



Senior Coordinator, SIMLAB

Department: Center for the Advancement of Science Education (CASE)

Status: Full-Time Temporary (ends June 30, 2016)

The Senior Coordinator, SIMLAB will be responsible for coordinating, developing and implementing facilitated hands-on education programs for on and off-site groups with the Museum's Center for the Advancement of Science Education (CASE). This includes developing and implementing the Museum's new National Institutes of Health Science Education Partnership Award funded initiative, SIMLAB, for early high school students and their teachers. In the SIMLAB program teams of local science teachers, health educators and students will work with MSI Education personnel to create customized community health related programs that make use of the Museum's human-patient simulator, iStan™. The project will address specific local health concerns and will include both real-time and online educational experiences.

Responsibilities

Required qualifications are as follows:

- Master's degree (M.A.) or equivalent experience in science, education or related discipline, or 5+ years' related experience and/or training required.

- Experience with science education required.

- Experience in developing and delivering programs for teachers required.

- Experience with middle grades students and teachers preferred.

- Candidates must have a strong understanding of and experience with non-traditional learning environments and informal learning strategies.

- Must be creative and dynamic; exhibit enthusiasm, initiative, flexibility and openness to new ideas.

- Detail-oriented; excellent verbal and written communication skills, including public speaking required.

- Must demonstrate comfort in a team environment with strong collaboration skills.

- An ability to work on multiple projects and meet deadlines.

- Excellent project management, planning and organizational skills.

- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook and Publisher) required.

Additional experience that is recommended:

- Bilingual ability a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/senior-coordinator-simlab/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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ANNUAL CAMPAIGN DIRECTOR

YMCA: Greater Joliet Area YMCA

Location: Joliet, IL

POSITION SUMMARY:

Serves as a member of the Y's senior leadership team, providing strategic leadership in financial development to advance the YMCA's mission through annual giving and fundraising special event management. Assists the Branches in developing an actively engaged fundraising volunteer advisory council, and in positioning the YMCA as a "charity of choice" for the investment of donations within the local community.

QUALIFICATIONS:

1. Bachelor's degree in a related field or equivalent.
2. Five or more years of professional experience with a background in fund raising, preferably in a YMCA or other nonprofit agency.
3. Ability to relate to top community leaders and diverse groups of people from all social and economic segments of the community
4. Working knowledge of giving and charitable vehicles.
5. Ability to create interpretive materials to enable potential donors to understand the Y and how they contribute to the achievement of its mission.
6. CPR and First Aid certifications may be required.

Salary: \$40,000 - \$50,000

Additional Compensation Details:

The Greater Joliet Area YMCA rewards dedicated full-time employees by offering a competitive benefits package that includes a defined contribution retirement plan with 12 percent of salary contributed by the association (when eligibility requirements are met), paid vacation and holidays, health insurance, dental and life insurance and professional development opportunities.

HOW TO APPLY

Please submit a resume, cover letter and 3 references (at least one family/friend) to Adriana Garcia in Human Resources at agarcia@jolietyymca.org

Apply By Email: agarcia@jolietyymca.org

Resumes until: 2/7/2014

Contact: Adriana Garcia

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Temporary Operator II

Shedd Aquarium

Location: Chicago, IL

Education: High School Graduate or GED

FLSA Status: Non-Exempt Hours: FULL-TIME

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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.

