



Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clear with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please email your resume to employment@telesight.com.

Applications Developer

Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices. Work collaboratively as part of a development team. Report directly to department manager. Work independently with minimal supervision.

Qualifications

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.

Experience in developing SSIS packages, stored procedures and complex SQL statements.

Experience with HTML (CSS and JavaScript a plus).

Knowledge of PHP a plus.

To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: systemshr@telesight.com.



Captain Morgan Club & Wrigley Field Career Event

Levy Restaurants - Chicago, IL

Monday 3/3 & Tuesday 3/4

Since 1978, Levy Restaurants has been providing premier dining experiences across the United States. The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

Levy Restaurants at Wrigley Field and Captain Morgan Club are looking for enthusiastic, hard working people like you!! Join us for our Job Fair for the upcoming season!

At Captain Morgan Club we are Hiring for:

Servers
Bartenders
Line Cooks
Security
Janitors

At Wrigley Field we are hiring for:

Concessions Cashiers
Concessions Prep
Concessions Stand Lead
Concessions Section Supervisor
Kitchen Supervisor
Spotter Alcohol Compliance
Warehouse Runner
Money Room Attendant
IT Systems Support
Club Server Assistants

Levy Restaurants is an Equal Opportunity Employer.

Join us Monday, March 3rd 11am-3pm and Tuesday, March 4th 3pm-8pm.

These positions are part time based on events - a great opportunity to earn extra money as a second or part-time job!

Apply in person at the job fair:
1060 W Addison St., Chicago, IL.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Administrative Assistant I - Opt D1

Agency: Children & Family Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1466001-660602

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Deputy Director of the Office of Child Well-Being, performs a variety of important staff and administrative functions, often of a sensitive or confidential nature; monitors the division's budget and contracts; provides input to the Deputy Director regarding policies, procedures, and services provided by the division; conducts special projects; serves as personnel liaison and liaison to other divisions within the Department.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday-Friday

Location: 1911 S Indiana, Chicago, IL

Supervisor: Dr. Cynthia Tate

Contact: VANASHA LITTLE / OFFICE OF EMPLOYEE SERVICES

JRTC/100 W. RANDOLPH, 6-100 CHICAGO, ILLINOIS 60601

PHONE: (312) 814-1222 FAX: (312) 814-1224

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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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1447010-478291

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 1755 Lake Cook Road Deerfield, IL 60015

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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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Housekeeping Assistant Specialist

Job ID: SPF20141202-36491

Organization: Northwestern Memorial Hospital

Description: The following information in red applies only to staff level positions. As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare.

QUALIFICATIONS: Required: High School Diploma or GED equivalent is required; Sufficient to understand oral instructions; One or Two Years Experience.

ESSENTIAL FUNCTIONS: Under the direction of the supervisor of Environmental Services, assists the supervisor in the orientation of new departmental personnel assigned to insure completeness. Performs general and heavy cleaning of operating rooms, public areas offices and patient rooms. Vacuums carpeted surfaces, damp mops hard surface floors. Assists the supervisor in orientating new housekeeping assistants to the department. Performs general and heavy cleaning duties in offices, patient rooms, clean and soiled utility rooms, laboratories, public areas, and stairways such as washing floors, walls, furniture, bed etc., with the appropriate hospital approved chemicals. Use ladders and scaffolds as necessary. Cleans window sills, empties ash trays and waste baskets. Cleans blood and body fluids. Clean arranges furniture in patient's rooms, baths, offices, waiting and other public areas as assigned. Cleans bath tubs, sinks, mirrors, toilets and replaces supplies as required. While generally assigned to a specific area, may be dispatched to other areas as needs dictate. Performs related duties as assigned. Flexibility in working with cross-section of hospital personnel. Cooperative attitude and appreciation of the meaning of service essential to success. AA/EOE.

Shift R (Rotating)

Expertise Non-Clinical-Environmental Services

Education High School Diploma / General Equivalent

Hours Casual (less than 20 per week)

Work Location Chicago Main Campus

Work Experience 1-3

Apply online at <https://nmhext.authoria.net/viewjob.html?optlink-view=view-43020&ERFormID=newjoblist&ERFormCode=any&eresc=Indeed>

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Job Title: Administrative Assistant I - Communication Disorders & Sciences

Department: Communication Disorders

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Epic

Job Number: 2014-0285

Job Description:

Rush University Medical Center seeks an exemplary and experienced

Administrative Assistant to join our Communication Disorders & Sciences department

Under the general supervision of the Admin/Business Manager, the Administrative Assistant provides responsible and complex administrative/receptionist skills in a fast-paced clinical outpatient care areas.

