



**Job Title: Social Service Program Planner III**

Agency: Human Services

Closing Date/Time: Thu. 04/09/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-97-82662

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related Master's Degree. Requires one year of progressively responsible professional experience in community organization, social service work, or in program planning and development.

Special Skills: Requires knowledge and experience using Microsoft Office and Outlook. Requires ability to gather and analyze data. Requires experience working with the TANF and SNAP population regarding employment and training aspects. Requires knowledge and experience with the Work Verification System (WVS). Requires ability to travel throughout the state.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Bureau of Workforce Development / TANF Workforce Development Unit  
2020 West Roosevelt Rd 2nd Fl, Chicago, IL 60608

Please submit CMS 100 (revised 10/2014) applications to:  
Bureau of Employee Services  
Lisa Horsley  
100 S. Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-2116

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**TITLE: Summer Camp Counselors / Adler Planetarium**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

The Adler Planetarium, (Chicago, IL) is seeking 3 Summer Camp Counselors to assist Senior Camp Staff and Instructors with operations of the Adler Planetarium's Summer Camps. Mandatory training will take place on Saturday April 18th and May 23rd. Camps will run from June 1st-June 30th and July 7th -August 1st.

**Duties and Responsibilities:**

- Keep summer campers engaged from sign in to sign out
- Work with Summer Camp Instructors, Volunteers, and teen interns to implement a successful camp schedule and successful experience for K-5th grade campers.
- Assist Instructor in the safety and behavior of campers during indoor and outdoor activities
- Help campers complete fun, educational activities. Encourage campers to participate fully in activities. Provide individual attention to campers in need
- Assist in camp drop-off and pick-up procedure by greeting parents and campers.
- Checking in and checking out campers and keeping campers engaged in games while waiting.
- Assist in set up and break down of all camp materials and activities.

**Education and Experience:**

- Must be at least 16 years old and in high school or beyond with a strong interest in education, astronomy, technology or science
- Currently enrolled college students with a science background preferred
- Must have experience working with children or camp groups
- Must be able to lift and move boxes of supplies up several flights of stairs
- Must be able to transition work environment from classroom, exhibits and outside

Equal Opportunity Employer M/F/D/V

FULL-TIME/PART-TIME Temporary

REQ NUMBER EDU-15-00001

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS

Apply online at

[https://www.appone.com/MainInfoReq.asp?R\\_ID=1002121&B\\_ID=91&fid=1&Adid=&sbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=1002121&B_ID=91&fid=1&Adid=&sbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

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**Job Title: Senior Public Service Administrator - Opt 8D**

Agency: Public Health

Closing Date/Time: Fri. 04/10/15 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: IDPH 82663

**Minimum Requirements:**

Requires knowledge skills and mental development equivalent to completion of four years of college, preferably with courses in business and public administration. A Master's degree in Public Health is preferred. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization with responsibility for planning, supervising and evaluating delivery of population-based interventions that prevent and reduce oral disease and promote oral health as well as experience in preparation of budgets and grant fund administration. Experience working with public health oral health prevention programs is desired. Requires a current License to practice as a Dentist in Illinois.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Health Promotion / Division of Oral Health, 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl

Springfield, IL 62761

Phone: 217-785-2031

Fax: 217-785-2038

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 8D - Dentist License**

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**Job Title: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Fri. 04/10/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 10170

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours: Rotating Shifts, Rotating Days Off

Work Location: Central Management Services

Property Management/Facilities Management/Northern Region

Elgin Mental Health Center, 750 S. State Street, Elgin, IL (Kane County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

**How to Apply:** This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Social Worker III**

Agency: Human Services

Closing Date/Time: Thu. 04/09/15 5:00 PM Central Time

Salary: \$3,528.00 - \$7,247.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-76-89274

Description of Duties/Essential Functions Benefits Supplemental Questions Under general supervision of the Associate Deputy Clinical Director performs professional social work duties as a statewide clinical consultant for children and adolescent (C&A) mental health care. Provides technical assistance for specialized vice programs. conducts assessments of individuals, provides clinical consultation and coordinates with local community agencies for appropriate services needed. Evaluates system and monitors services to assure compliance; Assists with statewide training regarding children's mental health service programs and effective practices. Assists in the development of protocols to address transitional needs of youth into the adult mental health system.