- Demonstrate commitment to Shedd's vision, mission and values.
- Analyze the operation of various systems, determine the cause of any problems/malfunctions and take corrective action as required.
- Record completion of preventative maintenance assignments.
- Performs repairs and maintenance to Life Support and Base Building systems.
- Performs repairs to HVAC and general building components.
- Record data from completed rounds and analyses.
- Maintain these records in a clean and organized manner.
- Maintain records for work completed in a clean and organized manner.
- Record readings and make adjustments where necessary to assure proper operation of equipment.
- Develop work schedules and give instructions in basic building Operations.
- Assist the Operations Supervisor in overseeing the efficient operations of the Operations department.
- Assist, when necessary, the Operations Supervisor in overseeing and monitoring the operation and adjustment of water filter systems, heat exchangers and other mechanical equipment.
- Perform preventative maintenance on the building and equipment as assigned.
- Perform the shift duties of the other operators when needed, as assigned, which may include temporary placement on a shift schedule, to accommodate vacations and other absences.
- Comply with all department policies.
- Ensure a safe working environment.
- Attend a training program to be determined by the Operator, Assistant Director Life Support & Base Building Operations, and the Vice President Facilities.
- Perform other duties as assigned.

Qualifications:

Education: Minimum of a high school diploma or equivalent.

Experience: Minimum of three years' previous work experience with filtration systems, water sampling and testing required.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Assistant Manager, Guest Experience

Shedd Aquarium

Location: Chicago, IL

FLSA Status: Exempt

Hours: FULL-TIME

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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.

Global Responsibility

- Demonstrate commitment to Shedd's vision, mission and values.

Management Responsibilities

- Be a role model and change agent for all guest experience ambassadors.
- Maintain payroll records and scheduling for floor staff.
- Assist with daily staff attendance record keeping.
- Work with the floor managers to ensure appropriate staffing models are being implemented.
- Gain a working knowledge of staff strengths and work with the managers to appropriately schedule opportunities for growth.
- Be a liaison with all other Shedd departments as it relates to day-to-day operations, emergency situations, and special requests.

Non-Management Responsibilities

- Take the lead in ensuring all public spaces the Guest Experience Team utilizes is set for the day ahead of opening.
- Provide department with feedback on programs and initiatives.
- Advise departmental management team on logistical and operational issues and new opportunities with regard to the total guest experience.
- Participate in departmental strategic planning.
- Serve on teams, as assigned.

QUALIFICATIONS

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: College Degree preferred.

Experience: - Minimum of 2-3 years' experience in a customer service/attraction environment. - Experience managing a team of 100+ people preferred.

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Coordinator, Corporate Relations

Shedd Aquarium

Location: Chicago, IL

Education: College Graduate

Experience: Salary: Unspecified

FLSA Status: Non-Exempt

Hours: FULL-TIME

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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.

- Demonstrate commitment to Shedd's vision, mission and values.
- Assist the Assistant Director in identifying, securing and building relationships with new corporations to develop additional revenue for the corporate line. Oversee grant and contract fulfillment by coordinating benefits and reporting. Monitor relationships: determine if company objectives are being met and track partnership satisfaction levels. Support the overall corporate fundraising goal.
- Identify, secure and cultivate event sponsorships for Gala and Auxiliary event fundraiser. Serve as back-up point person for corporate hotline, gift transmittal processes, sampling and event activation as needed. Assist in the development and implementation of corporate partner events in 2014.
- Manage partnership fulfillment and grant reports outlining objectives met, benefits delivered, relevant audience research and activation results. Work with Assistant Director to assist corporate partners in measuring their return on investment.
- Fulfill responsibilities for aquarium teams and other duties as required. Assist in staffing after hours special events hosted by the Development Department, including fundraising events, cultivation events, member events, etc.
- Other duties as assigned by the Assistant Director of Corporate Relations in support of other areas of the department when 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: Bachelor's degree

Experience: 2-4 years fundraising, corporate philanthropy, or related experience.

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Assistant, Human Resources

Location: Chicago, IL Education:
Experience: Salary: Unspecified
FLSA Status: Non-Exempt Hours: FULL-TIME

Responsibilities and Duties:

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities and 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. Other duties may be assigned.

