



## **Summer Camp Support- Various Positions - OLI0000233 - Camp Teacher**

- Each Summer Teacher is expected to contribute to a working environment that is friendly, respectful, open and honest.
- Summer Teachers are responsible for creating age-appropriate lessons within a defined curriculum area (art, music, movement, etc.) for each day of camp.
- Lead instructional and recreational classes/sessions for camp attendees.
- Ability to be flexible in scheduling to meet the needs of the overall program.
- Excellent communication skills, verbal and written.
- Honesty, integrity and commitment to confidentiality.
- Imagination and sense of humor.
- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos).

### Qualifications

- Graduation from high school or the equivalent is required.
- Experience working with children.
- Experience with teaching children – 4th through 7th grade level.
- Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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

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## **Summer Camp Support- Various Positions - OLI0000233 - Swim Instructor**

- Arrive in good time before the lesson start time and to ensure facilities are set up appropriately.
- Ensure the lesson programs are safe and appropriate to the needs/abilities of the participants involved and provide supervision and assistance to all participants.
- Wear suitable clothing for teaching when in the water.
- Maintain your qualifications, ensuring they are up to date and relevant.
- Attend team meeting training session /employee review sessions
- Report any safety concerns or health and safety issues to the Summer Learning Camp Coordinator.
- CPR Certified

### Qualifications

- Graduation from high school or the equivalent is required.
- Experience working with children.
- Experience with teaching children – 4th through 7th grade level.
- Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.
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### **Summer Camp Support- Various Positions - OLI0000233 – Lifeguard**

- Maintains constant surveillance of campers in the facility; acts immediately, appropriately, and effectively to secure safety of students in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate activity reports.
- Performs miscellaneous job-related duties as assigned.
- CPR Certified; current certification as Lifeguard by a recognized source of training

#### Qualifications

- Graduation from high school or the equivalent is required.
- Experience working with children.
- Experience with teaching children – 4th through 7th grade level.
- Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

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**Summer Camp Support- Various Positions - OLI0000233 - Camp Coordinator**

- Possess integrity, sound judgment, poise and a mature sense of humor.
- Be experienced in leadership children and youth and able to relate to their unique developmental stage in life with genuine love, care, respect and guidance.
- Have successful experience in working with volunteers.
- Be enthusiastic and thorough in leading and teaching skills.
- Possess excellent organizational, communication and people skills.
- Exemplify a general attitude of helpfulness to other staff and volunteers, campers, and parents.
- Assist in any phase of the ongoing operation of the camp when need warrants and when assigned by the Dean of Continuing Education.
- Perform other duties as assigned.

**Qualifications**

- Graduation from high school or the equivalent is required.
- Experience working with children.
- Experience with teaching children – 4th through 7th grade level.
- Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

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## **Package Delivery Driver**

Job Location: Chicago, IL

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers.

This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Qualified applicants must have a Non CDL Class C license.

Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILJEF3

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online at <http://jobs-ups.com/chicago/driver/jobid1692998-package-delivery-driver-jobs>

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## Security Officer-Part Time - ART0000116

### Duties and Responsibilities

Protects and assists college students, faculty and staff during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees.

### Qualifications

- Must be an active or retired sworn officer, in good standing with a law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training.
- Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances.
- Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations.
- Ability to make accurate decisions based on observations and perceptions.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes.
- Must be self-directed and able to prioritize assignments.
- Ability to regularly patrol the entire campus area on foot for a full shift.
- Ability to run or jog for short periods during emergency and non-emergency situations.
- Ability to stand at an assigned post for an extended period of time.
- Ability to quickly climb and descend stairs to respond to emergency and non-emergency situations.
- Ability to physically restrain and remove a person using appropriate force.
- Ability to bend, twist, stoop, kneel, crawl, and reach in all directions.
- Ability to lift and carry up to 50 pounds.
- Ability to operate all security-related equipment including radios, surveillance cameras, telephones, computers, fire equipment and 2-way radios.
- Ability to drive and operate CCC vehicles.
- Physical ability to perform CPR and first aid, including operating AED equipment.
- Ability to perform job responsibilities in inclement weather.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Security/Police

Primary Location: Arturo Velasquez Institute

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Apr 1, 2014, 2:27:00 PM

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## **Driver Trainee (Class A Permit ONLY)-1402436**

### Description

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

### Position Responsibilities

Provide shelf merchandise to stores upon request by manager or customer. Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Observe trainer to compute and record transactions to convey all related cash, checks and documents to Route Auditor. Acquire the necessary driving skills needed to obtain a Class A CDL within a specified period. Accountable for cash/credit proceeds and products removed from inventories. Observe and train on how to maintain assigned vehicle in accordance to applicable safety regulations.

