ensure all insurance requirements are met, secure payor authorizations, complete medical necessity screening and complete patient payment estimate.

Ensure that all documentation is entered into applicable systems for ministry staff.

This position requires a High school diploma or equivalent. Previous experience in hospital admissions, business office and/or physicians office preferred.

Medical terminology knowledge preferred.

Working knowledge of Microsoft Office and patient accounting systems experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=266301>

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### **MAINTENANCE WORKERS**

Facility Presence Behavioral Health  
Department ADMINISTRATION-BEHAVIORAL HLTH  
Schedule Part-time (benefits eligible)  
Shift Day shift  
Hours 6:00am-11:00am, Mon-Fri.  
Location Chicago, IL  
Req Number 124993

**Job Details** This position contributes to providing a well-maintained facility by assisting Maintenance Workers and Groundskeepers at the various Presence Behavioral Health locations. Will perform basic maintenance functions. Requirements: High School Diploma or equivalent. Ability to correctly follow directions, Ability to work independently and Mechanical knowledge or related experience preferred. Must have basic computer skills. Must have valid drivers license to drive company vehicle. This job location is in the Melrose Park and Maywood communities.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=724482>

### **MEDICAL ASSISTANT**

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

#### **Job Details**

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

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

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### **MENTAL HEALTH COUNSELOR**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department BEHAVIORAL HLTH INTERMED-SMN  
Schedule Full-time  
Shift Day/Night rotation  
Hours 0700 AM-1530 ; 2300-07:30  
Location Chicago, IL  
Req Number 124451

#### Job Details Essential Functions:

The Mental Health Counselor is a member of the interdisciplinary team who assists total patient care through implementation of appropriate therapeutic approaches. Under the direction of the RN, you will provide care to patients with mental/behavioral illness, in accordance with the integrated treatment. You will often become the primary contact person for the patient in the milieu and provide individual/group counseling on a regular basis. You will carry out nursing and daily living tasks, e.g., vital signs, specimen collections, intake and output, weights, transporting patients, menu preparation. Requirements: Previous experience in an acute behavioral health setting. Bachelor's degree preferred. CPR required. CPI preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=767774>

### **NURSING ASSISTANT**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department NURSING ADMINISTRATION  
Schedule Full-time  
Shift PM/Night rotation  
Hours 1500-2330/2300-0730  
Location Chicago, IL  
Req Number 122160

Job Details Essential Functions: This position will work under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures.

Requirements: High School Diploma or GED from an accredited institution. Certification as a nursing assistant required after January 2008 OR one semester of clinical completed in an RN program accepted in place of CNA certification. BLS required. Bilingual English/Spanish or English Polish preferred. Excellent teamwork and customer service skills required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=376793>

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### **OFFICE ASSISTANT II**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department ILL BREAST & SERV CANCER GRANT  
Schedule Part-time (benefits eligible)  
Shift Day/PM rotation  
Hours 8:00 -2:30 M, T, Th , Fri  
Location Chicago, IL  
Req Number 124874

#### Job Details

Under general supervision, performs a wide variety of routine clerical duties in accordance with pre-established procedures/guidelines. Assignments and methods are defined. Limited interpretation, judgment and/or discretionary actions are required.

#### Education and/or Experience

High school graduate and or Associate Degree  
3+ years related experience in an office setting  
Bilingual and Bicultural in Spanish/English

#### Computer Skills

Proficiency with Microsoft Office including Word, Excel, Outlook and PowerPoint

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=684088>

### **PATIENT CARE TECHNICIAN**

Facility Presence Resurrection Medical Center  
Department EMERGENCY ROOM  
Schedule Full-time  
Shift 12 Hr. Shifts  
Hours 11a -11p  
Location Chicago, IL  
Req Number 124481

#### Job Details

This position will work under the direction and supervision of a registered professional nurse (RN) performs duties to assist in providing high quality patient care. All duties are carried out in accordance with established policies and procedures. Requirements: 1-3 years prior experience. \* High School Diploma or equivalent. \* Certification as a Nursing Assistant required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=534931>

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## **PHARMACY TECHNICIAN I**

Facility Presence Saint Joseph Hospital - Chicago  
Department PHARMACY  
Schedule Registry/PRN/Flex  
Shift Rotation  
Hours 7:00-23:00 rotating  
Location Chicago, IL  
Req Number 124734

*SAINT JOSEPH HOSPITAL- CHICAGO  
Registry Pharmacy Technician  
Rotating 7AM-3PM & 3PM- 11PM  
Pharmacy Department*

### Job Details

Under the supervision of Pharmacy Supervisor/Staff Pharmacist, fill routine orders for unit doses and repackaged pharmaceuticals and performs inventory control and other related duties.

### Requirements:

- Minimum 1 to 3 years experience.
- Previous Pharmacy Technician experience preferred.
- High School diploma or equivalent.
- Pharmacy Technician Certification preferred.
- Pharmacy Technician License required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=416271>

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