



Job Title: Executive II - Opt H7

Agency: Human Services

Closing Date/Time: Wed. 04/29/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-06-89881

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college, preferably with courses in business or public administration. Requires two years responsible administrative experience in a public or business organization. Requires experience in administrative telecommunications and accounting experience. Requires extensive knowledge of accounting practices and information gathering. Requires ability to communicate ideas effectively. Requires ability to provide and implement economical and effective manageable resolution to problems presented to avoid unnecessary expenditures. Requires the ability to establish and maintain harmonious working relationships with fellow employees.

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

MIS, 401 S Clinton St, Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services

Lisa Horsley, 100 South Grand Ave East, 3rd floor, Springfield, IL 62762

FAX: 217-524-2116

How to Apply:

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

Option H7 - Dept Human Services

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Job Title: Social Service Program Planner Iv - Opt SS

Agency: Children & Family Services

Closing Date/Time: Wed. 04/29/15 5:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1566002-664509

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a related master's degree in early childhood/childhood development, family support, social work, child welfare, or education policy; requires two years of progressively responsible professional experience in community organization, social service work, or program planning and development; requires extensive knowledge of DCFS program objectives, including child welfare services, case planning, and education policies, as well as early childhood development and services, including childcare, Head Start, and pre-kindergarten programs; requires knowledge of day care licensing standards, including homes, group day care homes, and day care centers; requires knowledge of family strengthening and child abuse prevention; requires ability to exercise a high degree of initiative and independent judgment in developing and formulating policies, standards, and procedures; requires technical ability to analyze and evaluate programs and operations; requires excellent verbal and written communication skills and the ability to promote and foster collaboration and cultural competence, including working with people of diverse educational, ethnic, racial, and professional backgrounds; requires knowledge of computer programs such as Excel and Power Point; requires possession of a valid driver's license and ability to travel; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM
595 S. State Street Elgin, IL 60123

Contact: Frances Cunningham, 100 W. Randolph, 6-100, Chicago, Illinois 60601

Phone: 312-814-4115 Fax: 312-814-5986

Email: Frances.Cunningham@illinois.gov

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

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Job Title: Health Information Administrator

Agency: Human Services

Closing Date/Time: Wed. 04/29/15 4:59 PM Central Time

Salary: \$2,674.00 - \$6,488.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10.79/89842

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Quality Manager functions as the Health Information Administrator to provide professional direction of the overall health information services program to include planning organizing and supervising the preparation and maintenance of medical, clinical and statistical records and reports. Requires thorough knowledge of the principles and practices of health information management to meet standards of state and federal laws and regulatory and accrediting agencies.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of college and certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA) Requires one year of professional experience in a health information records facility; or requires knowledge, skill and mental development equivalent to four years of high school, completion of an approved medical records training program plus certification by the American Health Information Management Association as a Registered Health Information Technician (RHIT) Requires five years of progressively responsible experience as a RHIT in management of a medical records program.

Work Hours & Location/Agency Contact: Monday -Friday 7am-3pm
Summer Doxie / Chicago Read Mental Health Center
4200 North Oak Park Avenue, Chicago, Illinois 60634 fax 773-794-5583

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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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Sat. 04/25/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 10-75-89834

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs a variety of complex, specialized clerical information and assistance, typing, record processing, and secretarial and general office support functions. Utilizes standard office equipment and computer. Complies with all Federal, State, Department and Facility Regulations and rules.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately (minimum net rate of 45 words per minute) and utilize personal computer.

Work Hours & Location/Agency Contact:

Clerical Pool, 8am - 4:30 pm Sat/Sun Regular Days off

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560 ATTN: PERSONNEL).

How to Apply:

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

Option 2 – Typing

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Job Title: Office Associate - Opt 2 (NRC S/C Office)

Agency: Corrections

Closing Date/Time: Tue. 04/28/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0043

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Chief of Security, Public Service Adm., performs complex and specialized clerical, secretarial functions; types correspondence, reports and maintains master roster; prepares and maintains logs and inspections forms; serves as a receptionist.