Minimum Requirements: Requires Illinois licensure as a clinical social worker. Requires five years experience in a community mental health setting including both youth and adult programming. Requires specialized experience with management and supervision of children and adolescent mental health services; expertise in Medical policies and practices and extensive knowledge of community based mental health services in Illinois. Requires a Masters degree.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm 401 S. Clinton, Chicago, IL Please submit CMS 100 (revised 10/2014) applications to:  
Bureau of Employee Services /Melissa Bringle  
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3385

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Student Intern**

Agency: Gaming Board

Closing Date/Time: Tue. 04/07/15 5:00 PM Central Time

Salary: \$1,346.00 - \$2,848.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IGB 10364

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under immediate supervision, for a period not to exceed four years and while actively enrolled in college, or in conjunction with a recognized college or university work study program, on a part time basis receives controlled assignments in the Licensing Division to receive training and experience in a technical, professional or administrative field commensurate with their academic level/degree.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment in college with major coursework in the study of law enforcement, criminal justice or a related field; requires ability to follow written and oral instructions; requires ability to establish and maintain working relationships with agency staff and the general public.

**Work Hours & Location/Agency Contact:** Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Gaming Board / Licensing Division

160 N. LaSalle, Suite 300 - Bilandic Building, Chicago, IL., Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-558-0962 217-782-9925 Fax

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Thu. 04/09/15 5:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: RC009 Bid ID#: 10-72-89217

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Dietary Manager and guidance and direction from the Support Service Coordinator, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning various food service equipment. Loads and delivers food to living areas for persons served. Plates food in proper portions according to regular and diet menu specifications on a tray line. Loads and delivers food containers to living area of persons served. Performs manual cleaning and maintenance work within the food handling area including cleaning and sanitizing pots, pans, cooking utensils, manually and in the dishwasher; cleans food carts, sweeps and mops floors, washes and sanitizes tables, chairs and windows; cleans refrigerators and operates various cleaning equipment including dishwasher, tray washer and pan washer. Lifts and carries food items from cart to freezer and from freezer to shelving and from preparation area to carts for transportation; dates, labels and stores dry stock. Portions food according to pre-established portions prior to setting up tray line. Performs other duties as required or assigned which are reasonably with the scope of the duties enumerated above.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by 6 months experience in dietary services.

Work Hours: To be discussed at the time of interview

Work Location: Ludeman Center / Food Service

114 North Orchard Drive, Park Forest, IL 60466

Contact: Alice M. Chambers / Human Resources Representative

114 N. Orchard Dr., Bldg. 60 (708) 283-3015

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**TITLE Human Resources Representative / Adler Planetarium**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION:** The Adler Planetarium is seeking a Human Resources Representative who will be responsible for processing and maintaining essential employee information in our HRIS system, supervising internal and external hiring, and facilitating the onboarding of new employees.

Responsibilities include:

Process and update employee personnel information in HRIS system. Develop work audit procedures and coordinate the share of data with payroll in order to maintain accurate information between departments.

Coordinate employee benefits tracking and maintenance within HR and vendor software systems for enrollment, changes, terminations, and reporting requirements.

Supervise full cycle recruiting including training hiring managers and planning and conducting onboarding program.

Serve as a resource to managers and staff regarding human resources processes and support.

Participate in special projects and initiatives to support human resources department goals.

Qualifications:

Bachelor's Degree and at least 3 years of experience in human resources is required.

Demonstrated proficiency with HR, benefits, and recruiting processes.

Experience with applicant tracking systems, recruiting, and onboarding processes.

Involvement with affirmative action reporting preferred.

Must relate well to others, project a friendly demeanor, be welcoming and supportive, and communicate well and appropriately with a variety of people.

Demonstrated ability to maintain strictest confidentiality and ethical standards.