- Demonstrate commitment to Shedd's mission, vision and values
- Process all paperwork for: New hire enrollments, terminations, demographic changes & organizational structure changes - Participate in New Employee Benefit Orientation by preparing packets and entering New Employee Data into Shedd's HRIS
- Process departmental time keeping for payroll processing
- Generate and process departmental non-benefit related invoices to ensure timely payment - Initiate purchase orders for the department
- Maintain departmental supplies including forms and benefit information
- Update Shedd's Intranet with information created by Shedd's HR Team
- Maintain employment related databases (ADP HRIS, personnel files, performance management, employee directory, organizational charts, etc.) to ensure information is current - File timely reporting and requests for information from government sources concerning routine staffing inquiries, unemployment inquiries, EEOC annual reports, etc
- Ensure compliance with applicable government regulations
- Assure timeliness and accuracy of required filings. - Assist HR Director to prepare mailing disclosures and compliance communications on all benefit plans for employee distribution (IE: Summary Annual Reports, Summary Material Modifications, 401k disclosures and communications)
- Coordinate, schedule and communicate HR related activities ? health fair, brown bag opportunities for staff - Respond to outside inquiries concerning references, employment verification, and other agencies - Track & order movie tickets
- Ensure Shedd displays all required, up to date, employment and compliance notices on the Employment Board- Support Volunteer Services & Staff Training as needed
- Participate in Aquarium wide teams - Other HR related administrative tasks as needed

Qualifications:

Education: Bachelor Degree in Human Resources or related field preferred.
Experience: At least 2 years in administrative support role. HR experience is preferred.

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FT Supervisor Restaurant (Job Number: F00019Y3)

Work Locations: Hilton Suites Oakbrook Terrace 10 Drury Lane Oakbrook Terrace 60181

A Restaurant Supervisor with Hilton Garden Inn is responsible for assisting management in the direction and administration of a restaurant in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

Hilton Garden Inn is the award-winning, upscale, yet affordable hotel brand that continually strives to ensure today's busy travelers have everything they need to be most productive on the road, no matter the occasion. From the adjustable Garden Sleep System® bed to complimentary wired and Wi-Fi Internet access, to a comfortable lobby pavilion where guests can be alone, but not lonely, Hilton Garden Inn is the brand guests can count on to support them on their journey to success.

Hilton Garden Inn is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you know how to offer an exceptional Guest experience and feel you can contribute to an award-winning team, you may be just the person we are looking for to work as a Team Member with Hilton Garden Inn.

What will I be doing?

As a Restaurant Supervisor, you would be responsible for assisting management in the direction and administration of a restaurant in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Supervise, support, schedule, assign daily work, inform and train team members in all restaurant activities and operations
- Monitor, observe and assist in evaluating team member performance
- Support and assist team members in handling guest inquiries and requests and in resolving guest complaints
- Ensure compliance with health, safety, sanitation and alcohol awareness standards
- Manage and monitor product quality and service and satisfaction trends, evaluate and address issues and make improvements accordingly
- Assist in monitoring inventory and inventory control

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Front Desk Clerk (Job Number: FRO016C7)

Work Locations: DoubleTree Guest Suites & Conf Ctr Downers Grove 2111 Butterfield Rd Downers Grove 60515

A Front Desk Clerk with Doubletree by Hilton is responsible for checking in and checking out guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

DoubleTree by Hilton understands that doing the little things well means everything. It all starts with a warm chocolate chip cookie welcome. And yet, the experience is far from cookie-cutter. The hotels are interesting, unique properties in great locations and serve as the antidote to impersonal vacations, meetings and events. Our guests stay with us because they know they'll enjoy an experience they truly value at a competitive price. At DoubleTree by Hilton, we provide the simple acts of care and thoughtfulness that make the traveler feel human again. Our hotels mark the end of travel/Es challenges and the beginning of a restful stay.

DoubleTree by Hilton is one of Hilton Worldwide/Es ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate the little things and enjoy creating exceptional experiences, you may be just the person we are looking for to work as a Team Member with DoubleTree by Hilton.

What will I be doing?

