



**Title: Sales/Customer Service / Home Depot**

City: CHICAGO

State IL

Location #1986 - 47TH & WESTERN

Auto req ID: 73331BR

**Environment:**

Usually in a comfortable environment but with regular exposure to factors causing moderate physical discomfort from such things as dust, fumes or odors

**Travel:** Typically requires overnight travel less than 10% of the time

**Minimum Qualifications**

Must be eighteen years of age or older

Must be legally permitted to work in the United States

**Education Required:** The knowledge, skills and abilities typically acquired through the completion of a high school diploma and/or GED

**Physical Requirements:** Must continuously stand or walk or regularly requires lifting/handling/carrying material or equipment of moderate weight (8-50 pounds)

**Physical Job Requirements**

Bending, stooping, reaching, twisting, lifting, pushing, pulling and moving items

- Requires the ability to move around the store and maneuver merchandise when necessary

Responding to public address system announcements

- Requires listening for customer service calls, personal pages and general information announcements

Walking and Standing - Requires moving around the store to assist Customers

Identifying and reading reports, tickets and UPC labels - Requires recognizing,

identifying and using merchandise and necessary reports

**Preferred Qualifications**

2+ years Retail Sales or Trade experience

2+ years Customer Service experience

Apply online at

[https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5eUcP3zdY5osdk7hYRnVqtQMiiMctkxyO\\_slp\\_rhc\\_pNycyzUO1c3udBa8bnkS9PIQS3KkScC&jobId=73332&type=search&JobReqLang=1&recordstart=1&JobSiteId=5024&JobSiteInfo=73332\\_5024&GQId=368](https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5eUcP3zdY5osdk7hYRnVqtQMiiMctkxyO_slp_rhc_pNycyzUO1c3udBa8bnkS9PIQS3KkScC&jobId=73332&type=search&JobReqLang=1&recordstart=1&JobSiteId=5024&JobSiteInfo=73332_5024&GQId=368)

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773.378.5902 fax 773.378.5903

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## **Title Cashier**

### **Position Purpose:**

Cashiers play a critical customer service role by providing customers with fast, friendly, accurate and safe service. They process Checkout and/or Return transactions, as well as monitor and maintain the Self-Checkout area. They proactively seek product/project knowledge to provide customers with information and identify selling opportunities. They follow all policies and procedures to ensure that shrink is minimized. A Head Cashier will position Cashiers and support them by expediting price checks, approving Point of Sale transactions and markdowns for mainline registers, Self-Checkout, Returns, Pro Desk, Special Services, and Tool Rental. They provide first level escalation for customer issues and assist in the supervision, coaching and training of other Front End Associates by participating in the training of new Cashiers and utilizing all available tools to coach and develop other Cashiers. The preferred qualification for a Head Cashier is 1+ years of Cashier experience.

### **Travel:**

Typically requires overnight travel less than 10% of the time

### **Minimum Qualifications**

Must be eighteen years of age or older

Must be legally permitted to work in the United States

### **Education Required:**

The knowledge, skills and abilities typically acquired through the completion of a high school diploma and/or GED

### **Physical Requirements:**

Must continuously stand or walk or regularly requires lifting/handling/carrying material or equipment of moderate weight (8-50 pounds)

City CICERO

State IL

Location # 1911 - CICERO, IL

Auto req ID 73109BR

### **Apply online at**

[https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5eio09hRIMU9t8W7Ms04LRtWKUBoLjrNHGQDZpHCbsWIMNQRpoK2Gu2RMxOqJ8Mwgr&jobId=73110&type=search&JobReqLang=1&recordstart=1&JobSiteId=5024&JobSiteInfo=73110\\_5024&GQID=368](https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?SID=%5eio09hRIMU9t8W7Ms04LRtWKUBoLjrNHGQDZpHCbsWIMNQRpoK2Gu2RMxOqJ8Mwgr&jobId=73110&type=search&JobReqLang=1&recordstart=1&JobSiteId=5024&JobSiteInfo=73110_5024&GQID=368)

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## Admissions Registrar

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 Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s).

The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Medical terminology and/or coding certificate. Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

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

If you do not have the time to complete the online application at one sitting, you may download an application to complete at another time.

[STBH Employment Application](#)

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

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

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## Cook

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### Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

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

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## Dental Clinic Front Desk Coordinator

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### 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.

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## Food Service Worker

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day. Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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## **In-Patient Coder**

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### **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**

"A Tradition of Caring" since 1904.

### **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.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 1 year of pertinent experience. Hospital assignment background is a major plus. Excellent verbal, writing and interpersonal skills are essential. Good computer skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Systems Analyst

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### Description:

Review, analyze, and modify programming systems including encoding, testing, debugging, and installing to support the Hospital's application systems. The System Analyst consults with users to identify current operating procedures and to clarify program objectives.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Minimum of two years experience in the Health Care Information\IT Systems field. Experience with HCIS operating system highly desirable.

Help-desk background required.

Proficient with Microsoft applications and Operating Systems Exchange 2003, SQL 2000. Hardware knowledge of workstation and server builds and configuration.

Networking knowledge of Switches and Firewalls.

Scripting. IIS ,Ghost, Antivirus.

Exhibit strong communication and interpersonal skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within the health care field.

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## **Transporter/Clerk**

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### **Description:**

The Transporter is responsible for transporting patients to and from the Radiology Department within the Hospital. S/he performs a variety of activities related to the transportation of patients, specimens, and equipment. The Transporter greets and assists patients and visitors at the Hospital. The Clerk is responsible for receiving and interviewing patients coming into the Radiology Department to obtain relevant information necessary to perform treatment. S/he is also responsible for scheduling certain radiology exams. The Clerk 1 performs clerical duties (with the exception of typing) such as filing, copying, etc. as needed within the department.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

High School diploma or GED

Minimum of two (2) years of clerical experience in a Radiology Department.

