



Patient Care Technician

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:

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.

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Registered Nurse

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:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

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

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RN-UR Clinical Case Manager

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Description:

This position is responsible for coordinating the continuum of care activities for our patients from admission to discharge as well as reviewing for optimum utilization of resources.

Efficient collaboration and communication with physicians, nurses, and other members of the health care team will be used to achieve desired patient outcomes.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Registered Nurse license in state of Illinois

Minimum of 2 years of clinical utilization review experience in acute care setting.

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

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Ultrasound Technologist-On-Call

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Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data.

S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

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

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We are looking for a Service Technician I for The Parkways in Chicago, IL.

At Aimco, being a Service Technician is a combination of hands-on maintenance and customer service. While you enjoy the hands-on work of replacing dishwashers or repairing damaged carpets, it's your customer service skills that set your performance apart. Your maintenance, construction or general labor background gives you the skills to handle any maintenance task, while your customer service skills ensure Aimco residents are satisfied and that their homes are in working order. In this general labor maintenance role, you bring not only your customer service skills, but an attention to detail and the ability to recognize problems before they happen. As a Service Technician, you understand that it is a resident's home. Not only do you fix the problem, you pride yourself on your interaction with the resident, taking the time to understand and listen to their concerns.

Requirements

Technical experience in construction, electrical, HVAC and mechanical plumbing systems and their maintenance and repair, you have a proven ability to deliver great customer service. While you know your way around hand tools and power tools, you have demonstrated experience including:

- HVAC certification or universal certification preferred
- Ability to move heavy equipment and machinery
- Experience in maintenance, construction, mechanical, HVAC, electrical, plumbing
- Proven knowledge and application of codes, laws and regulations
- Experience operating computer systems to maintain and track service tickets, inventory and maintenance records
- Willingness to work on call (rotating pager) and non-traditional hours including nights, weekends and holidays

Benefits

Aimco offers attractive total compensation packages designed to recognize and reward performance at the individual, team and company levels. We start with a competitive base salary and add bonus opportunities and benefit choices topped off with:

- Consumer discounts including Aimco apartment discounts and other vendors
- Employee stock purchase plans
- Opportunities for professional development and career growth
- Opportunities for recognition and personal development

Get more information about Aimco at: www.aimco.com

Apply online at

https://aimco.hirechain.com/careers/job_listing.cfm?req_id=18188&ecan_id=&header=&ev_id=&screen_job_cat_list=&this_source_id=42&source_id=42

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Maintenance Mechanic-

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00024541

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.

- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.

- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.

- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.

- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-4571462>

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Merchandiser Part Time-Buffalo Grove

Talent Area : Merchandising/Merchandiser

Location : Buffalo Grove, IL, USA

Requisition Number : HV045957

Full or Part Time : Regular Employee PT

POSITION DESCRIPTION

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves.

This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Minimum Qualifications/Eligibility Requirements

Must be 18 years of age.

Must be eligible to work in the United States.

Must have a valid driver's license.

Must have current vehicle liability insurance.

Must have a driving record with no major moving violations in the last three (3) years.*

Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

1 year experience working in replenishment or as Merchandiser.

1 year experience working in grocery, retail, consumer goods, warehousing, or related field.

1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.

1 year experience working with manual or powered pallet jacks.

Straddle stacker certification.

Powered pallet jack certification.

1 year experience working under little or no supervision.

1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-part-time-buffalo-grove-buffalo-grove-illinois-job-1-5085329>

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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

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

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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

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

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CHILD DEVELOPMENT SPECIALIST

Facility: Presence Resurrection Medical Center, Chicago, IL

Department: CHILD CARE CENTER

Schedule: Full-time

Shift: Day shift

Hours: Monday-Friday

Req Number: 136421

Job Details: The Child Development Specialist (CDS) will ensure and provide learning experiences to foster the intellectual, emotional, social and physical development of children within a safe, healthy learning environment. The Child Development Specialist shall also assist to mentor and provide training to departmental staff and others to support the early childhood curriculum. It is the responsibility of the CDS to work directly with children, parents and staff to maintain open communication with them in order to ensure a quality education program.

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: Bachelor Degree in Early Childhood Education or MA preferred. Minimum of one-year supervisory experience in a childcare setting preferred.