The Administrative Assistant will exemplify the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills and Abilities:

High school graduate (or equivalent thereof)

Three or more years of secretarial/office experience in a hospital setting

Excellent interpersonal and communication skills

Strong customer service focus and detail oriented

Ability to be multifaceted to handle numerous job tasks in stressful situations

Ability to learn quickly and adapt to changing situations/environments

Ability to work independently and exercise initiative

Knowledge of medical terminology

Computer skills for word processing, data input, and emailing.

Bilingual speaking preferred but not required

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140227134108&

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Maintenance Mechanic Trainee / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00019372

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.
- 0-1 years of industrial maintenance experience required.

- 0-1 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.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-trainee-alsip-illinois-job-1-4263506>

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Order Builder (Loader) Part-time / Coca Cola

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV025130

Full or Part Time : Regular Employee PT

Position Description

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU.

We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets.

We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.

- Adhere to good manufacturing practices and safety standards.
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.

- High School diploma or GED preferred.
- 0 - 1 year of general work experience.

- Prior warehouse experience required.
- Ability to operate a manual/powered pallet jack or lift product is preferred.

- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/order-builder-loader-part-time-alsip-illinois-job-1-4235382>

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Driver Merchandiser Relief / Coca Cola

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV025268

Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.

- Invoice and collect monies due.
- Pick up company property.

- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.

- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.

- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.

- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.

- Valid Class A or B Driver's License required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-alsip-illinois-job-1-4220500>

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General Laborer, Warehouse Part-Time / Coca Cola

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV026288

Full or Part Time : Regular Employee PT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.

- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-part-time-chicago-illinois-job-1-4262440>

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Full Service Delivery Driver - Class A required / Coca Cola

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV024434

Full or Part Time : Regular Employee FT

Position Description

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.

- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.

- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.

- 1-3 years of general work experience required.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.

- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.
- Ability to operate a two or four wheeled hand-truck.

- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.

- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-class-a-required-chicago-illinois-job-1-4253916>

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Inventory Control Analyst (3rd shift) - Niles, IL / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 18148

Full or Part Time : Regular Employee FT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.

- High School - GED or Diploma required.
- Bachelor's Degree preferred.
- 1+ years general sales experience required.
- 2+ years sales and customer service specific experience preferred.
- Ability to periodically lift, push, pull 50+ pounds, stand, walk, kneel, bend and reach.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-analyst-3rd-shift-niles-il-niles-illinois-job-1-4268345>

Maintenance Planner – Hourly / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Other Location :

Requisition Number : 00019165

Full or Part Time : Regular Employee FT

Position Description

Responsible for administering a preventive maintenance program for a production facility. Three to five years of related maintenance experience is typically required.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4168583>

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Merchandising Supervisor - St. Charles, IL / Coca Cola

Talent Area : Sales

Location : St Charles, IL, USA

Requisition Number : 00020547

Full or Part Time : Regular Employee FT

Position Description

Work Days will be Tuesday through Saturday.

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.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandising-supervisor-stcharles-il-st-charles-illinois-job-1-4255851>

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Electrician-Niles / Coca Cola

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 0019167

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery

- Provide preventative maintenance and repairs in maintaining PLC based control systems
- Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems
- Maintain contact with supervision and co-workers in order to ensure and report progress
- Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment
- High School diploma or equivalent
- 3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers
- Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls
- Prior experience with steam/compressed air and ammonia refrigeration systems
- Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-niles-illinois-job-1-4168561>

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Job Title: Cook I - Room 500

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-0297

Job Description: Are you interested in joining a leading health care organization? Do you have at least three years cooking experience?

If this describes you, then this is the job for you! We are seeking a dynamic Cook II who exemplifies professionalism to join our Food & Nutrition-Room 500 team-

Position Highlights: Performs culinary duties as assigned, responsible primarily for hot food/entrée production, ensures food services sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma or GED equivalent required.

Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred. Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire and maintain thereafter.

Minimum three years cooking experience required.

Ability to read, write and speak English required.

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures required.

Critical thinking skills, organizational skills required.

Knowledgeable and can operate with minimal instruction the following:

Hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc. Culinary hand tools (knives, etc.)

Small processing equipment (vegetable choppers & processors)

Ability to exert 25 pounds of effort to push or pull a cart required.

Ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils required.

Ability to communicate using a variety of audio-technology required.

Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140227134213&

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Job Title: Environmental Technician, 2nd Shift

Shift: 2nd

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2013-1796

Job Description:

Environmental Technician –Full Time - 2nd Shift

Three positions available

Position Highlights:

Under general supervision of an Environmental Services supervisor, cleans, maintains and services assigned areas throughout the medical Center.

Position Responsibilities:

Must demonstrate, after training, skill and controlling of cleaning equipment.

Must be able to demonstrate skills and knowledge of proper use of chemicals and equipment in cleaning, to achieve desired results.

Must be able to 10 Step Clean and isolation clean a patient room, cycle clean OR and L&D suites, and terminal clean areas as needed.

Must be able to use Bed Tracking System.

Stand, walk and stoop often while performing duties. Must be able to push, pull, and control cleaning equipment and materials up to 150 pounds in weight and move large trash objects and containers.

Must demonstrate good interpersonal skills. Must have neat personal appearance.

Position Requirements:

High school graduate or G.E.D.

Ability to understand written English and oral instructions.

Prior cleaning experience helpful, but not essential.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140227134348&

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Job Title: Food Service Assistant 1 - Patient Services (Part-time)

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Food Service

Job Number: 2014-0214

Job Description:

Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area.

Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

H. S. Diploma or GED required.

Foodservice experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player,

Good interpersonal skills, outgoing personality

Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.

Must be able to tolerate working close to hot equipment.

Apply online at

http://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140227134425&

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Job Title: Health Information Management Clerk 2

Department: Medical Records

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-0159

Job Description:

This position represents Health Information Management and RUMC internal and external to the medical center, accurately following all applicable federal, state and local guidelines for the processing of patient information. Responsible for retrieving patient records/documents for user and maintaining the record in the order designated by the department and hospital.

Position Qualifications Include:

High school/GED required

Medical terminology required

College courses in accounting, healthcare or secretarial courses preferred.

Prior office, healthcare, or Health Information Management experience highly desirable.

Advanced math, spelling, and alphabetizing skills.

Demonstrates attention to detail and accuracy.

Proficient in computer use and software applications such as Windows ,Word, Excel, Access

Proficient in using copier and fax machine Minimum typing skills of 15-20 wpm.

Must have legible penmanship

This position requires the ability to move and walk in various areas of the medical center.

Ability to transport charts, paper, records and items throughout the medical center.

Ability to concentrate in a fast pace environment.

Ability to lift up to 50 lbs.

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Job Title: Mental Health Worker - Per Diem (Geropsych)

Department: JRB 8 South

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Psychiatry

Job Number: 2013-1739

Job Description:

Are you looking to bring your interest in Adult Psychiatry to a leading academic medical center?

If so, you may be the right candidate for our Per Diem Mental Health Worker!

Position Highlights:

Our 18-bed-Gero-Psych unit strives to promote the highest level of functioning, improve coping abilities and provide education and support to patients with depression, severe anxiety and/or restlessness and memory loss.

Position is rotating shifts, restricted part-time

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the assessment & treatment of patients, and participate in group sessions.

Duties include taking vital signs, bathing patients, and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications Include:

Bachelors degree in behavioral sciences or related field

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

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Job Title: Part-time Administrative Assistant 1 - Rush Perinatal Center

Department: Perinatal Center

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0191

Job Description:

Rush University Medical Center seeks a dynamic and experienced The Perinatal Center (Part-time) Administrative Assistant will provide administrative support to the Perinatal Center Administrator and the assigned Network Hospitals in their relationship with the Perinatal Center. The Perinatal Center Administrative Assistant will coordinate Rush and Network Hospital data to ensure accurate preparation of required Department of Public Health reports. The Perinatal Administrative Assistant will also provide support to the Education Coordinator, and Medical Co-Directors by assuring appropriate communications are sent to Network hospitals and physicians. Exemplifies the Rush Mission, Vision and Values and acts in accordance with Rush policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

Bachelor's degree or some college preferred.

Three or more years of administrative/office support experience in a health care environment strongly preferred

Experience with databases, customer service and organizational activities required.

Ability to operate various information systems programs including Microsoft Office, EPIC and the ability to acquire knowledge of specialty databases.

Excellent communication and organizational skills are required to deal with a variety of customers including health care professionals, communications personnel and the Department of Public Health personnel.

Understanding of medical terminology or successful completion of a medical terminology course.

Commitment to the advancement of the Mission, Vision, Values and Goals of the Perinatal Center and Rush University Medical Center

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