Position Number: 30015-29-82-440-31-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 7:00am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, I 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 Phone (815) 727-3607 extension 6693 Fax# (815) 727-0838 - Email Address: diana.wysocki@doc.illinois.gov

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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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of South Loop
500 W Cermak Rd
CHICAGO , 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 - NA

Mon - 6am to 2pm

Tue - 6am to 2pm

Wed - 6am to 2pm

Thu - 6am to 2pm

Fri - 6am to 2pm

Sat - 6am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=149508&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 7pm
Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 2pm to 7pm
Thu - 2pm to 7pm
Fri - 2pm to 7pm

Sat - 8am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147917&mode=

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Facility Maintenance Helper
U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc.

Use power tools for repetitive operations.

Perform clean-up duties at renovation site.

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:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm
Tue - 8am to 5pm
Wed - 8am to 5pm
Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147912&mode=

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

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:

Full-Time or Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm

Tue - 8am to 5pm
Wed - 8am to 5pm

Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147911&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description: Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times.

Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items.

Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements: Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or 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=137751&mode=

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Storage of Marquette Park
2540 W 63rd St
CHICAGO , 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 - 9am to 5pm
Mon - 12pm to 7pm
Tue - 12pm to 7pm
Wed - 12pm to 7pm
Thu - 12pm to 7pm
Fri - 12pm to 8pm
Sat - 12pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=144011&mode=

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Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Midway
4705 W 47th St
CHICAGO , 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 - 9am to 5pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 7am to 2pm

Thu - 7am to 2pm

Fri - 2pm to 8pm

Sat - 7am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147869&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 - NA
Mon - 7am to 2pm
Tue - 7am to 2pm
Wed - 7am to 2pm
Thu - 7am to 2pm
Fri - 7am to 2pm
Sat - 7am to 2pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=149267&mode=

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Transfer Driver

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

Description:

Drive U-HAUL® trucks needing repair or maintenance, or that have been repaired, to or from a repair shop location to a U-Haul center or dealership.

Tow trailers as needed. Perform pre-inspection checks for type of preventive maintenance required on vehicles. Keep accurate time and mileage logs.

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:

Temporary/Seasonal

Hours Needed:

(These hours may change based on business needs)

- Sun - NA
- Mon - 10am to 6pm
- Tue - 10am to 6pm
- Wed - 10am to 6pm
- Thu - 10am to 6pm
- Fri - 10am to 6pm
- Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=147540&mode=

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Facility Maintenance Technician

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

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings. Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

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:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=145168&mode=

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Reservation Manager

U-Haul Regional Marketing Offices
UHC of Central Chicago
435 Mannheim Rd
BELLWOOD , 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/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 12pm to 7pm

Tue - 12pm to 7pm
Wed - 12pm to 7pm

Thu - 12pm to 7pm
Fri - 12pm to 7pm

Sat - 12pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=148199&mode=

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Advance Psychiatric Nurse Practitioner

Job Code: 138833

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

Position Summary: We are seeking a full-time Advance Psychiatric Nurse Practitioner to work at our New Outpatient Clinic - Chatham Family Counseling Center located at 1111 E. 87th, Chicago, IL. 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:

Provide OP psychiatric related services to child, adolescent and adult clients including psychiatric evaluations and assessments, prescribe, modify and monitor all medications as necessary. Review psychiatric evaluations and report to Clinical team.

Participate in client, family therapy sessions. Consult and advise Clinic Director, CMO and other designated staff on psychiatric related issues. Complete accurate client record documentation on services rendered. Maintain compliance with client medical records. To assure compliance with applicable laws pertaining to psychiatric treatments. To provide a safe, secure, therapeutic and professional environment at all times. To lead by example and champion the philosophy of Service Excellence.

Requirements

Job Requirements:

Must be licensed as a Registered Nurse in the state of Illinois.

Must possess valid Nurse Practitioner license in the state of IL.