Pay Rate: \$101/Daily

Schedule: Tuesday thru Saturday

Shift: 5AM - Until Finished

### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL permit and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

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## **Driver in Training (Class A CDL REQUIRED)-1403329**

Description: The Driver in Training is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned.

### **Position Responsibilities**

Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Accountable for cash/credit proceeds and products removed from inventories. Compute and record transactions to convey all related cash, checks and documents to Route Auditor. Provide shelf merchandise to stores upon request by manager or customer. Service vending machines with products, collect monies and records meter reading for each vendor, places point of sale material, fills change dispenser, adjusts and cleans mechanism as needed.

Assure that each vendor is maintained with proper brands, maximizing productivity for space to sales ratio. Maintain assigned vehicle in accordance to applicable safety regulations. Cover routes and provide sales and / or merchandising services as assigned. Stack and store merchandise in the appropriate area of the warehouse according to established sequences and procedures and load trucks with propane or battery-operated forklift and/or pallet jack as assigned.

Pay Rate: \$101/Daily Schedule: Tuesday thru Saturday Shift: 5AM - Until Finished

### **Qualifications**

High school diploma or general equivalency diploma (GED. 21 years of age or older Lift, push, and pull a minimum of 50 pounds repeatedly. Valid CDL and driver's license

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### **Job: Operations**

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

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## **Relief Driver (Class A CDL REQUIRED)-1403330**

### Description

The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned.

Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization.

### Pay Rate:

\$10.50/hr (Not on Route)

\$51.04/Daily + Commission (On Route)

Average Salary Potential: \$30,000-\$35,000 per year

Schedule: Tuesday thru Saturday

Shift: 5:00am start time

### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL and driver's license

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### Job: Operations

Primary Location: United States-Illinois-Champaign

Organization: Packaged Beverages

Schedule: Full-time

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## **Merchandiser - Part-Time (Round Lake/Far North Area)-1403244**

### Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory.

**Position Responsibilities:** Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Pay Rate: \$11.30/hr + \$0.39/per mile

Schedule: Saturday & Sunday MANDATORY Possibility of 1 or 2 days during the week

Shift: 6AM - Until Finished (est. 2:30PM)

Route Area: Round Lake/Far North Suburbs

### Qualifications

High school diploma or general equivalency diploma (GED); Lift up to 50 lbs repeatedly Push and pull up to 100 lbs repeatedly; Valid driver's license

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### Job: Operations

Primary Location: United States-Illinois-Northlake

Other Locations: United States-Illinois-Libertyville, United States-Illinois-Mundelein, United States-Illinois-Zion, United States-Illinois-Round Lake, United States-Illinois-Lake Villa, United States-Illinois-Lindenhurst, United States-Illinois-Fox Lake, United States-Illinois-Lake Zurich, United States-Illinois-McHenry, United States-Illinois-Crystal Lake

Organization: Packaged Beverages

Schedule: Part-time

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**Maintenance Mechanic - Northlake - Illinois (2nd & 3rd shift availability required)-1402478**

Description: The Maintenance Mechanic is responsible for troubleshooting, repairing, and maintaining machinery and mechanical/electrical equipment such as motors, conveyor systems, pneumatic and hydraulic systems, production machines, HVAC systems, boilers, pumps, liquid fillers, packaging equipment, material handling equipment, bulk delivery equipment, and blending/mixing systems.

Shift and Schedule: This is a full time permanent position which requires the ability to work both 2nd and 3rd shift based on business needs. Our 2nd shift runs from 1:00pm to 9:30pm and our 3rd shift runs from 9:00pm to 5:30am. Flexibility to work overtime, weekends, and various shifts based on business needs is required.

Salary: The starting pay rate for this position is \$20.05 per hour.

Position Responsibilities: Analyze mechanical, pneumatic, hydraulic or electrical problems and make repairs through adjustments, defective parts replacement, or fabrication. Wire moderately complex control circuits. Fabricate, repair, and install hangers and all types of piping including hot/cold water, steam, process and condensate, utilizing formulas for all phases. Weld various types of metals. Machine most metals, plastics, and composites. Fabricate or replicate minor pieces for the repair or replacement of parts on equipment. Complete size changeovers, make adjustments, and trouble shoot liquid fillers and packaging equipment. Identify problems and completes repairs, with minimal downtime or supervision.

Qualifications: High school diploma or general equivalency diploma (GED)  
2 years of technical training OR 2 years related maintenance experience  
Lift, push, and pull 50 pounds repeatedly, walking and standing for long period of time

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Job: Operations  
Primary Location: United States-Illinois-Northlake  
Organization: Supply Chain  
Schedule: Full-time

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## **Fleet Mechanic - Northlake, IL (10am Start Time)-1402606**

Description: The Fleet Mechanic will perform scheduled preventative maintenance and necessary repairs to automobiles, trucks (light and heavy), trailers, vans and forklifts as directed by Fleet Manager and Lead Technician.