Computer Skills: Microsoft Word, Excel, Power Point

Certificates, Licenses, Registrations: CPR and First Aid certification preferred; otherwise certification shall be obtained within 90 days of employment

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small. Visit presencehealth.org to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at

https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=10030064

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Job Title: Veterans Service Officer

Agency: Veterans Affairs

Closing Date/Time: Wed. 02/25/15 4:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 34-25-15-88942

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions:

The veteran must have served a total of at least 6 months

The veteran served for the duration of hostilities regardless of the length of engagement. The veteran was discharged on the basis of hardship. The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. * Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Work Hrs & Location/Agency Contact: Mon-Fri Hrs: 8:30am-4:30pm - 1 hr lunch break

Location: Manteno Veterans' Home, #1 Veterans Drive, Manteno, IL 60950

Contact: Ellen Myers 833 South Spring Street, Springfield, IL 62704

Phone: (217) 785-4574 Fax: (217) 557-7235

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Valet Parking Attendant

AEG LIVE - Chicago, IL

MUST SUBMIT AN APPLICATION AND RESUME.

Requirements:

- Must be 17 years or older
- No valid driver's license required: you will not be driving vehicles on the street.
- Must be a people person and communicate well with customers and celebrities.
- Remain clean shaven or well groomed.
- Reliable means of transportation
- Be able to work long hours and fast movement.

COPY THE LINK BELOW TO FILL OUT APPLICATION!

<http://aeglivecareers.applicantstack.com/x/apply/a277wj4fgs3h>

Part Time Seasonal Position (Job Number: 14000S5)

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions. Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators. These may include, but are not limited to

- * Office Support
- * Duties related to opening and closing out the school day.
- * Data entry, filing, answering phones and other various clerical duties
- * Duties associated with supporting overall school operations

Physical Requirements : Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life. Join us and help make this vision a reality.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=31200>

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Merchandising Supervisor - Chicago / Work Days Friday through Tuesday

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : 00030113

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

There's something special about Coca Cola Refreshments and your career will be truly a one-of-a-kind experience. It's more than working for the global beverage leader; it's an opportunity to be a part of a company that impacts the world.

There's a sense of pride that comes from building brands people love and making the most of ourselves as a company and as individuals. We're more than just a great place to work, we're inspired individuals who strive and are encouraged to be the best we can be. The time is now to convert your passion into action.

Responsible for maintaining merchandising standards within a designated geographic area. This position is responsible for >5mm cases.

- Staff, train, evaluate and develop team members.
- Supervise the daily sales and merchandising activities.
- Schedule team members to meet the demands of the business.
- Visit accounts to monitor adherence to merchandising standards.
- Manage within labor and OPEX budget.

- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years experience in consumer products required.
- Requires experience managing people/budgets.
- 1+ years supervising distribution/delivery staff.
- Prior beverage industry experience preferred.
- Computer and database application skills.
- Familiarity with DOT regulations preferred.
- Ability to operate a manual/powered pallet jack or lift product.
- Valid driver's license and driving record within MVR policy guidelines, pallet jack certification as required.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandising-supervisor-chicago-work-days-friday-through-tuesday-chicago-illinois-job-1-5110007>

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Clinical Placement Coordinator

Facility: Resurrection University, Chicago, IL

Department: COLLEGE OF NURSING

Schedule: Full-time

Shift: Day shift

Hours: 8:00am - 4:30pm Monday - Friday

Req Number: 136295

Job Details: Bachelors degree is preferred; Licensure Required
1-2 years experience is required

Clinical Placement Coordinator

The Clinical Coordinator is the primary contact between Resurrection University College of Nursing and area health care agencies used for student clinical experiences. Responsibilities include initiating and maintaining clinical contracts through relationship-building, facilitating agency orientations and troubleshooting clinical placement conflicts. The coordinator acts as a liaison to interpret and match the needs of students and instructors to agencies with appropriate learning experiences. The coordinator is responsible for complex communication and problem solving to maintain positive working relationships with a variety of contacts inside and outside the College. The coordinator operates from a solid understanding of nursing education and practice, combined with knowledge of the organizational environments where nurses practice. The coordinator arranges clinical placements for baccalaureate and master's level nursing students in a variety of settings (e.g. hospitals, non-profit agencies, community health settings, schools, day care, long term care facilities, assisted living facilities, home care, and corporations) throughout the Chicagoland area.

Qualifications: Registered Professional Nurse Licensure required. Bachelor's degree in Nursing preferred. 1-3 years of experience as a Registered Nurse required. 1-3 years of Clinical Placement experience preferred. Excellent communication and interpersonal skills with the ability to interact with individuals at various levels throughout the university. Positive attitude and the ability to adapt to fast paced dynamic environment. Well organized, detail oriented, flexible, and ability to work on multiple projects simultaneously.

Schedule: Full time, exempt position with benefits.
Monday – Friday 8:00am – 4:30pm (some evenings and weekends).

Contact:

Submit a cover letter, Curriculum Vitae, or resume to Brian Bollenbacher – Director of Human Resources at brian.bollenbacher@resu.edu, to be considered for the position.

