



Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

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

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Environmental Services Aide I

Department: Environmental Services

Schedule: Full Time

Shift: Day/PM rotation

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

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

JOB SPECIFICATIONS:

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

A High School Diploma or its' equivalent is preferred.

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

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=531585

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EEG Technician

Department: EEG
Schedule: Registry
Shift: Days

Job Details:

Responsible for the neurodiagnostic testing of both inpatient and outpatients.

Provides educational and instructional information to patients and adjusts interactions and processes to meet the individual patient's needs.

Provides a safe testing environment for the patient.

JOB QUALIFICATIONS

1. High School diploma; some college education preferred
2. Certification or diploma for accredited program
3. Must be register eligible
4. Must be CPR certified.
5. Three years of experience as an EEG technician
6. One year experience in intraoperative monitoring (EEG & SSEP)
7. Excellent communications skills
8. Must be able to work independently with proven ability to exercise independent judgment
9. Good PC skills, data entry

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=654055

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MR/HIM TECH III

Department: HIM Medical Records

Schedule: Full Time

Shift: Days

Job Details: Reporting to the Manager of Medical Records and working under general supervision the Quality Control/Indexing (QCI) Technician is responsible for assuring that all patient records and loose documents are scanned into Horizon Patient Folder with the highest level of quality possible.

The QCI Technician is also responsible for indexing all documents to the appropriate patient folder and for ensuring that each document is assigned the appropriate name.

EXPERIENCE AND QUALIFICATIONS:

Level of knowledge normally acquired through the completion of a high school diploma.

One (1) year of experience in a hospital Medical Records setting or comparable clinical setting.

Previous experience with computerized deficiency systems required. Strong working knowledge of a PC, data entry and database systems.

Excellent written and verbal communication skills and the ability to work effectively with all levels of personnel in the organization and customers.

Communicates and interacts with others in a professional, responsible, cooperative and positive manner at all times.

Strong interpersonal skills and demonstrated customer service. The ability to work independently and demonstrated leadership skills.

Shows consideration in interactions with patients, their family and other health care team members by demonstrating therapeutic listening skills and cooperation.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=240303

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Security Officer

Department: SECURITY DEPARTMENT

Schedule: Full Time

Shift: Nights

Job Details:

Under general supervision but according to established procedures, Patrols Hospital areas, assists with combative patients, locks and unlocks Hospital areas, and performs similar related duties in order to provide a safe and secure Hospital environment for patients, employees and visitors.

Job Specifications:

Level of knowledge equivalent to that ordinarily acquired through completion of high school, and/or equivalent

Six to twelve months of on-the-job training and experience in order to acquire a thorough knowledge of Hospital areas and facilities.

Interpersonal skills necessary to regularly communicate with visitors, patients and various levels of Hospital personnel and to assist staff with calming hostile and disturbed patients.

Physical ability required for regular periods of standing and walking.

Physical ability necessary to occasionally lift or restrain patients.

Occasionally confronted by combative, hostile, emotionally disturbed or intoxicated individuals.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=306414

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Field Computer Specialist

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
1955 W North Ave
MELROSE PARK, IL

Description:

Perform major computer hardware re-imaging and install software updates at all marketing company entities in the assigned geographic area. May supervise other computer technical personnel as needed.

Work Status: Full-Time

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=131321&mode=

Unit Clerk

Department: Rehab Exempt
Schedule: Part Time
Shift: 12 Hr. Shifts

Job Details:

Performs clerical duties, medical order transcription and other related supportive tasks on a patient care unit in accordance with hospital and departmental policies and procedures.