### Pay and Schedule Information:

- Full time, first shift opening
- Monday through Friday schedule
- 6am start time through orientation and training
- 10am start time after training
- Union position (Local 701)
- Hourly pay rate per the collective bargaining agreement (CBA)

### Position Responsibilities

Maintain and repair fleet equipment and perform preventative maintenance. Diagnose vehicle failures and disassemble, repair and reassemble parts as necessary. Complete all necessary documents, including vehicle records. Maintain cleanliness in areas of work and tools. Maintain records of daily check list (pre-trip inspections). Perform all assigned duties in a safe and productive manner. Follow the direction of Fleet Supervisor/Manager and Lead Technician.

### Qualifications

High school diploma or general equivalency diploma (GED; 21 years of age or older  
1 year mechanic experience on light and heavy equipment: Lift, push and pull a minimum of 50lbs repeatedly; Pass a drug test, criminal background, verifiable employment verification, social security check; Air brakes certificate required

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### Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

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**Job Title: Student Intern**

Agency: Natural Resources

Closing Date/Time: Fri. 04/18/14 5:00 PM Central Time

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

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 15

Bid ID#: 12-2695

Description of Duties/Essential Functions Benefits Supplemental Questions  
Candidates will receive training and instructions relevant to conservation and environmental fields of study; receive guidance and specialized training for completing projects that represent a variety of IDNR initiatives.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school and active enrollment at a college. Requires no previous work experience. Requires ability to follow instructions and carry out routine operations, once established, without further instruction. Requires ability to establish and maintain working relationships with agency staff and general public. Must have reliable transportation and a valid driver's license.

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

WORK HOURS Monday through Friday 8:30 am to 5:00 pm

\*\*Work schedule may vary depending on operational needs.

WORK LOCATION: James R. Thompson Center 100 W. Randolph Chicago, IL 60601

Positions will not exceed 12 weeks

WHERE TO APPLY: Illinois Department of Natural Resources

ATTN: Jason Brewer One Natural Resources Way Springfield, IL 62702

Phone: 217.557.1213

**How to Apply:**

Agency Contact and Submit Applications to: Department of Natural Resources

ATTN: Jason Brewer One Natural Resources Way Springfield, IL 62702

Phone Number: 217.557.1213

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### **Bilingual (Spanish) Social Worker**

Job Code: 114103

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

#### **Position Summary:**

The Hospital is seeking a Bilingual, Spanish-Speaking Social Worker to work with our child and adolescent population. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities include:

- Conducts social history assessment interviews.
- Produces a social work assessment or assessment update from the interview data. Documents in the medical record; psychosocial histories, discharge planning, patient contacts, treatment updates, etc.
- Communicates all essential information/data obtained through assessment
- Initiates and follows through on discharge/aftercare planning as assigned.
- Identifies appropriate referral for post discharge services and establishes rapport with same.
- Relative to the assessment, treatment planning and continuum of care processes, understands and considers basic growth and development milestones with interventions specific to the age and population served.
- Attends multi-disciplinary treatment staffings as assigned.
- Functions as a liaison between team members and all involved Social Service Agencies.
- Conducts unit groups.
- May provide clinical supervision for social work interns.

Requirements:

- Master's Degree in Social Work required.
- Bilingual Spanish/English.
- Prior experience working with a psychiatric mental health population, preferably in an inpatient setting.
- Illinois Clinical Social Work License preferred (LCSW)
- Prefer knowledge of case management, discharge planning, group leadership skills, age specific growth and development, crisis and behavior management, family therapy theory and practice.
- Knowledge of theory and practice of psychosocial assessments.
- Able to work cooperatively with other hospital staff and involved community agencies.

Good organization skills, as well as oral and written communication skills.

Benefits: • Referral Bonus • 401(k) • UHS Stock Purchase Plan • Health, Dental, & Vision • Tuition Reimbursement • Much More

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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**Job Title: Support Service Worker - Housekeeping**

Agency: Veterans Affairs

Closing Date/Time: Thu. 04/17/14 12:00 AM Central Time

Salary: \$2,674.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-80713

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Rotating Schedule-Every Other Weekend Off 7:00am-3:00pm

IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli

Phone: 815/468-6581 ext 328 Fax: 815/468-1596

**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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## **Diesel Mechanic**

Requisition ID 2014-4214

Job Locations US-IL-CICERO

Posted Date 4/3/2014

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

Travel Requirements 0%

### Position Description:

This is a Preventative Maintenance Mechanic position that will be responsible for performing Preventative Maintenance inspections and repairs, air and hydraulic brake repairs, tire repairs, warranty procedures and other duties as assigned. In addition, the Tech II will assist other Technicians in repairs and will be expected to comply with Safety and EPA procedures and continue to learn additional mechanical duties such as diagnosis and internal engine and transmission repairs.

