



Operations Manager Trainee in Chicago, IL

Why You Should Join

The first step to a successful management career at Avis Budget Group begins with our Management Training Curriculum (MTC). Created to give outstanding individuals an accelerated management path, the MTC is a 18 week program that:

- * Jump starts your management career with Avis Budget Group
- * Leverages comprehensive hands-on experience
- * Imparts real world knowledge
- * Helps develop skills unique to management in the vehicle rental industry
- * Offers support and guidance through a mentorship program

How it Works: As an "Operations Manager Trainee" you will spend a period of time rotating through the various key functions and areas of responsibility assigned to an Operations Manager including: Operations (on and off airport), Fleet Distribution and Maintenance, Customer Loyalty, Quality Assurance, Sales, and Administration.

Requirements:

- * Experience providing high quality customer service (or ability to do so)
- * Good decision making skills
- * Ability to build loyalty with both internal and external customers
- * Valid driver's license and good driving record
- * Must work flexible schedules (evenings, holidays, overnight shifts)
- * Willingness and ability to pass drug screen and background check
- * Bachelor's Degree is preferred

Benefits We Provide You

- * A share of the success – Competitive Base Salary and Bonus Potential
- * Upward Mobility – Career Advancement Opportunities and Training to get you there
- * Use of a company vehicle - Including Gas and Insurance
- * Outstanding Benefits Package – 401K, Medical, Dental, Paid Vacation, Tuition Reimbursement, Various Discounts

Avis Budget Group is an EEO/AA Employer

Employee Type: Full Time
Required Experience: None Selected
Category: Management
Career Level: Manager (Manager/Supervisor of Staff)
Required Education: None Selected
City: Chicago
State: Illinois
Zip Code: 60666
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/operations-manager-trainee-in-chicago-il/24903188/job/>

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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).

Option 1 - General

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Job Title: Public Service Administrator - Opt 1

Agency: Department of Labor

Closing Date/Time: Tue. 04/08/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 15-IDOL-0022

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Manager of Fair Labor Standards Division, plans, organizes, implements, controls and evaluates the Statewide Child Labor and Law Enforcement programs. This position serves as the assistant administrator of the division, assisting in the management of program operations; is responsible for coordination of all Child Labor program activities and directly supervises and trains compliance field staff; serves as Fair Labor Standards coordinator for mandated educational outreach to those regulated by the labor laws; resolves complex Fair Labor issues.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of responsible administrative experience in a public or business organization. Requires ability to manage a supportive agency program and effectively supervise employees. Requires extensive knowledge of agency programs, policies and procedures.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm; weekends and State Holiday off
Illinois Department of Labor 160 N. LaSalle St. c-1300 Chicago, IL 60601

Deborah Morris / Human Resources Associate
900 South Spring Street Springfield, IL 62704
Fax 217-782-0596 deborah.morris@illinois.gov

HOW TO APPLY IF YOU ARE NOT CURRENT STATE EMPLOYEE, NOR HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS:

Please submit a completed and signed CMS-100 employment application with a cover memo indicating the specific vacancy ID number you are applying for to the Agency contact/address listed above. You will need to receive a valid grade from Central Management Services. In order to obtain this grade, please follow the instructions below.

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Vehicle Return Associate in Chicago Illinois United States

Your passion for helping customers with their needs - whether it is directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team.

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you are motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you will need the following:

- * High school diploma
- * At least 1 year of prior Customer Service experience
- * Good communication skills
- * Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!
- * Willingness to learn and help others
- * Motivation and dependability

We provide you:

- * Competitive pay
- * Medical, Dental, Vision & 401K
- * Full training to learn the business and enhance your professional skills
- * Paid vacations, car rental discounts & much more!

A valid drivers license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO/AA Employer

Employee Type: Full Time
Required Experience: 1 Year
Category: Customer Service
Career Level: Experienced (Non-Manager)
Required Education: High School/GED
City: Chicago
State: Illinois
Zip Code: 60666
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/23304458/job/>

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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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Title: Custodian Chicago

ID: 1006

Department: Custodial

Description

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our tenants. In just over 3 years, our portfolio has grown to over 7,000 apartment buildings owned and operated.