JOB QUALIFICATIONS:

1. High School diploma or equivalent
2. One year health care experience preferred
3. Knowledge of medical terminology and transcription
4. Good communication skills
5. Good PC skills for data entry

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=444146

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SUPERVISOR FOOD & NUTRITION SERVICES

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Evenings

Job Details: Reporting to the Assistant Manager of Food and Nutrition Services and according to established policies and procedures is responsible for supervising the activities of service personnel engaged in preparing, serving and delivering food to hospital employees, patients and visitors. This position is responsible for the staff activities which support cafeteria/catering, food production/sanitation and some responsibilities related to patient services activities. Minimum of 1 or more years of experience in various food service duties. Associate's Degree in Food and Nutrition Services or equivalent experience. Interpersonal skills necessary to interact and cooperate with all levels of hospital personnel in various departments. Supervisory skills necessary to schedule, assign and direct the activities of professional, technical and service level employees. Current License for Sanitation in the state of Illinois.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=959293

Hitch Professional

U-Haul Moving Centers

U-Haul of Des Plaines

1560 Mt Prospect Rd

DES PLAINES, IL

Description: Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 5pm; Mon - 4pm to 7pm

Tue - NA; Wed - NA; Thu - NA

Fri - 4pm to 8pm; Sat - 4pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128583&mode=

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Staff Nurse - Ambulatory

Department: Surgery

Schedule: Registry

Job Details:

Bachelors Degree preferred

Effectively delivers patient care through the nursing process of assessment, planning, intervention, implementation, and evaluation.

JOB QUALIFICATIONS

1. Registered Nurse with current Illinois license, BSN preferred
2. CPR certification
3. 2 years experience in medical-surgical nursing
4. Demonstrated organization and time management skills and the ability to prioritize multiple tasks
5. Excellent interpersonal skills, customer service delivery skills
6. Excellent experience leading and facilitating a wide variety of diverse patient groups required
7. Ability to assess needs, identify problems, explore alternatives and implement solutions.
8. Demonstrated ability to work independently and make decisions in accordance with hospital policy and governmental regulations.
9. Knowledge of basic computer operations
10. Ability to use audio/visual equipment, telephone and other clinical equipment for patient teaching.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=906961

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Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Morton Grove
9009 Waukegan Rd
MORTON GROVE , IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 7am to 7pm

Mon - 7am to 7pm

Tue - 7am to 7pm

Wed - 7am to 7pm

Thu - 7am to 7pm

Fri - 7am to 7pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=130905&mode=

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Reservation Manager

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records.

Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 1pm to 7pm

Tue - 1pm to 7pm

Wed - 1pm to 7pm

Thu - 1pm to 7pm

Fri - 1pm to 8pm

Sat - 1pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=131323&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Markham
16643 Kedzie Ave
MARKHAM, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9pm to 5pm

Mon - NA

Tue - 7am to 12pm

Wed - NA

Thu - 3pm to 7pm

Fri - NA

Sat - 2pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=130722&mode=

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Dental Clinic Front Desk Coordinator

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:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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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

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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.

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In-Patient Coder

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:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

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Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

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

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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.

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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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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.

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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.

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Dental Assistant

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Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant.

Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

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Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

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

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Manager of Dental Clinics

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Description:

The Manager will be responsible for ensuring efficient and effective administrative and operational activities of the Dental Center. These activities include staff management, inventory control, regulatory compliance, quality control, patient management, policy and protocol development and data collection. S/he will assist the Director in identifying areas for improvement and developing the outcome measurement, analytics and improvement process. The Manager is responsible for collecting and reporting metrics required by regulatory agencies and/or internal management. The individual in this position will organize, facilitate and/or coach employees in conducting performance improvement. The Manager will be knowledgeable and demonstrate strong skills in the use of performance improvement, quality assurance and change management techniques.

Know the practice mission, long-term business plan and short-term goals. Assist the Director and/or Dentist with other tasks as assigned. Assist office staff in delivering their duties; maintain cordial relations among staff; and assist in workflow.

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Requirements: *Bachelor's degree in Business Administration or related field
*Licensed Dental Hygienist *Minimum of two (2) years of supervisory experience in a dental office with multiple clinics/programs *Minimum of one (1) year of accounting and insurance billing experience *Minimum of one (1) year experience in dental practice software *Knowledgeable of Microsoft software products Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Patient Care Technician

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

Description:

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

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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.

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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

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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.

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