



**Job Title: Office Assistant - Opt 2**

Agency: Human Services

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-76-80926

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Director, Individual Care Grants (ICG), Child and Adolescent Services, creates, updates and maintains all case files for individual participating in the program. Types correspondence, records and reports and maintains copies of each within the files. Serves as receptionist, receives, opens, sorts and distributes incoming mail; answers and routes telephone calls to the appropriate staff person.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience. Requires ability to type accurately at 35 wpm. Requires good organizational skills as well as good oral and written communication skills.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm  
DHS/DMH Central Office 4200 N Oak Park Ave Chicago IL

Contact: Vicki Morgan  
Bureau of Employee Services  
100 South Grand Ave 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).

**Option 2 – Typing**

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**Job Title: Registered Nurse II**

Agency: Human Services

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-76-80927

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Associate Deputy Clinical Director, performs administrative and professional nursing functions in the Utilization Review Unit for the Northern part of the Statewide Child & Adolescent System. Reviews all extended care beneficiaries for children and adolescent clients admitted to a community based hospital as defined in Title XVIII and Title XIX to assure a high quality of patient care and effectual efficient utilization of health services.

**Minimum Requirements:**

Requires a bachelor's degree in nursing and one year professional experience as a nurse; requires Illinois licensure as an RN; requires ability to successfully complete DHS Aggression Management Modules 1-5.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm  
DHS/DMH Central Office 4200 N Oak Park Ave Chicago IL

Contact: Vicki Morgan  
Bureau of Employee Services  
100 South Grand Ave East, 3rd Floor Springfield IL 62762  
Fax: 217-524-3385

**How to Apply:**

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**Job Title: Senior Public Service Administrator - Opt 1**

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 04/21/14 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: BB-52 Bid ID#: IG0563

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, serves as Assistant Bureau Chief for Audits and Health Care Standards providing complex administrative direction to Bureau management staff; plans, organizes, directs and evaluates the activities of the Audits & Health Care Standards Sections and Review Program; directs the development and evaluation of program and policy proposals to improve program effectiveness, enhance service delivery systems, reduce non-fixed costs, and improve employee morale and productivity; represents the Bureau Chief with officials of the courts, the Office of the Attorney General and with other State and federal officials in support of Bureau programs and initiatives; travels to various counties to attend management meetings; supervises staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires ability to travel to various counties to attend management meetings. Requires possession of a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Inspector General

Bureau of Medicaid Integrity 401 South Clinton, 5th Floor Chicago, IL (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General, Personnel

412 North Fifth Street Springfield, IL 62702

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Admin Project Assistant (Temporary)**

Department: ROPH BILLING & COLLECTIONS

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2014-0527

**Job Description:**

This position is a temporary position emphasizing work experience that is particularly relevant to special projects related to the receivables in HCF. Work will typically include managing projects deadlines and analyses of accounts related to aged accounts and credit balances for both RUMC and ROPH receivables.

**Position Qualifications Include:**

A high school diploma/GED or higher is required.

Minimum of 2 years experience in medical billing or collections.

Strong working knowledge of Microsoft Office products is preferred but not required to be able to

compile data for special projects or for tracking purposes.

EPIC experience is preferred.

The position is a dual reporting role which is located within the same department.

Position requires strong analytical skills including statistical, mathematical and organizational skills

Strong interpersonal skills required for communication of finance related issues to management and ancillary departments.

Ability to perform multiple tasks with strong time management skills in order to meet deadlines.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140408124621&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140408124621&)

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**Job Title: Certified Medical Assistant, Transplant**

Department: MSP Liver Transplant-Williams

Shift: 1st

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

Specialty: Transplant

Job Number: 2014-0471

**Job Description:**

Certified Medical Assistant, Transplant

Full Time

**Position Responsibilities:**

The Certified Medical Assistant in Kidney Transplant Medicine is responsible for assisting approximately four Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of pre & post operative & living donor patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Previous clinical experience in a fast paced medical office

Phlebotomy experience is a plus

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140408124740&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140408124740&)

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**Job Title: General Foreman**

Department: Electrical Maintenance

Shift: 1st

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

Job Number: 2014-0414

**Job Description:**

H.E.L.P UNION VACANCY ANNOUNCEMENT

GENERAL FOREMAN/DAY SHIFT

**Position Responsibilities:**

The major function of the General Foreman is to coordinate work activities, supervise and train union tradespeople and provide direction to contractors within their area of responsibility.

The work of the Foreman requires both administrative and projects management type skills that quite often interact with outside contractors.

The General Foreman exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

4 years minimum experience in Electric within a Medical environment required.

3 years previous management experience required.

High School or GED equivalent required.

Previous experience with proper handling of numerous tools and work aids; ability to read and understand blueprints and shop drawings required.

