



Houseperson- Banquets/Convention Services | CHI006005

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences. The Convention Services Houseperson is responsible for setting up and breaking down all meeting spaces with tables/chairs/water, etc. This person must have good communication skills as well as the ability to lift moderate weight. This is a fast paced position.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Primary Location: US-IL-Chicago
Organization: Hyatt Regency Chicago
Pay Basis: 12.23 Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Full-time
Job: Banquets

Apply online at <http://hyatt.jobs/>

ACTIVITIES ASST SR SERV

Facility Presence Saint Andrew Life Center
Department ACTIVITIES
Schedule Full-time
Shift Day shift
Hours 8:30 am to 5 pm, Every Weekend and Monday-Wednesday
Location Niles, IL
Req Number 125442

Job Details Assist the Director and/or the Activities sCoordinator 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=882483>

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Maintenance Person | ITA000108

Description

Maintenance Person contribute to the hotel's commitment to high quality guest service and teamwork and must be the kind of person who appreciates high standards of excellence.

The Maintenance Person creates an experience for our hotel guests by offering them a larger than home experience with welcoming, helpful and exceptional service, while maintaining a clean, comfortable and inviting environment. This position will be responsible primarily for general maintenance and repairs in guest suites, meeting space, and front of the house areas. Guest suite and public area entry-level preventative maintenance are included. The Maintenance Person will also perform some repairs on mechanical, electrical, kitchen, and laundry equipment, requiring some skills and experience in these areas, as well as good communication skills. A minimum of one year building maintenance experience is required, with hotel experience preferred. Good customer skills are also required.

Qualifications

- Must have experience performing repairs on mechanical, electrical, kitchen and laundry equipment.
- Customer service experience is preferred, preferably in a hotel or related field
- Must have schedule flexibility for both AM/PM shifts, weekends and holidays
- Requires strong command of the English language to include speaking, reading and writing
- Ability to learn quickly and work in fast paced position with guest interaction
- Must be able to multi-task
- Must be 18 years or older
- A true desire to satisfy the needs of others in a fast paced environment
- High school diploma or equivalent required
- Ability to lift, pull, and push moderate to heavy amount of weight (minimum of 20 lbs)
- Must possess basic computer skills, i.e. Word, Excel, etc

Primary Location: US-IL-Itasca

Organization: Hyatt Place Chicago/Itasca

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Part-time

Job: Engineering/Facility Management

Apply online at <http://hyatt.jobs/>

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Market Chicago Attendant | CHI005972

Description

The Deli Attendant is responsible primarily for assisting guest's food and/or beverage orders. This person must have exceptional communication skills as well as superior guest service abilities. This is a fast paced position with constant customer interaction and cash handling.

Primary Location: US-IL-Chicago
Organization: Hyatt Regency Chicago
Pay Basis: Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Full-time
Job: Bars/Restaurants/Outlets

Apply online at <http://hyatt.jobs/>

Meeting Concierge | CHI006007

Description

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

- A true desire to satisfy the needs of others in a fast paced environment.
- Refined verbal and written communication skills.

Primary Location: US-IL-Chicago
Organization: Hyatt Regency Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Catering/Event Planning

Apply online at <http://hyatt.jobs/>

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Part Time Bartender - NoMI Garden/Lounge | CHI006014

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

Bartenders are responsible for providing libations and offering customized recommendations.

The right person should be familiar with the latest in mixology, bar equipment, and sanitation standards, with a focus on maintaining an attractive bar.

This position offers opportunity for casual conversation, creativity and allows for building on ones style and previous bartending experiences.

Preferred candidates will have understanding of state and local serving guidelines.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

- A true desire to satisfy the needs of others in a fast paced environment.
- Refined verbal communication skills.
- Must have physical stamina to lift moderate amounts of weight.

Primary Location: US-IL-Chicago

Organization: Park Hyatt Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Part-time

Job: Bars/Restaurants/Outlets

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Booth Crew Member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming
Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

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

Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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/booth-crew-member>

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Janitor - DIS000299

Perform all traditional janitorial work in and around the buildings.

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
- Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture. •Metal polishing.
- Hosing and sweeping of sidewalks.
- Trash removal.
- Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. •Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
- Performs other duties as assigned.

Qualifications

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Janitorial

Primary Location: District Office

Employee Type: Full Time | Regular

Union Code: Loc1 SEIU

Job Posting: Mar 11, 2014, 10:50:43 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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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

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

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Permits Coordinator (M) Job ID: 1443

Closing Date: 03/26/2014

Administrative/Permits Coordinator

Date Posted: 3/12/2014

Location: Central Administration - REVENUE

CHARACTERISTICS OF THE CLASS:

Under general supervision, controls permit issuance to external concerns for special events, tournaments, festivals, etc. on Chicago Park District property.