As a Front Desk Clerk, you would be responsible for checking in and checking out guests in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Checking in and checking out of guests.
- Respond to guest inquiries and in a timely, friendly and efficient manner
- Provide driving and/or walking directions to guests to local destinations
- Ensure a high level of product knowledge of the hotel, including, but not limited to, directions, hours of outlet operation, hotel services, hotel events and local and community events and attractions
- Assist fellow team members and other departments wherever necessary to maintain positive working relationships
- Provide or obtain accurate information

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Food and Beverage Supervisor (Job Number: F00019YI)

Work Locations: Embassy Suites Chicago - Lombard/Oak Brook 707 E. Butterfield Rd
Lombard 60148

What will I be doing?

As a Food and Beverage Supervisor, you would be responsible for assisting the F&B Director and/or Director of Operations with the management, direction and organization of front of the house food and beverage operations to maintain high standards of food and beverage quality, service and marketing to maximize profits through outstanding customer service. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Interviews, selects, trains, supervises, counsels, disciplines and participates in the evaluation of front of the house food and beverage employees for the efficient operation of the outlets. Schedules and directs staff in their work assignments.
- Responsible for ensuring that all food and beverage outlets comply with sanitation and safety standards for guests and employees. Responsible for ensuring that all equipment is in working order. Visually inspects and takes corrective action to ensure that food and beverage facilities look appealing and attractive to guests. Provides guidance for improvement and implements necessary adjustments. Oversees work orders to ensure repairs and maintenance of facility are completed on a timely basis.
- Manages, monitors and participates in product quality and guest satisfaction in all front of the house food and beverage outlets. Responsible for ensuring that food quality is consistent, appealing, and prepared to guest specifications. Moves throughout facility and kitchen areas to visually monitor and take corrective action to ensure food quality and service standards are met. Verifies temperatures, judges appearance and taste of products, and checks preparation methods to determine quality. Provides guidance for improvement and implements necessary adjustments. Interacts with guests to obtain feedback on quality of service and food in outlet. Investigates and resolves guest complaints in a timely manner.
- Documents inventory forecast usage and monitors supply so that restaurants are stocked with linen, glassware, silverware, china, condiments and other items necessary to provide appropriate customer service. Oversees set up of dining and service areas.
- Participates in marketing efforts of food and beverage outlets, creates menu ideas, surveys competition and reports food trends, and assists in preparation of specials.
- Responsible for ensuring compliance with all policies and procedures that relate to the restaurant as well as all local, state and federal laws and regulations
- Supervise food and beverage service throughout the operation to ensure quality service and product quality
- Participate in and lead department meetings

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Executive Housekeeper (Job Number: HOU01412)

Work Locations: Hampton Inn Chicago/Naperville 1087 East Diehl Rd. Naperville 60563

An Executive Housekeeper with Hampton Inn and Suites is responsible for directing and administering all Housekeeping operations to ensure the overall cleanliness and product quality of the hotel in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As an Executive Housekeeper, you would be responsible for directing and administering all Housekeeping operations to ensure the overall cleanliness and product quality of the hotel in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Ensure and maintain cleanliness, service and product quality standards of guest rooms, public spaces, restrooms, offices and banquet/meeting/conference rooms in accordance with federal, state, local and company health, sanitation and safety standards and regulations
- Lead, direct and administer all Housekeeping operations to include, but not limited to, of systems use and management, budgeting and forecasting, purchasing and inventory control, department management, policy and procedure implementation and enforcement and meeting participation and facilitation
- Monitor and develop team member performance to include, but not limited to, providing supervision and professional development, scheduling, conducting counseling and evaluations and delivering recognition and reward
- Recruit, interview and train team members
- Ensure proper usage of chemicals and cleaning supplies by monitoring usage, providing complete training for team members and ensuring proper labeling of hazardous supplies in accordance with federal, state, local and company regulations
- Participate in the coordination of rehabilitation and capital improvement projects in partnership with Property Operations and other departments

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Catering Manager (Job Number: SAL011VN)

Work Locations: Hilton Chicago O'Hare Airport O'Hare International Airport Chicago 60666

The Hilton Chicago O'Hare is searching for a Catering Manager. The Catering Manager's role is to solicit and respond to companies and organizations to purchase food & beverage, rent meeting space and ancillary services from the hotel. Represents the hotel with customers by telephone or in-person to solicit and close group and local catering business.