Have a working knowledge of Microsoft Office programs.

Meditech computer experience is a plus.

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

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## Unit Clerk

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### Description:

Responsible for providing secretarial support for all employees within an assigned nursing unit. Maintain and update patients' records and manage equipment and inventory supplies. Act as receptionist and central communicator for the unit.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 years of experience in a hospital setting required.

Good computer skills, type 50 wpm and medical terminology background.

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

"A Tradition of Caring" since 1904.

### 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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## Medical Assistant

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### Description:

Assist in examination and treatment of patients under the direction of a physician. Interview patients, measure vital signs, (i.e. pulse rate, temperature, blood pressure, weight, and height) and record information on patient's chart. Draw and collect blood samples from patients and prepare specimens for laboratory analysis. Prepare treatment rooms for examination of patients, answer phones, schedule appointments, and general office duties.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Must be certified Medical Assistant.

Minimum of 1 years of experience as a Medical Assistant in a hospital setting required.

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

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## Social Worker

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### Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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

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## Pharmacist Technician

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### Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.  
Associate's degree from an accredited college or university.  
Licensed Registered Pharmacist Technician in the state of Illinois.  
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Web Design Intern**

Monarc

1146 W. Kinzie, Chicago, IL  
Near West Side, Fulton Market

### Job Description

As a Web Design Intern at Monarc, you will have a direct contribution to the visual aspect of brand's e-commerce site. A creative eye and innovative sense of perception is crucial to effective representing a company. Interns will be able to help within other areas of the department, as needed. To clarify - this internship is unpaid.

### Ideal Candidate:

- \* Sense of humor and positive attitude!
- \* Ability to take the reigns on a vision and produce it
- \* Excellent time management, communication, and organizational skills
- \* Strong conceptual skills, a meticulous eye for detail, and the ability to take a project from inception to completion
- \* Ability to work with the design team in a collaborative, teamwork environment - able to handle constructive criticism and rejection

### Key Requirements:

- \* Solid layout skills and strong understanding of design principles - minimalistic, clean designs. Proficient with InDesign, Adobe Suite, Illustrator, Photoshop, Lightroom
- \* Strong knowledge of CSS and HTML \* Strong typography and visual design
- \* Experience working with website design and content management. At least two years of education or training in graphic design, fine art or equivalent work experience.
- \* Self-starter with ability to work independently
- \* Team player that is focused on task success and process improvement

This will be an unpaid internship. Lunch will be provided at work. School credit is available and portfolio development as well.

Please email [s9jkkyd6vs@jobs.shiftgig.com](mailto:s9jkkyd6vs@jobs.shiftgig.com) with:

- \* Resume
- \* Behance (preferred) or digital portfolio
- \* Cover Letter
- \* LinkedIn Profile (optional)

### Requirements & Skills

Reliable source of transportation

Excellent time management skills

Ideal candidates preferably students or recent grad

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**Dishwasher, Prep, and Line Cook for Hottest New Restaurant in River North (River North)**

Enolo Wine Bar  
450 N Clark Chicago, IL  
Near North Side, River North

**Job Description**

Enolo, a new wine bar by JNK Concepts (Creators of Roka Akor), are looking for all back of the house employees. Must be experienced, hardworking, and dedicated with a passion for cooking. -Must have 1+ years of experience (all applicants without experience will not be considered) -Must be able to work weekends -Must have a resume

**Requirements & Skills**

Must be able to work weekends. Must have resume

Apply online at <http://www.shiftgig.com/job/chicago/il/dishwasher-job-openings-at-enolo-wine-bar-7274925>

**Dietary Attendant I**

Department: Food & Nutrition Services  
Schedule: Full Time  
Shift: Day/PM rotation  
Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS: Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

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**Coordinator**

Department: Medical Education

Schedule: Full Time

Shift: Days

**Job Details:**

§ Functions as the first-contact liaison to Ross University medical students for any questions relating to the student clerkships.

§ Provides primary support for the Medical Director for Clinical Education in matters relating to the coordination of Ross University medical students.

§ Assists the Medical Director for Clinical Education in the organization of the medical students. This will involve, but is not limited to arranging student clerkships and schedules, conference calendar, case discussion schedule, computer access, pager, and maintenance of evaluations.

§ Monitors the student evaluation process and maintains complete student files.

**Preferred Qualifications:**

§ Undergraduate degree or equivalent experience

§ At least two years administrative support experience

§ Well-developed interpersonal skills

§ Good written communication skills

§ Time management and organizational skills

§ Good technical skills (computers and other office machines)

§ Knowledge of Microsoft Office required

§ Professionalism, discretion, and confidentiality

§ Basic understanding of medical and adult education

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### **Environmental Services Aide I**

Department: Environmental Services

Schedule: Full Time

Shift: Days

Hours: 7am -3:30pm and 11:30am to 8pm

#### 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.

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Environmental Services Aide II  
Department: Environmental Services  
Schedule: Registry

**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:**

Minimum one (1) years experience as a housekeeping specialist, or its equivalent. Previous hospital experience preferred.

One (1) to three (3) months of on-the-job training and experience in order to acquire a thorough knowledge of safety procedures, treatment of carpet and floorings; infection control, isolation disinfection procedures and fabric cleaning techniques.

Completion of a high school diploma or its equivalent.

The physical ability necessary to frequently lift and carry moderate weights, push loaded carts and operate cleaning equipment.

The physical ability required for constant standing and walking.

The ability and manual dexterity to operate various floor machines and equipment.

Ability to read, write, and communicate in English and the ability to perform simple arithmetic calculations.

Interpersonal skills necessary to occasionally interact with all levels of hospital personnel.

Apply online at

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