EXAMPLES OF DUTIES: Ensures that all necessary requirements are met prior to issuance of permits for external users of Chicago Park District property. Ascertains the nature of proposed event and ensures that party is advised of procedures as well as cost, Chicago Park District rules and insurance requirements. Obtains all necessary clearances and signatures prior to request for formal approval by the Board of Commissioners. Makes the Park Users Manual available to those seeking special permits. Analyzes event proposal and available information on sponsor in order to ascertain the need for liability insurance covering property damage, product liability, etc. Coordinates vendor activities through the appropriate channels when necessary. Ensures that all required payments are made in a timely manner. Coordinates event scheduling through all affected departments. Arranges for formal presentations when necessary including public hearings and alerts staff of the need for presentations. Arranges for physical changes through the work order system. Keeps abreast of progress and ensures that all agreed to Chicago Park District obligations are fulfilled prior to event. Issues permits to all parties that have satisfactorily met requirements. Responds to verbal and written complaints concerning the issuance of permits.

DESIRABLE MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field. Experience that involved compliancy and/or coordination activities is also desirable. Equivalent combinations of education and experience may also qualify for this position.

Knowledge, Skills and Abilities: •Knowledge of Chicago Park District rules and regulations for facility and property use; •Skill in writing permits and correspondence of both a technical and sensitive nature; •Good coordination skills; •Ability to communicate permit requirements, rules and regulations in both written and verbal forms.

SALARY: \$40,000 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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Intern (Seasonal) - Comptroller Job ID: 1429

Closing Date: 03/25/2014

Administrative/Intern (H)

Date Posted: 3/11/2014

Location: Central Administration - COMPTROLLERS OFFICE

INTERN (SEASONAL)

Under direct supervision, perform a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Working in the Comptroller's Office will conduct reconciliations of various general ledger accounts, assist in monthly closings and prepare various financial reports. Performs related duties as required.

EXAMPLE OF DUTIES:

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Prepares correspondence, memoranda, lists and reports. Maintains data bases. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms such as supply requisitions, personnel requisitions. Maintains logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics, or an equivalent combination of training and experience is required. One year of experience in a business office is preferred. Knowledge of Microsoft Office, Excel and Word preferred.

Knowledge, Skills and Abilities:

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers.

Salary: \$12.00

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1425

Closing Date: 03/24/2014

Custodial/Attendant (H)

Date Posted: 3/10/2014

Location: CENTRAL REGION - PULASKI PARK

THIS POSITION IS BUDGETED FOR UP 20 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Ball Field Maintenance Laborer (Seasonal) DISTRICTWIDE Job ID: 1350

Closing Date: 03/25/2014

Landscape/Ballfield Maintenance Laborer (S)

Date Posted: 3/4/2014

Location: NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, repairs and maintains ball diamonds in Park District parks and facilities. Performs unskilled manual tasks required to repair ball diamonds and keep them in good playing condition. Performs related duties as required.

EXAMPLES OF DUTIES:

Performs routine manual tasks to repair baseball and softball diamonds and infields. Rakes, fills and tamps holes in baseball and softball fields. Loads dirt and transports wheelbarrows. Hand drags skinned infield areas. Accurately marks with marker and marble dust, baseball, softball and possibly soccer and football fields. Measures and lays out bases accurately. Waters newly seeded areas. Removes litter and debris. Reports ball field damage or hazards to supervisor.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Experience playing or watching baseball, softball or related sports is recommended.

Experience performing manual labor is also desirable. **Knowledge, Skills and Abilities:**

Knowledge of softball, baseball and/or related sports. Ability to learn job tasks after brief on the job training. Willingness and ability to perform manual work as described under duties. Ability to follow directions.

Union: SEIU-Local 73

EEO: Service-Maintenance

FLSA: Non-Exempt

SALARY: \$8.97 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Landscape>

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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

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

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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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ADMINISTRATIVE COORDINATOR

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH NURSG ADMIN OPER'N
Schedule Registry/PRN/Flex
Shift Day/Night rotation
Hours 2300-0730
Location Elgin, IL
Req Number 121269

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).

Education and/or Experience

Bachelor's Degree in Nursing preferred
3-5 years of progressive nursing responsibility required
Illinois Licensed Registered Nurse Required. CPR/BLS Required

Apply online is <http://careers.presencehealth.org/jobDescription.cfm?jobId=941626>

CARDIOLOGY TECHNICIAN I

Facility Presence Saint Francis Hospital
Department CARDIOLOGY(HEART STATION)
Schedule Full-time
Shift Day/PM rotation
Hours 4:30am-1pm;5:15am-1:45pm;1pm-9:30pm;1:45pm-10pm;2:45-11pm
Location Evanston, IL
Req Number 126253

Job Details FT position 40 hours per week. Under supervision and within established policies and procedures performs routine and STAT electrocardiograms applies and removes holter monitors and assists in preparing patients for treadmill testing and signal averaged EKGs. High school diploma or equivalent and ECG recognition course completion. BLS Certification A minimum of 6 months experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=854381>

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Shallow Water Attendant (Seasonal- Summer) Job ID: 1325

Closing Date: 4/24/24

Seasonal Only/Shallow Water Attendant (S)

Date Posted: 2/3/2014

Location: COMMUNITY RECREATION - AQUATICS

CHARACTERISTICS OF THE CLASS: Under immediate supervision, ensures the safety and supervision of swimmers at Park District water playgrounds and mini pools with a depth of four feet or less. Performs related duties as required.