5 years clinical experience within psychiatric mental health setting

Minimum of one year experience or special training in the treatment of children and adolescents. Must possess knowledge of general and psychiatric nursing principles, working concepts and theory, leadership skills, age specific growth and development, limit setting, as well as crisis and behavioral management

Must be self motivated, results-oriented individual who is customer focused

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

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773.378.5902 fax 773.378.5903

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Mental Health Specialist

Job Code: 123242

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Entry Level

Minimum Education Required: Associate Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

Position Summary:

Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy and Dance Movement while utilizing a holistic treatment approach. The Hospital is seeking full time and part time, experienced and new grad Mental Health Specialists to work in our inpatient units with children, adolescent and adult populations. This is a great opportunity to establish a career within behavioral health, as well as an opportunity to further ones career in the field of psychology! 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:

- Run Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse including patient vital signs, assistance with head to toe assessments and proper clinical documentation
- Maintain a safe and therapeutic milieu including crisis intervention and Q15 observation rounds
- Assure compliance with applicable laws pertaining to psychiatric treatments
- Maintain all patient health data and records

Requirements:

- Prefer Bachelor's degree in Psychology or related disciplines; Associates Degree accepted with applicable years of experience; High School Diploma accepted with 10+ years of experience within the field
- Acute inpatient experience working with children, adolescents and/or adults strongly preferred
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management
- Must be self motivated, results-oriented individual who is customer focused
- Bilingual (English/Spanish) applicants a plus!

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

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Patient Transportation - Driver

Job Code: 151158

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Support

FTE: 1.00

Position Summary:

Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy and Dance Movement while utilizing a holistic treatment approach.

Hartgrove Behavioral Health System is first hospital in the nation to receive the Joint Commission Gold Seal of Approval for Trauma-Informed Care and Neuropsychiatry!

The Hospital is seeking a full-time Patient Transporter – Driver to work the evening shift (approximately 1pm to 9:30pm). The ideal candidate will have prior experience with transporting patients in a hospital setting, utilizing a 10+ passenger vehicle. 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:

- Provide transportation to and from the hospital utilizing a 16 passenger conversion van
- Create and maintain effective and efficient transport routes for day to day and routine assignments
- Assure a safe environment for patients at all times while providing outstanding customer service
- Monitor the vehicle to ensure routine maintenance is completed

Requirements:

- High school diploma/GED strongly preferred
- Valid IL driver's license along with a clean driving record
- Familiarity with local major highways, local Chicago and neighboring suburban streets
- Experience working within mental health, children and adolescents a strong plus
- Bilingual (English/Spanish) candidates a plus!
- Must be self-motivated, results-oriented individual who is customer focused

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Lunchroom Attendant (Job Number: 140000MZ)

CHARACTERISTICS OF THE CLASS: Under the supervision of the School Dining Manager assists in preparing and serving food and maintaining sanitation of food service facilities and equipment and performs related duties as required and assigned.

ESSENTIAL FUNCTIONS OF LUNCHROOM MANAGER: Responsible for following the departmental personal hygiene requirements and HACCP sanitation and safety guidelines; operating, cleaning and sanitizing food service equipment; opening cans and packages, washing, peeling, cutting, chopping, mixing, weighing and portions ingredients; setting up and restocking serving areas; attending meetings, workshops and training as scheduled; scraping dishes and trays, washing dishes, pots, pans, trays, dishes and utensils; cleaning and sanitizing counter tops, work areas, storage areas, lunchroom tables and food service equipment; washing walls as high as he/she can reach without standing on anything; sweeping floors, if necessary, breaks down boxes and disposes of them in designated area, assists with placing food items in proper storage area, serving food to customers using proper utensils and correcting portions, while demonstrating professional demeanor at all times; participating in detail cleaning; operating POS terminals and Mosaic system; demonstrating punctuality and regular and predictable attendance.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from high school or GED equivalent. Must possess and maintain a valid Food Safety First Principles; Food Handlers Certificate or a Chicago Department of Public Health Food Service Manager Certificate. Previous work experience in a food service setting is desirable, but not necessary.

Knowledge, Skills, and Abilities:

Ability to follow oral and written instructions in English and willingness to perform essential functions of the job. Basic skills in the use and care of kitchen utensils, basic food service equipment and performing sanitation duties.

Physical Requirements/Physical Demands:

Required to lift or exert force of twenty-five (25) lbs. frequently and forty (40) lbs. occasionally, or ten (10) to twenty-five (25) lbs. frequently, or up to ten (10) lbs. constantly to move objects. Must be able to stand for long periods of time, stoop, crouch, climb, bend, reach, handle and finger objects. Must be able to taste and smell in order to identify flavors and odors and exercise frequent use of near visual acuity with the ability to identify and distinguish colors. Must be able to work in environments with some temperature extremes.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl>

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