Apply online at

[https://www.appone.com/MainInfoReq.asp?R\\_ID=1016400&B\\_ID=91&fid=1&Adid=&sbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://www.appone.com/MainInfoReq.asp?R_ID=1016400&B_ID=91&fid=1&Adid=&sbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

FULL-TIME/PART-TIME Full-Time

REQ NUMBER HUM-15-00001

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

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**Job Title: Administrative Assistant II**

Shift: 1st

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

Job Number: 2015-0627

**Job Description:**

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Administrative Assistant II to join our Hepatology practice at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

**Position Highlights:**

Under general direction, this position provides the highest level of administrative support to attending physicians in the Section of Hepatology. The Administrative Assistant II makes decisions that are based on the needs of the faculty members as well as the patients served. This position requires excellent organizational skills and follows through of all details. Exemplifies the Rush mission, vision and values; and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma or equivalent required, Bachelor's degree preferred

Two to four years administrative experience in a medical office environment preferred.

Excellent interpersonal skills; ability to interact professionally and effectively with faculty, managers and patients.

Strong oral and written communication skills. Must be able to handle sensitive matters and materials in a confidential manner.

Willingness to be flexible and adhere to deadlines.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and Adobe Professional.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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**Job Title: Computer Technician - (Temporary Part-time)**

Department: I S Telecom Staff

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Help Desk

Job Number: 2015-0600

**Position Highlights:**

Provides outstanding 1st-level (initial) support to Rush University Medical Center customers, for desktop computing hardware and software problems. Resolves problems where possible and escalates to Level 2 when unable to resolve. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma

Strong customer service orientation with a positive "can do" attitude

Commitment to keeping technical skills current through ongoing training

Effective multi-tasking, independent worker, and time management skills

Solid telephone, verbal, listening, and written communication skills

Ability to focus during stressful situations and a commitment to meeting deadlines and exceeding expectations

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**Job Title: Food Service House Attendant**

Department: Room500 Dining Room

Shift: 1st

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

Job Number: 2015-0353

**Job Description:**

FOOD SERVICE HOUSE ATTENDANT

Full- time position, benefits eligible

**Position Highlights:**

Under direct supervision, assembles, operates and maintains foodservice supplies and equipment. Performs ware washing and pot and pan cleaning.

Cleans kitchen, dining, and public areas. Clears and resets tables during meal service. Sets up, takes down, and moves tables, chairs, equipment, and supplies.

**Position Qualifications Include:**

Ability to read, write, speak English

H. S. Diploma or GED required

Interpersonal skills, customer service oriented

Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

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Apply online at

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**Job Title: Occupational Therapist - Full-time**

Department: Functional O T

Shift: 1st

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

Specialty: Occupational Therapy

Job Number: 2015-0304

**Position Highlights:**

Rush University Medical Center is a leading academic medical center where cutting-edge research and the latest advances in orthopedic, neurologic and neurosurgery technology are quickly brought to socioeconomically and culturally diverse patients. Our department includes graduate academic and clinical occupational therapy programs in acute care medicine, inpatient psychiatry, inpatient rehabilitation, and outpatient rehabilitation, including services for pediatrics and adult upper-extremity injuries. We support the practitioner-teacher-investigator model of practice and there are opportunities to engage in clinical and academic mentorship and projects that foster professional growth.

**Position Responsibilities:**

Contributes patient information relevant to assessment, current status and discharge planning. May be delegated responsibility for supervision of volunteers, students, and other staff when appropriate.

**Position Qualifications Include:**

Certification by NBCOT as an OTR to act as an occupational therapist  
Illinois licensure to provide services as a licensed occupational therapist  
A degree in OT; preferable a Masters degree in occupational therapy

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Apply online at

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**Job Title: Patient Access Coordinator - Labor & Delivery**

Department: Labor & Delivery

Shift: 1st

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

Job Number: 2015-0531

**Job Description:**

Do you have exemplary customer service skills and experience in a medical environment interacting with patients?

We are seeking a Patient Access Coordinator to join our Patient Access team!