Manages customer relationship by responding to inquiries, meeting with and entertaining clients, conducting property tours, promoting facilities and services, drafting contracts. Provides direction and supervision of meeting and/or catering logistics to catering staff.

Located within Chicago O'Hare International Airport (ORD), our O'Hare hotel is the only hotel with underground walkways to all domestic terminals and a train to downtown Chicago. Perfect for business and leisure travelers alike. The No-Fly Zone, sound proof windows, blackout drapes and Serenity by Hilton bed assure a rest-filled night, regardless of your schedule. Specializing in executive and mid-sized meetings, our O'Hare meeting rooms offer productive solutions. 40 pre-set boardrooms for up to 25 people feature 65" flat-screen monitors, white boards and flip charts, available for short term needs. The hotel also offers meeting space for up to 300 guests

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

EOE/AA
EOE/AA/Disabled/Veterans
Job: Banquets, Catering and Convention Services
Schedule: Full-time
Brand: Hilton
Shift: Day Job
Job Level: Manager

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Dietitian

MacNeal Hospital, Berwyn, IL
Department: Food & Nutrition Services
Schedule: Registry
Shift: Days

Job Details: Reporting to working under the direction of the Assistant Manager/Chief Clinical Dietitian the Dietitian I is responsible for providing nutrition assessment, intervention and education to inpatients and outpatients. This position is responsible for providing quality nutrition care to patients in the medical, surgical, behavioral, intensive care, and/or transitional care units. Medical Nutrition Therapy and quality nutrition care provided by the Clinical Dietitian can aid in the management of multiple disease states and is essential for improving the nutrition status of patients who are at risk for malnutrition or who already have malnutrition.

JOB SPECIFICATIONS:

B.S. Degree in Dietetics, Food and Nutrition, or a related field.
Completion of an internship or training program approved by the Commission on Accreditation for Dietetics Education.

Registration and state licensure by the Commission on Dietetic Registration (C.D.R.) and the Illinois Department of Professional Regulation (I.D.P.R.) required.
Maintains professional registration and licensure according to the guidelines set by the above regulating organizations.

The analytical and problem solving skills necessary to interpret lab data, review medical records, evaluate diet information, and assess nutrition status in order to formulate and implement appropriate nutrition care and education for improving nutrition status.

The interpersonal skills necessary to effectively educate and interact with patients and their families and to communicate with nurses, physicians, and other hospital personnel.

The physical ability to frequently walk to and from patient rooms.
The technical skills and ability to use a calculator for assessments and a computer to obtain information or create documents.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=200600

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Assistant Pastry Chef (Job Number: F00019F3)

Work Locations: The Palmer House Hilton 17 East Monroe Street Chicago 60603

An Assistant Pastry Chef with Hilton Hotels & Resorts is responsible for creating, preparing, producing and baking all pastries, breads, rolls and desserts for food and beverage outlets in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

What will I be doing?

As Assistant Pastry Chef, you would be responsible creating, preparing, producing and baking all pastries, breads, rolls and desserts for food and beverage outlets in the hotels continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Prepare pastry food items according to designated recipes and quality standards
- Maintain cleanliness and comply with food sanitation standards
- Stock, maintain and ensure proper storage and refrigeration of an adequate supply of all prepared product
- Develop new products for a-la-carte and catering menus, as needed
- Practice correct food handling and food storage procedures according to federal, state, local and company regulations
- Display and set baked products on mobile carts according to specifications
- Prepare daily requisitions for supplies and food items
- Supervising team members in absence of the Pastry Chef