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Student Records Assistant

Posted Date 2/10/2015

Requisition # 18481

Position Type Full-Time

Salaried/Hourly Hourly

Department AVP Student Records

Campus Loop Campus

Location US-IL-Chicago

Minimum Requirements

Bachelor's degree required or equivalent experience.

Strong written and verbal communication skills.

Must be able to work independently as well as collaboratively on various projects.

Must be a team player with creativity, patience and perseverance.

Must be able to work well under pressure.

Ability to work positively in a demanding, high volume, fast-paced environment.

Thorough knowledge of or willingness to learn PeopleSoft and Microsoft Office suite.

Basic understanding of and knowledge of University resources for students.

Knowledge of or willingness to learn common student records practices and sensitivity to confidential information, including knowledge about and adherence to FERPA regulations.

Preferred Requirements: Minimum of 2 years experience in academic environment.

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/about/ab_about.shtml

DePaul University is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

Apply online at <https://jobs-depaul.icims.com/jobs/18481/student-records-assistant/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=720&height=500&bga=true&needsRedirect=false>

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Medical Assistant Cert\Reg CARDIOLOGY

Location: Chicago, Illinois

Job ID: 12163

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Full Time - 1

Shift: Day

AMG – SYKES, 2545 S. KING DRIVE, CHICAGO, IL

Must be willing to travel with provider to Beverly (9831 S. Western) and Sykes location Graduate of a medical assistant program or successful completion of the certification/registration exam. Good communications skills. Experience using a keyboard and computers. Familiarity with equipment used in ambulatory care. Current Medical Assistant Certification/Registration. Current CPR certification Ability to travel locally to multiple sites as needed. Ability to work in stressful conditions and difficult situations. Resilient and flexible in a changing environment. May be exposed to hazardous materials and life threatening diseases. Ability to cooperate and work with others. Ability to make sound and timely decisions. Ability to work rotating shifts any day of the week. Ability to perform lifting/transfer activities related to patients as needed, ability to stoop/bend. This requirement supersedes any previous lifting requirement effective 08/01/2014. Ability to lift up to 35 pounds without assistance. For patient lifts of over 35 pounds, or when patient is unable to assist with the lift, patient handling equipment is expected to be used, with at least one other associate, when available. Unique patient lifting/movement situations will be assessed on a case~by~case basis. The Medical Assistant Certified/Registered will support the physician (s), and other providers in delivering quality health care to ambulatory patients and perform a variety of nursing related tasks to promote continuity of care.

Accountabilities: Risk/Safety Compliance

Funding Our Future: Miscellaneous; Clinical Support/Health Outcomes: Provides support in the delivery of quality clinical care

Patient Satisfaction and Service: Provides efficient, high~quality service to patients who arrive for appointments or who telephone or visit in person to request appointments or information on tests and procedures, bills and charges, referrals, and other matters.

Health Information Management (HIM) and HIPAA standards: A complete and accurate hard copy and/or electronic medical record will be maintained for every individual who is evaluated or treated within the medical group.

Apply online at http://jobs.advocatehealth.com/chicago/medical-assistant/jobid6770392-medical-assistant-cert_reg-cardiology-jobs

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Patient Svcs Rep WEEKENDER

Location: Chicago, Illinois

Job ID: 11585

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Part Time C - 0.2

Shift: Rotate All Shifts

AMG- SYKES 2545 S. KING DRIVE CHICAGO, IL

Must be flexible to work every Saturday and Sunday including Monday rotations. Hours may vary between 7:30am - 8pm. High school diploma or equivalent. 2~3 years experience in ambulatory medical office setting. Experience handling difficult callers/customers/patients. Cashier and computer skills preferred. CRT/PC experience in a customer service setting. Working knowledge of the IDX System preferred. Ability to solve problems posed by callers leaving messages, seeking referrals, appointments, billing issues and clinical information. Ability to meet, greet and use positive customer service skills in working with patients, customers. Good communication skills. N/A Ability to function in a high volume, multiple~task environment. Exposure to ill patients. Possible travel to other sites or to ancillary settings for training programs and/or temporary assignments. Bilingual preferred (especially in Spanish and Polish).

Ensures the provision of efficient, effective, quality customer service and practice support by performing a variety of general office duties: Maximize revenues by accurately entering appropriate charges and collecting payments at the time of service and entering all codes accurately from encounter form, up to date and accurate billing information into the patient accounting system. Assists patients with any problems or concerns and directs them to the appropriate support function for assistance. Coordinates the technical functions of the records department. Ensures that confidentiality is maintained at all times.

Accountabilities: Patient Reception (Check~In Process). Provision of efficient, high~quality service to patients who arrive for appointments in person or who telephone requesting appointments or information on tests and procedures, bills and charges, referrals and other matters. Time of Service collection for prior balances and/or converting insurance for fee~for~service patients or collection of co~payments for HMO patients.