\*\*\* This is a first shift position, 6:00 a.m. – 2:30 p.m. \*\*\*

**Position Highlights:**

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: High school diploma, GED or equivalent required. Knowledge of medical terminology preferred. Keyboard experience with a minimum typing skill of 25 words per minute required. Previous experience in a hospital or medical environment interacting with patients preferred. Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills. Ability to push a Workstation on Wheels for an extended period of time. Ability to walk or stand an extended period of time, i.e. length of shift.

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Apply online at

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**Job Title: Patient Food Service Assistant - 4th Rotating Shift - Part time**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Job Number: 2015-0171

**Job Description:**

PATIENT FOOD SERVICE ASSISTANT - PART-TIME (rotating shift- 4:00am-10:00pm)

Performs food service related activities to ensure patient satisfaction. Ensures food service 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:**

H. S. Diploma or GED required.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within nine months of hire

Foodservice and customer service 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, Customer Service Orientation:

Enjoys working with people/patients

Good interpersonal skills, outgoing personality, positive and pleasant demeanor at all times

Able to demonstrate basic math and computer skills

Able to work independently without direct supervision

Exhibit critical thinking and decision making skills.

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

Work demands 100% walking and/or standing.

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

Able to communicate with patients and staff using a variety of audio-technology

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**Job Title: Patient Support Assistant - Part time**

Department: Univ Anesthesiology Pain Ctr

Shift: 1st

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

Job Number: 2015-0550

**Job Description:**

Rush Medical Center is seeking a part time Patient Support Assistant!

**Position Highlights:**

Clinic Patient Support Assistant is responsible for assisting Physicians with the evaluation, management, and treatment of patients in an ambulatory care setting.

Responsible for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing.

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

This is a part time position with no benefits  
16 hours per week

**Position Qualifications Include:**

High school diploma/GED required.

Minimum 2 years experience in medical clinic setting.

Computer skills

Preferably familiar with EMR

Excellent communication and interpersonal skills

Excellent organizational skills

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**Job Title: Pharmacy Tech I**

Department: Pharmacy  
Shift: 4th (Rotating)  
Full/Part: Type 1 (72-80 Hrs/PP)  
Job Number: 2015-0524

Position Highlights: Pharmacy Technician I assists licensed pharmacists in the practice of pharmacy performing duties such as preparing, filling and labeling medications for patients in the Medical Center. As patient care assignments dictate, the technician I is responsive to the explicit need of neonatal, pediatric, adolescent, adult, and geriatric patients. When relevant, appropriate standards of practice and sensitivity to the psychosocial needs of these patient populations are exercised. The Pharmacy Technician I exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications:**

- Must be a high school graduate or equivalent.
- Eligible for pharmacy technician licensure in Illinois.
- Must obtain PTCB (Pharmacy Technician Certification Board) certification within 6 months of hiring date.
- Successfully complete competency exam that will test the ability to compute mathematical calculations required for usual dosage determinations by the end of the defined training period.
- Previous experience as a pharmacy technician or equivalent health-care related practice preferred.
- Equivalent of 1-3 months training program or on-the job training or completion of the Rush pharmacy training modules.
- Microsoft Outlook, fax machine, copier and other office equipment as necessary
- May be exposed to certain hazardous materials, including but not limited to chemotherapeutic agents.
- Lifting up to 30 pounds, continuous standing and frequent walking may be required.

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**Job Title: Security Officer - 1st Shift**

Department: Security

Shift: 1st

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

Specialty: Security

Job Number: 2015-0201

Full Time

1st Shift

6:30a – 3:00p

**Position Highlights:** Under the general supervision of a security supervisor, the Security Officer will provide physical protection for all Rush Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of Rush, Federal, State and local laws and ordinances. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma/GED. Previous hospital security experience preferred

Valid Driver's (Illinois, Indiana, Wisconsin) license required.

Must have a prior driving record deemed acceptable to Rush based upon the results of a Motor Vehicle Report checked and conducted by Human Resources.

Must possess and be responsible for maintaining current Permanent Employee Registration Card (PERC) or, if hired Before January 2004,

Must have completed 20 hours firearm training as demonstrated through a certification of successful completion of Firearms Training Course.