### Requirements:

- 18 years of age or older
- Must be able to read codes and instructions on the computer
- Must be able to document repairs on the computer

### ADDITIONAL REQUIREMENTS:

- High School Diploma or GED equivalent preferred
- Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications
- 2 years of proven Preventative Maintenance, tire and brake experience on medium to heavy-duty vehicles (or equivalent educational degree or certificate in Diesel Technology)
- Ability to work flexible schedules including shift work, weekends, holidays and on-call rotations for roadside assistance
- Possess at minimum a basic set of hand tools
- Internal Candidates: Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork Responsibilities:

•Will perform preventative maintenance on medium to heavy duty vehicles and possibly light duty or industrial equipment

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/4214/diesel-mechanic/job>

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### **Billing Specialist**

Job Code: 116582

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1

#### Position Summary:

The Hospital is seeking a full-time Billing Specialist to work within our Business Office department. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

#### The Primary Responsibilities are as follows:

- Working with hospital billing and UB-04
- Working with revenue codes and CPT-4 codes
- Meet daily deadlines in editing and processing claims
- Identify billing problems for corrections
- Communicate effectively with collector to expedite claims processing
- Other duties as assigned

#### Requirements:

- A minimum of a High School Education, Associates Degree in Business, Finance, Accounting, or related field preferred
- Hospital billing experience required
- Strong knowledge of commercial insurance, Medicaid, and Medicare billing
- Knowledge of CPT4 and ICD9 codes preferred
- Medical terminology required
- Demonstrates an understanding of patient confidentiality, HIPAA and EMTALA regulation
- Must demonstrate respect, courtesy and empathy to all individuals, maintain a positive work relationship with all, and contribute to the team environment

Benefits: • 401(k) • UHS Stock Purchase Plan • Health, Dental, & Vision  
• Tuition Reimbursement • Much More

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## **Business Development Representative**

Job Code: 116388

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 90-100%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1

**Position Summary:** The Hospital is seeking a full-time Business Development Representative who has prior experience marketing healthcare programs! This newly added employee will be responsible for marketing our new Neuroscience and Trauma programs, as well as the other facility programs. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of the facilities new Neuroscience and Trauma-focused CBT program.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, and executive presentations on hospital services.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

**Job Requirements:**

- Bachelor's Degree in Marketing, Healthcare, Sales or related field preferred.
- 1-3 years of experience within healthcare marketing and business development preferred.
- Specific experience/knowledge within a Neuroscience program and/or Trauma-focused program in a behavioral health or substance abuse facility a plus!
- Ability to create and maintain relationships with professional organizations and government agencies.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self-motivated, results-oriented individual who is customer focused.

**Benefits:**

- Competitive Salary Package
- 401(k)
- UHS Stock Purchase Plan
- Health, Dental & Vision
- Tuition Reimbursement
- Much More

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**Job Title: Support Service Worker - Housekeeping-Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Various Shifts and Schedules  
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950  
Contact: Jeri Gulli Phone: 815/468-6581 ext 328 Fax: 815/468-1596

**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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### **Financial Counselor**

Job Code: 106063

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1.0

#### **Position Summary:**

The Hospital is seeking a full-time Financial Counselor to work within our Business Office. This is a newly added position and is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Performs insurance verification process on all third party payers
- Meets with patients within 24 business hours of admission for financial consultation
- Will serve in the role as the hospital's Certified Application Counselor for the Affordable Care Act Marketplace
- Provides support to the intake department in answering insurance related questions
- Coordinates the work day with Business Office and intake department staff to ensure daily work is completed
- Coordinates collection procedures with Business Office Staff and Manager
- Delivers service excellence that goes beyond departmental and individual job responsibility

#### **Requirements:**

- A minimum of a High School Education, Associates Degree in Business, Finance, Accounting, or related field preferred
- Knowledge of medical terminology and Microsoft Excel required
- Bilingual preferred but not required
- Strong knowledge of commercial insurance, Medicaid, and Medicare
- Demonstrates excellent financial, analytical, negotiation and decision-making skills
- Demonstrates an understanding of patient confidentiality, HIPAA and EMTALA regulation
- Must demonstrate respect, courtesy and empathy to all individuals, maintain a positive work relationship with all, and contribute to the team environment

Benefits: • Referral Bonus • 401(k) • UHS Stock Purchase Plan  
• Health, Dental, & Vision • Tuition Reimbursement • Much More

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