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COOK FT DAYS

Advocate Health

Req. Number: 60001-66128

Shift: Day

Qualifications:

- High School Diploma or equivalent.
- Two years food preparation experience
- Good communication skills.
- Able to interpret and follow recipes.
- Ability to work with minimal supervision.
- Working knowledge of kitchen equipment.
- Sanitation Certified (within 3 months of hire)
- Able to access high and low areas.
- Able to maneuver heavy objects up to 75 pounds.
- Exposure to hazardous materials and conditions.
- Able to meet time constraints in a fast - paced environment.
- Able to perform cleaning tasks.
- Able to communicate with others.
- Able to safely use kitchen equipment (gas, electric, and steam)

Job Description:

Prepares, cooks, and assembles food for hospital guests, cafe, and all inside and outside catering events. Maintains sanitation guidelines.

Accountabilities:

1. Responsible for ensuring that the hot and cold menu items are correctly prepared according to the standardized recipes and forecasted quantities.
2. Adherence to strict deadlines regarding food production for each area of service.
3. Ensures adequate supplies are prepared and available for department needs.
4. Maintains a safe sanitary work area
5. Participates in self-development
6. Department Standards

Apply Now at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4783459-cook-ft-days-jobs>

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Guest Services Associate PRN DAY\PM

Req. Number: 24024-65714

Shift: Day/PM

Qualifications:

High school diploma or equivalent. 2 Year hospital experience in a high contact customer service area/department or 2 years of comparable customer service experience. Some knowledge of medical terminology preferred. Computer skills and knowledge with basic keyboard familiarity preferred. Basic telecommunication system skills and knowledge (receiving/making multi line calls, etc.). Basic office skills (fax, copy machine, on-line services). Excellent organizational, communication, and customer service skills. Excellent problem-solving skills. Bilingual Spanish skills preferred. N/A Ability to make quick and sound decisions based on individual situations in regards to meeting customer needs. Ability to work week-days, week-ends, holidays, and off shifts in order to serve customers in a medical center environment. Ability to maintain composure and professional behavior in stressful situations. Ability to hear alarms and respond immediately. Must present a clean, well groomed, professional appearance at all times. Must be able to perform physical tasks such as lifting, pushing moving patients, wheelchairs, etc. Must be able to accommodate all customer areas in various locations of the hospital. Must be able to perform physical tasks such as lifting, pushing, moving patients, wheelchairs, etc., Lift up to 25 pounds occasionally.

Job Description:

To provide a wide range of services to ensure a safe, positive, welcoming and helpful environment for guests, partners and associates external to and within Condell ensuring such services are of high quality and provided in the most customer focused and cost effective manner. To function as a liaison between guests (internal and external) and the hospital assuring that customer needs are identified addressed and monitored. To role model the highest standards of "customer service excellence" for guests, associates and partners. Accountabilities: 1. Welcomes guests, associates and partners to hospital Main Lobby 2. Provides escort services for guests as needed 3. Provides information to guests, associates and partners as needed, required or determined per individual situations 4. Provides a variety of other services and/or performs a variety of other tasks in order to assure that guest's needs are not only met but exceeded and to ensure that the hospital environment is safe, clean, friendly, efficient and supportive of hospital activities in general. 5. Establishes and maintains a high level of skill and knowledge of hospital personnel, departments, information systems, processes and general hospital information in order to provide strong customer service and to meet the needs of Condell guests, associates and partners.