Must be eligible to obtain a Firearm Control Card (FCC) within six months of employment. Illinois Firearm's. Owner's Identification Permit (FOID) required..

International Association for Healthcare Security and Safety ("IAHSS") certification required within six months of employment and maintained thereafter.

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**Job Title: Ultra Sound Technician**

Department: Cardiovasc Ultrasound

Shift: 1st

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

Job Number: 2015-0543

Job Description: Rush Medical Center is seeking a full time Ultra Sound Technologist!

**Position Responsibilities:**

Provides quality patient care as defined by departmental and age specific standards of care. Maintains patient privacy and confidentiality. Follows departmental protocols and procedures in the performance of exams and produces work that meets quality standards. Produces work in an efficient manner that meets departmental productivity standards. Maintains the physical work environment in a manner that meets departmental and regulatory requirements. Has a working knowledge of the Radiology Information System and PACS. Reports supply shortage or equipment failure to section supervisor. Follows work and patient schedules. Assist Radiologist in the performance of procedures. Handles, administers and documents medications under the supervision of a radiologist and following the guidelines of the Rush Pharmacy and technical licensure. Maintains logs and documentation as per departmental protocol. Provides patient history or information necessary for proper interpretation of the procedure. Maintains licensure/registry status as determined by state or regulatory bodies. Participates in the training and development of students assigned to area through clinical affiliations.

**Position Qualifications Include:**

High School Diploma/GED required

Formal training in an accredited Radiology Technology Program

Registry or Registry-eligible with the American Registry of Radiologic Technologists (ARDMS or CCI)

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**Recreation Leader (SEASONAL) for Gymnastics Department Job ID: 1809**

Closing Date: 04/09/2015

Seasonal Only/Recreation Leader (Daycamp)

Date Posted: 3/27/2015

Location: Central Administration - GYMNASTICS

Under direct supervision, provides recreational activities for children ages 3 years old and up during the operation of day camp activities. Performs related duties as assigned or required.

**EXAMPLES OF DUTIES:**

Accompany groups of children on field trips to educational institutions, public functions or recreational activities. Provide adult supervision to ensure the safety and well-being of children. Lead and participate in games, drills and agility exercises. Read to children and teach simple painting, drawing, songs and similar recreation activities.

**MINIMUM QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

High School student or certified (GED) is required but may be waived for seasonal employees who are referred through special hiring programs. Candidates for this position must have reached their 16th birthday at time of hire.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to work with individuals or groups of children from ages 3 years old and older; Basic knowledge of children's games and recreation activities; Effective oral communication skills; Ability to enforce safety rules; Ability to lead physical, recreational and leisure activities; Ability to exercise good judgment.

Union: SEIU 73 FLSA: Nonexempt  
Career Service EEO: Paraprofessional

**SALARY: \$12.22 PER HOUR**

Apply online at

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

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**Senior Lifeguard (Seasonal- Summer) Job ID: 1856**

Closing Date: 4/29/15

Seasonal Only/Senior Life Guard (S)

Date Posted: 1/19/2015

Location: Community Recreation - Aquatics

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, supervises a crew responsible for ensuring the safety and supervision of swimmers at a Chicago Park District beach or pool facility. Performs other related duties as assigned.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from high school or an equivalent combination certification (GED) is recommended. A minimum of two (2) seasons of life guarding experience at a public open water surf beach or pool location is required.

**Certification Requirements at time of hire:**

American Red Cross Life guarding 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 Blood borne Pathogens Training or equivalent

Chicago Park District Life guarding Card

**Knowledge, Skills and Abilities:**

Knowledge of lifesaving and life guarding methods and techniques; effective oral communication skills; ability to handle the public with tact and courtesy; ability to administer first aid and CPR to victims needing such attention; ability to supervise a staff responsible for enforcing water safety standards.

SEIU-Local 73  
Exempt

Career Service

EEO: Protective Service

FLSA: Non-

SALARY: \$15.42 per hour

Apply online at

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

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