EXAMPLES OF DUTIES: Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: Completion of at least one year of High School is recommended

Certification Requirements:

American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent; American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$10.36 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Seasonal+Only>

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ADMINISTRATOR

Facility Presence Ballard Rehabilitation
Department ADMINISTRATION
Schedule Full-time
Shift Day shift
Hours 8am-4:30pm
Location Des Plaines, IL
Req Number 125854

Job Details

The Administrator plans, directs, supervises and coordinates the functions and activities of the facility to insure the vitality of the mission and the core values through quality patient care in accordance with acceptable standards of the community and consistent with the goals and objectives of the parent corporation and the sponsors. The Administrator advises and makes recommendations to the Regional Director of Long Term and Senior Care Services regarding the strategic direction, operations and activities of the facility. Previous experience as a Health Care Administrator with a minimum of five years supervisory experience. Graduation from an accredited college or university, preferably with a Graduate Degree in Hospital Administration/Long Term Care Administration. Licensed in Illinois as a Nursing Home Administrator

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=629674>

DATA ENTRY OFFICE CLERK

Facility Presence Health - Corporate Office
Department FINANCIAL COUNSELORS
Schedule Full-time
Shift Day shift
Hours 8:00am - 4:30pm Mon - Fri
Location Chicago, IL
Req Number 121739

Job Details: Performs activities relative to insurance denial appeals process that includes monitoring for patterns and trends and maximizing reimbursements. Job functions include: filing, placing phone calls to patients, data entry and other clerical duties as assigned.

Requirements: Previous clerical/data entry and customer service experience required. Ability to speak Spanish is preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=675354>

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College Advisor - HAR0000209

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

Qualifications

- Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.
- Experience overcoming barriers similar to those faced by the target population.
- Must be self-directed with the ability to work independently within changing deadlines.
- Financial aid knowledge a plus.
- Ability to analyze and address the educational and personal needs of students.
- Knowledge of the career development process and of available career development resources.
- Demonstrated experience with computers and database related software.
- Excellent verbal and written communication skills required.
- Experience in advising both traditional-aged students and adults in a higher education setting desirable.

Special Requirement: Availability to work some evenings and weekends

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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CERTIFIED CODER

Facility Presence Mercy Medical Center

Department PPMC HIM CODING

Schedule Full-time

Shift Day shift

Hours 8am-4:30pm

Location Aurora, IL

Req Number 125034

Job Details THIS POSITION WILL BE LOCATED IN JOLIET, IL.

Position is responsible to accurately code and abstract inpatient, outpatient, and emergency services following federally mandated requirements, corporate requirements, and hospital policy. Additionally, position is responsible to accurately capture data that is needed for studies or audit.

QUALIFICATIONS

Education and/or Experience

Level of knowledge equivalent to that ordinarily acquired through a two year Accredited Associate Program (HIT) and or four year Accredited Baccalaureate (HIA) program through the American Health Information Management Association (AHIMA). 3-5 years previous coding experience preferred. RHIT, RHIA or CCS required.

Skilled in coding methodologies, specifically ICD-9-CM, CPT-4, DRG, APC. Skilled in medical terminology and thoroughly understanding disease processes. Have working knowledge and experience with federal coding standards. Skilled in reviewing patient's medical records and identifying pertinent data required for coding and abstracting in an acute hospital setting. Ability to meet deadlines and maintain department standards. Good organizational capabilities.

Computer Skills

Experience and skills in using software applications for coding and abstracting. Use of Meditech system and/or 3M encoder.

Certificates, Licenses, Registrations

Credentialed as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA) required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=903922>

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OFFICE COORD

Facility Presence Our Lady of the Resurrection Medical Center
Department PHYSICAL THERAPY
Schedule Full-time
Shift Day shift
Hours 9:30a-6:00p
Location Chicago, IL
Req Number 126705

Job Details Summary:

Under general supervision, provides secretarial, receptionist, and general office support to Rehabilitation Services (Physical Therapy, Occupational Therapy and Speech Therapy Departments).

Assignments may involve work of a confidential nature and require a basic knowledge of the practices and procedures of the function.

Carries out recurring office procedures independently.

Selects the guideline or reference which fits the specific case. Supervisor provides instructions on new assignments and checks work for accuracy.

Requirements:

High school diploma or GED required.

1 to 3 years previous executive or multi-departmental secretarial experience required.

Ability to type 50-60 wpm required. Familiarity with office equipment and procedures required. Previous experience using computers/word processing required.

Preferred qualifications:

Bilingual (Polish and/or Spanish speaking).

Previous Registration experience in OP Clinic setting.

Familiarity with medical terminology and EPIC.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=985109>

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