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GUEST SERVICES REP\DRIVER

Req. Number: 25091-64751 Shift: Day

Qualifications: High School diploma or equivalent 1-3 yrs. Customer Service experience. 1-3 yrs. Hospital or Healthcare experience preferred. One to three years driving experience, commercial (buses, trucks, etc.) Excellent communication skills. Efficient understanding of Customer Service. Positive attitude. Current valid Illinois Drivers License Eligible to obtain commercial driver's license. Ability to maintain traffic flow, perform valet services and assist guests by providing direction or wheelchair assistance. Extended driving is required and must be able to work in all extremes of weather. Ability to lift up to 20 pounds occasionally and/or 10 to 25 pounds frequently and/or up to 10 pounds constantly (receiving blood/urine specimens). Ability to lift, push, bend up to 100 pounds occasionally and/or in excess of 50 pounds frequently and/or in excess of 20 pounds constantly (assisting a patient in and out of a wheelchair, pushing a patient in a wheelchair, bending down to adjust leg and foot rest). Ability to communicate with a high volume of guests entering into the facility in a courteous, and professional manner. Ability to be exposed to extreme weather conditions (maintaining traffic flow, ability to do light shoveling in heavy pedestrian traffic areas located at the entrances to the hospital and assisting patients into or out of their vehicles). Ability to be flexible with work hours, including weekends.

Job Description: The Guest Services department purpose is to provide the highest level of service excellence for all patients, their family members and visitors on a consistent basis. The department provides bus service and parking lot assistance for patients, their family members, visitors and all associates. Guest Services associates also support ancillary departments and clinical units in assisting with the handling of materials and special requests needed for patient care. Accountabilities: 1. Responsible for the safe and efficient transportation of all customers using the Advocate Lutheran General Hospital campus shuttle services. 2. Partner with Lutheran General Hospital service departments including but not limited to; Public Safety, Transportation, Nursing Division and Patient Intake Department to enhance the patient experience and promote a smoother workflow. Partnership also includes Volunteer Services in the staffing and managing of the information desks located throughout the Lutheran General Hospital campus. 3. Provide campus wide assistance with duties including but not limited to; patient transportation, specimen delivery and valet services (i.e. Patient Resource Center, Center for Advanced Care). 4. Provide Valet services for Lutheran General Hospital and The Center for Advanced Care. 5. Staff the parking garage booths located on the Advocate Lutheran general Hospital campus. 6. Proactively greet all guests as they enter the hospital. Provide way finding assistance while following the Guest Services department and Advocate system's behavioral expectations.

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Host \Hostess Part Time Day\PM

Req. Number: 24024-65958

Shift: PM

Qualifications:

6 months to 1 year experience in hospitality industry. Ability of speak, read and write English clearly and proficiently. Knowledge of Medical terminology. Math skills: conversions of oz, ml, cc Ability to communicate effectively. N/A Ability to walk for significant periods of time when going to patient's rooms. Must stand or walk for long periods of time. Employees who work this position spend 100% of the time on their feet. May be exposed to a variety of disagreeable conditions and stressful situations. Moderate physical effort (lift up to 35 pounds and push up to 45 pounds of force). Ability to rotate positions throughout the area. Frequent bending, stooping, reaching, lifting, climbing, kneeling. Exposure to hazardous chemicals, sharp objects, heat, steam, refrigeration and freezer temperatures. Must be willing and capable of working in a fast paced environment.

Job Description:

To provide a high quality dining experience to patients which meets their nutritional requirements and service expectations.

The Host/Hostess act as the liaison between patients and Food and Nutrition through daily patient visits and coordinating patient nutritional needs between nursing units and dietitians, as well as kitchen staff.

The Host/Hostess assists patients with room service when appropriate and delivers meal trays to assigned patients.

Accountabilities:

1. Safety and Sanitation:
2. Host/Hostess is responsible for completing all duties that are listed on the task list within department standards.
3. Patient and customer satisfaction:
4. Communications: Demonstrates effective communication skills
5. Department Standards

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Legal Secretary

Req. Number: 25006-66373 Shift: Day

Qualifications: 6-7 years secretarial experience, preferably in healthcare field or law office. Ability to interact and work with several individuals and have good interpersonal skills. Must be able to maintain confidentiality at all times. Excellent spelling and communication skills required. Ability to multi-task, prioritize work, work under pressure, occasionally work overtime.