Billing Services. Reconciliation of patient accounts on a daily basis is in an efficient and

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Receptionist-Centro Medico

Job Number: 4982180

Category: Health Center Receptionists/Benefits Specialists

Employment Type: Full-Time

Region: Southwest III Region Site Name: Centro Medico

Site Address: 3700 W. 26th Street, Chicago, IL

Main characteristics, duties, and responsibilities:

- Customer service. Greets patients and their families in a warm, pleasant, and prompt manner in person and over the telephone. Handles all incoming calls courteously, professionally and promptly (within 3 rings). Meets the needs of the patients and keeps them informed. Refers callers and walk-in patients to others as appropriate.
- Team work. Maintains open lines of communication with providers, medical assistants, and other employees, and utilizes a team-based approach to coordinate patient care. Works effectively as part of the health care team, and as an advocate for patients and their families.
- Cash collection. Determines patient payment source and/or type and proceeds according to defined collection policies and procedures. Explains financial requirements to the patients/family/responsible parties and collects co-pays as required.
- Check-out. Completes processing of the patient at the end of the visit, including any follow-up needed and/or additional cash collection attempts. Ensures all patient concerns have been met prior to their exit.
- End of day procedures. Completes procedures for reconciliation of encounters, cash receipts balancing, and depositing of cash collections.
- Confidentiality. Upholds patient confidentiality and HIPAA standards at all times.
- Patient Advocate. Acts in the best interest of patients at all times, providing direct support and guidance when possible. When this support/guidance is out of scope, they provide a warm hand-off to the appropriate party.
- De-escalation. Calms, and/or defuses irate callers and patients by working with them to identify and properly address concerns.
- Work area. Maintains all work area/stations in a neat and orderly manner.
- Other duties as assigned.

This position requires staff to sit and stand for long periods of time. It will also require some light lifting of supplies and materials from time to time. Occasional evenings and weekend shifts. The ideal candidate possesses cultural awareness and sensitivity, has a service and social orientation, is flexible and demonstrates sound work ethics.

Requirements:

High School Diploma; Bilingual Preferred-Spanish; Basic Computer Skills

Access Community Health Network is a Equal Opportunity Employer

Apply online at

<http://accesscommunityhealth.hodesiq.com/jobs/default.aspx?JobID=4982180>

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Business Development Lead On-Premise- Chicago

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : 00030212

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Develop On Premise business through prospecting and new outlet acquisition within an assigned territory.

This person will be responsible for prospecting for new business, acquiring quality new outlets, setting up new accounts and seamlessly transitioning of outlets to existing routing and replenishment structure. The position may cross multiple facility boundaries.

Required:

- High School - GED or Diploma
- 2+ years experience in consumer products/direct store delivery sales required
- 1+ year experience prospecting new business and acquiring new customers
- Excellent organizational, planning, communication, presentation and writing skills
- Valid driver's license and driving record within MVR policy guidelines

Preferred:

- Bachelor's Degree
- Intermediate computer and database application skills preferred
- Bilingual ability preferred
- Experience managing people/budgets
- Valid driver's license and driving record within MVR policy guidelines

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/business-development-lead-on-premise-chicago-chicago-illinois-job-1-5103262>

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Laborer I- RENEW (Restoring Neighborhoods Workforce)

Requisition ID: 00117118

Organization: Sheriff's Department

Job Posting: Feb 11, 2015, 10:06:57 AM Closing Date: Feb 25, 2015, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:00 P.M.

Posting Salary: \$38.00

Job Code: 2393

Salary Grade: X

Union: Local 1092

Knowledge, Skills, and Abilities: Familiarity with and ability to use various hand held and power tools which include but are not limited to shovels, picks, chainsaws, reciprocating saws etc. Ability to perform manual labor of a physical and janitorial nature. Ability to work in various seasonal weather conditions. Ability to work a variety of work shifts and days Ability to communicate effectively with team members. This position requires various types of physical exertion including but not limited to lifting, puling, pushing, and moving objects of moderate to heavy weight. Ability to operate skid steer/track loader/bobcat. Willingness to learn basic concepts of deconstruction techniques, methods and principles.

** Shift time subject to change, based on the needs of the organization**

Minimum Qualifications

Possession of a high school diploma or GED

Must have a current Valid commercial driver's license (CDL) Class "A"

Must be able to lift and carry up to 100 pounds

Demonstrated experience in leading a site crew and/or training (Experience must be clearly shown on your resume).

Must have 5 years' experience in demolition and or deconstruction of residential properties. OSHA 10 certification required.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.

Apply online at

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