Previous experience as a journeyman required.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140408124815&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140408124815&)

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**Job Title: Temporary Support Associate - Collector**

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Healthcare Finance

Job Number: 2014-0252

**Job Description:**

Rush University Medical Center is seeking an exemplary and experienced Temporary Support Associate - Collector

**General Summary**

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures. The Temporary Support Associate – Collector will be responsible for collecting receivables for (medical) insurance companies, working with patients and other parties. The Temporary Support Associate – Collector will also document information appropriately and bring patient accounts to closure in a timely manner.

**Qualifications**

Prior experience working in a healthcare finance environments; insurance collections experience. Proficient skills in the use of Microsoft Office (Excel, Word, PowerPoint) Professionalism and excellent interpersonal skills are required.

Minimum typing speed of 45 wpm.

Must have an exceptional sense of detail (given the task of working with and compiling data). Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140408124856&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140408124856&)

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### **Bus Service Monitor**

Location: Arlington Heights  
Office: Revenue Services  
Department: Bus Operations

**Job Description:** Under the direction of the Section Manager, Operating Services, responsible for boarding and alighting counts on assigned bus trips; performing spot checks on drivers and equipment; monitoring operations of carriers throughout the region; carrier start-ups, which include training operating personnel and surveying Pace routes for IBS. Other duties as assigned or required.

**Qualifications:** Qualified candidate must be at least 21 years of age and possess a valid driver's license and have accessibility to an automobile. Qualified candidate must exhibit independent judgment, attention to detail and good communication skills including writing skills as selected individuals will originate reports and maintain accurate records. Must have basic computer skills. The performance of these duties may be required at any time of the day and night, any day and night of the week. Must be able to obtain a Class "B" Commercial Driver's License with air brake restriction and passenger endorsement.

Qualified candidate must have a good work history. This is a safety-sensitive position.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=84](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=84)

### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights  
Office: Revenue Services  
Department: Revenue Services

**Job Description:** Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

**Qualifications:** Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

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**Inspection Technician**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

Under the direction of The Department Manager of Maintenance and Technical Services, receives and inspects all new buses, trucks, cars and equipment from the manufacturer or dealer including dealer prep and warranty service and repairs.

Performs building and shop inspections, repairs building and shop equipment including HVAC, plumbing, electrical, air compressors, chargers, bus lifts, jump starting units, etc.

Performs equipment and vehicle maintenance and keeps maintenance log.

Performs custodial duties including; mopping, sweeping, snow removal and grounds maintenance.

Other duties as assigned.

**Qualifications:**

Qualified candidate must possess at least one year previous diesel/gas experience and/or technical training.

Must be 21 years of age and have or be able to obtain a valid Class "B" Commercial Driver's License with passenger and airbrake endorsement and successfully pass examination for position.

Ability to operate all company equipment required. Must be capable of heavy lifting. This position is safety sensitive.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=432](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=432)

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## **Mechanic Helper**

Location: Des Plaines

Office: Revenue Services

Department: Maintenance

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

### Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and meet the criteria of Pace's Mechanic Training Program.

Must successfully pass the Air Conditioning Certification. Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement.

Must successfully pass examination for position and have a good starter set of hand tools for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=326](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=326)

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### **Part-time Bus Operators**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

#### Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

#### Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=145](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=145)

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**Utility Person**

Location: Bridgeview  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

Responsible for completing all required documents and reports for work performed. May make service calls.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years). Must have knowledge of the service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=429](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429)

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**Servicer**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as directed. Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Building custodial duties such as snow removal, cleaning, painting, groundkeeping, etc. as assigned. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Must be at least 21 years of age, and possess, or be able to obtain, a valid class "B" Commercial Driver's License, have knowledge of service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=353](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=353)

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## Food Service 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:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day.

Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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](mailto: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](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

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## **Certified Registered Nurse Anesthetist**

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:**

The Certified Registered Nurse Anesthetist (CRNA) provides general anesthesia in surgical and obstetric patients at the same time providing professional observations and resuscitation, when needed. S/he is responsible for the welfare of the patient insofar as anesthetic effects are concerned. The CRNA recognizes the physiologic variations in patient's condition and takes remedial measures to relieve unfavorable symptoms. S/he also completes perioperative clinical records accurately.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE "A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Graduate of an accredited school of Anesthesia

Licensed Registered Nurse in the state of Illinois

Certified Registered Nurse Anesthetist in the state of Illinois

Minimum of one (1) year of CRNA experience.

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](mailto: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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## **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](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

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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](mailto: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](http://www.lashawnford.com)  
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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](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

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## Security Officer

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### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

*(Please do not apply for this position if you do not meet the minimal requirements listed above.)*

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

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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## **Manager of Pediatrics Mobile Unit**

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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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