1. Operate all equipment including computer, printers, copiers, scanners and remain current on all upgrades. Accurately type, format and proofread letters, memos, legal documents, reports. The legal documents may have significant length, requiring careful proofreading. Compose transmittal memos and letters as requested or directed. Compile data, create reports, and prepare audiovisual and/or written presentation material. Research information when required to complete a project, organize and summarize data. Maintain identified databases, making all necessary entries. Photocopy materials as requested which may include tasks such as size variation or collation. Some projects may require a significant amount of time.
2. Open and appropriately route mail. Take action on mail not involving recipient when appropriate. Prepare and process mailings, some of which may require major distributions, messenger service or overnight delivery. Determine the appropriate process based on the need of the sender and the department.
3. Create and maintain files. Organize files for audits, financings, regulatory reviews. Purge files, in accordance with retention policy.
4. Greet and direct visitors. Answer and screen telephone calls and take messages or refer call to the appropriate department member as indicated by the nature of the call. Some calls are patient care emergencies which must be referred immediately to the appropriate department member. All calls shall be responded to courteously and professionally, even when caller is angry and not courteous.
5. Identify and complete tasks that will facilitate the efficient operation of the Legal Department. Participate in department task forces or teams designed to accomplish tasks, examine and improve department procedures, or discuss and design solutions to problems. Requisition office supplies making certain that cost is kept as low as possible. Monitor appropriate department records. Complete and process billing, expense reports and check requests for a variety of projects.
6. Organize special meetings, including all necessary presentations, schedules of rooms, food or drink requirement. Attend meetings and transcribe minutes.
7. Assist other departments secretaries with the completion of work when the workload and deadlines so require. Must provide coverage for a secretary when away from the office.

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Linen Tech I

Req. Number: 20057-65321

Shift: PM/Night

Qualifications:

- High school diploma or equivalent
- Good verbal communications skills
- Speaks & writes English
- Good basic math skills None required
- Ability to lift up to 50 pounds over head
- Linen supplier may be exposed to patient waste, blood or other body fluids when handling soiled linen requiring the use of Universal Precautions
- Ability to spend 100% of their time walking or standing
- Ability to move Linen Carts when full approximately 579 pounds. Carts are maneuvered into/through doors and tight places and also loaded onto a truck which is outside at a dock.

Hours: need to be flexible to work 6 to 8 hour shifts, weekends, holidays. Also includes vacation coverage on all shifts. Start time is 8pm but may vary.

Job Description:

To deliver clean linen and collect soiled linen throughout the Hospital to meet customer and operational needs. Performance Measurement is utilized to develop, assess and evaluate performance monitors to improve key processes and key result areas.

Accountabilities:

1. Delivers clean linen to user departments according to department policy and procedure and Board of Health Regulations.
2. Customer Satisfaction – Demonstrates a commitment to satisfying customer needs and exceeding customer expectations.
3. Picks up soiled linen according to department policy and procedure and Board of Health Regulations
4. Provides a safe and clean environment which meets customer needs and regulatory requirements
5. Demonstrates a commitment to professional growth and competence

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LPN WEEKENDER POSITION

Req. Number: 25142-66042

Shift: Weekends Only

Qualifications:

- Graduate of accredited nursing program.
- Good communications skills. Experience using a keyboard and computers.
- Familiarity with equipment used in ambulatory care.
- Current Illinois LPN License
- 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.

Job Description:

The Licensed Practical Nurse will support the physician(s), and other providers in delivering quality health care to ambulatory patients in our busy WALK-IN CARE facility. You will perform a variety of nursing related tasks to promote continuity of care.

Accountabilities:

1. 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.
2. Clinical Support/Health Outcomes: Provides support in the delivery of quality clinical care
3. Risk/Safety Compliance
4. 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.
5. Funding Our Future:
6. Miscellaneous:

LOCATION: 2545 King Drive, Chicago, IL

Hours: This person will work every other weekend; Saturdays - 12pm-8pm and Sundays 10am-6pm.

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