RESPONSIBILITIES:

- Provide janitorial service to assigned building(s).
- Adhere to established specifications and standards.
- Close out work orders in a timely manner.
- Provide pest control services.
- Properly track time with time keeping system.
- Must be able to lift materials up and down stairs.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse.- Wash windows, interior walls and ceilings.
- Empty trash cans and other waste containers.
- Sweep, mop, scrub and wax hallways, floors and stairs.
- Clean snow and ice from walkways and parking areas.
- Cut grass and tend grounds.
- Clean and disinfect washrooms and fixture.
- Perform other routine maintenance jobs and repair such as painting.
- Reset breakers for tenants when instructed.
- Open basement doors for utility companies when instructed.
- Ensure that security and safety measures are in place in the establishment.
- May advertise vacancies, show apartments and offices to prospective tenants.
- May supervise other workers.

REQUIREMENTS:

- 2-3 years of custodial experience required
- Only applicants with a resume will be considered

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjc2i49>

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Title: Law Clerk to In House Counsel

ID: 1032

Department: Legal

Description

Pangea is listed #42 on INC 5000's Fastest Growing Private Companies in America
#1 Chicago Company and #2 Real Estate company

Pangea is one of Chicago Tribune's Top 100 Places to work of 2013

#24 for midsized companies (over 1,500 applicants)

2nd youngest company to win the award

Pangea is listed #42 on INC Hire Power Awards

Given to companies positively impacting the economy through job Creation

#3 in Chicago and #3 in Real Estate

We are searching for an ambitious, efficient, and organized candidate to fill our law clerk position. This role will be a full time / part time clerk position, with the possibility of continuing during the school year. This will be a great opportunity for a current law student to work side by side with the General Counsel and gain some in-house legal experience.

To apply, please upload your resume (required), include a cover letter (required), a writing sample (suggested), and a copy of your unofficial transcript (suggested).

Duties:

General office and administrative duties, including:

updating files and records calendaring and tracking deadlines, and interacting with Outside Counsel. Attend administrative hearings. Draft documents

Research a broad range of issues unique to the Company

Requirements: 1L/2L year

Must be available for continued employment through the school year, approximately 10-15 hours/week

Strong attention to detail

Proficient in MS Word and Excel

Working knowledge of legal terminology

Excellent communication skills

Compensation:

This is a paid role

Pay will be commensurate with experience and qualifications

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj37vq1>

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Rental Sales Associate in Chicago Illinois United States

Successful Full Time Rental Sales Associates in this location have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a flexible full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Some of the programs and services we provide include:

- * Free tobacco cessation courses (including nicotine replacement supplies)
- * Customized nutritional coaching * Fitness center discount program
- * Healthy weight loss nutrition solutions * One-on-one active lifestyle coaching
- * Trusted, on-line health information available 24/7 * Free flu shots

Rental Sales Associate Requirements:

- * At least 6 months of experience in a role where sales and/or customer service were key elements of your duties
- * Ability to handle high-pressure sales and service situations in a calm and collected manner
- * Willing to work various shifts including nights, weekends, and holidays
- * Basic computer skills in order to enter information into our database
- * Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304444/job/>

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Title: Leasing Agent Chicago

ID: 1007

Department: Field Management

Description

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Successful candidates will be expected to hit the ground running, learning the processes, customers, and techniques that will enable them to contribute to the continued success of Pangea. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- Schedule, coordinate, and conduct unit showings with prospective tenants
- Meet and exceed monthly leasing targets
- Work evenings and weekends as needed to show units
- Navigate, update, and work effectively in PropertyWare software environment
- Any projects or additional duties as requested

Qualifications:

- 2-year Associates degree highly desired
- Good working knowledge of Microsoft Excel and Word
- Willing to work very hard, and work nights and weekends when needed
- Access to reliable automobile - REQUIRED
- Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- Benefits include health insurance, two weeks' vacation and five sick days per year.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj7pk4z>

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Registrar I

Department: Admitting & Registration

Schedule: Full Time

Shift: Evenings

Job Details:

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients.

High School diploma or equivalent. Previous related experience or hospital experience helpful.

Ability to type a minimum of 30 words per minute.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=827762

NUTRITION ASSISTANT

Department: Food & Nutrition Services

Schedule: Registry

Shift: Weekends

Job Details:

Provides total delivery of meals, nourishment's and beverages to patients; orients patients to Food and Nutrition Department services.

One to three months of on-the-job training and experience to learn all duties within assigned units, departmental policies, procedures, and standards, and basic diet information.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=976612

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Security Officer

Department: SECURITY DEPARTMENT

Schedule: Part Time

Shift: Rotation

Job Details:

The security officer performs activities necessary to the provision of a safe and secure environment for employees, patients and visitors of the hospital.

High School diploma required. Previous security experience and/or training in Health Care Security preferred.

PSTN 12 Security Officer Certification. Must have valid IL Driver's license.

FOID card, 20 hour certificate preferred.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=652958

Case Manager

Department: Case Management

Schedule: Registry

Shift: 12 Hr. Shifts

Job Details: Under the general supervision of the Manager, nurses in the Case Manager role provide clinically-based case management to support the delivery of effective and efficient patient care. Paces cases from physiological and economic perspectives. Has overall accountability for the utilization management and transition management for patients within the assigned caseload. Partners with Social Workers and collaborates with other health care team members to identify appropriate utilization of resources and to ensure reimbursement. Utilizes criteria to confirm medical necessity for admission and continued stay. With the patient, family and health care team, creates a discharge plan appropriate to the patient's needs and resources.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=357413

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Dietary Attendant I

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Rotation

Job Details:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=751910

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Dietitian

Department: Food & Nutrition Services

Schedule: Registry

Shift: Rotation

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=399303

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Environmental Services Aide I

Department: Environmental Services

Schedule: Full Time

Shift: Days

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=242042

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Inventory Specialist

Department: Food & Nutrition Services

Schedule: Registry

Shift: Days

Job Details: Reporting to the Food Service Supervisor; performs duties associated with inventory, receiving, distributing and storing of supplies in the Food & Nutrition Department. Participates in the management of supply and equipment inventory to assure cost effectiveness.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=347155

Mental Health Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description: Establish a therapeutic relationship with assigned patients. Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit. Take vital signs, weigh patients and collect routine specimens.

EOE "A Tradition of Caring" since 1904.

Requirements: High school diploma or GED. Minimum of 2 years of experience in the mental health field required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Patient Care Technician

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Pharmacist Technician

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Social Worker

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Surgical Technician

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Prepares and maintains medical equipment for surgical procedures. Follows hospital regulations and industry procedures to tend to patient during pre-operation procedures. Performs pre-operation preparations to the patient's skin, body, and medical equipment. May be required to transport patient to and from the operating room. Visits patients pre and post-operatively and reviews the medical record in the best interest of patient care.

EOE "A Tradition of Caring" since 1904.

Requirements:

Graduate of an accredited surgical technician program.

Two years of related clinical experience.

Minimum of 1 years of experience in a hospital setting required.

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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



Manager of Pediatrics Mobile Unit

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Not every child who needs medical care makes it in to St. Bernard Hospital. That's why St. Bernard Hospital reaches out to them. Our Pediatrics Mobile Unit travels to Englewood-area schools, day care centers, and health fairs to provide children with the care they need.

Description:

Responsible for all aspects of the Pediatrics Mobile Unit program. The Manager is also responsible for driving and mechanically maintaining the 40-foot long mobile clinic vehicle. Administer and provide oversight to the program which provides immunizations, school physicals, sports examinations, asthma screenings, and more.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Healthcare Administration or related field.

Current Illinois (Class C or CDL) drivers' license with good driving record.

Experience in driving a 40-foot long motor vehicle.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 3 year experience in the healthcare setting.

At least 1 year of relevant experience in the health care setting in a supervisory position. Excellent verbal, writing and interpersonal skills are essential.

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

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