



Full time Road Driver / UPS

Chicago, IL

Job ID: ILCWS37

UPS Freight is hiring individuals to work as Full-Time Road Drivers.

This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test.

Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

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.

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

Apply online at <http://jobs-ups.com/chicago/driver/jobid5577630-full-time-road-driver-jobs>

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Automotive Mechanic / UPS

Addison, IL
Job ID: ILADD8

UPS is hiring individuals to work as Full-Time Automotive Mechanics. Fleet and diesel engine experience is highly desirable. Strong troubleshooting skills and transmission and clutch experience is also required for this position. UPS Automotive Mechanics must be at least 21 years old, proficient operating standard transmission vehicles, meet the DOT driving requirements and have a complete set of hand tools. The work for this position is typically performed during nights and weekends. An attractive pay and benefits package is offered. Uniforms are provided.

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

Apply online at <http://jobs-ups.com/illinois/automotive-mechanic/jobid5577618-automotive-mechanic-jobs>

Package Handler Part Time / UPS

Franklin Park, IL
Job ID: ILFRA1

UPS is hiring individuals to work as part-time Package Handlers. This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package. Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week. Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

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

Apply online at <http://jobs-ups.com/illinois/manual-labor-and-warehouse/jobid5577638-package-handler-part-time-jobs>

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Part time Dockworker / UPS

Palatine, IL

Job ID: ILPLA36

UPS Freight is hiring individuals to work as Part-Time Dockworkers, a physical position that involves moving freight into and out of trailers in a timely manner, by handling the freight manually, or using a forklift or hand truck. Forklift experience is not required but preferred.

Candidates must be at least 18 years of age, and must be able to read, write and speak the English language; must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers; must receive satisfactory results from a background check, conducted in accordance with applicable laws; and must pass a drug screening.

Dockworkers must be able to work variable shifts that may consist of days, nights, and or weekends, and overtime hours as required by the Company.

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

Apply online at <http://jobs-ups.com/palatine/manual-labor-and-warehouse/jobid5577659-part-time-dockworker-jobs>

CLINICAL AIDE

Facility Presence Saint Francis Hospital

Department TRANSPORTATION

Schedule Casual/ Part-time (no benefits)

Shift Day/PM rotation

Hours 2 - 10:30 pm

Location Evanston, IL

Req Number 138310

Job Details Provides transportation services of patients and ancillary equipment to and from the Cardiology department. Preferably 1 year of experience in Clinical Aide. High school diploma is preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031482>

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Part-Time Library Assistant (1)

All times are in Central Daylight Time.

Posted Date 5/1/2015

Requisition # 18607

Functional Title Metadata Assistant PT-French

Position Type Part-Time

Salaried/Hourly Hourly

Category Library Department Library

Campus Lincoln Park Campus - Location US-IL-Chicago

General Summary: The Part-Time Library Assistant (1) will be responsible for cataloging digital objects, entering and maintaining records in the content management systems used by the Library. The position will be responsible for verifying and editing foreign language text for input into online systems. The position will also be responsible for working on digital projects.

Minimum Requirements •Bachelor's degree. •Reading knowledge of French. •Basic ability to generate and edit web content including HTML. •Ability to interpret bibliographic data accurately. •Ability to work with complex automated systems. •Knowledge of or strong interest in digital imaging. •Knowledge of Microsoft Office software skills, including Word and Excel. •Ability to work independently.

Preferred Requirements: •Conversational Spanish, written and spoken.

•Reading knowledge of additional Romance languages, especially Italian, Latin.

•Knowledge of or strong interest in digital imaging, art/art history and architecture.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

DePaul University is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information or any other legally protected status, in accordance with applicable federal, state and local EEO laws.

Apply online at <https://parttime-depaul.icims.com/jobs/18607/part-time-library-assistant-%281%29/job>

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Job Title: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Thu. 05/28/15 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#: 10-91-90636

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Englewood FCRC, 5323 S Western Ave., Chicago, IL 60609

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

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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: Information Systems Analyst I - Opt W

Agency: Employment Security

Salary: \$5,435.00 - \$7,544.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11420

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by one year of professional experience in development for large, .NET platform-based applications, including TaxNet or Laptop Audit Systems. Requires working knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires working knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of .NET platform-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving moderately difficult technical and operational problems. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others. Requires developed oral and written communication skills to present technical information to others with clarity and precision.

Special Skills: Requires education/experience as outlined above for the following: Microsoft Visual Studio, .NET framework. ASP.NET, C#, java script, visual basic, stored procedures using SQL, testing with QTP (QuickTest Professional), DB2 and MS SQL Server.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor. Chicago, IL 60603

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 W - Web Developer

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Job Title: Methods & Procedures Advisor II

Agency: Public Health

Closing Date/Time: Thu. 05/28/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDPH 74999

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, coordinates efforts to ensure that performance management and quality improvement programs are developed and managed using a data driven focus that sets priorities for improvement aligned to ongoing strategic imperatives. Assures that Office of Women's Health & Family Services Performance Measure Quality Improvement initiatives are focused and aligned on improving operational and leadership for PM and policy development; provides leadership and coordination for improving the organization's core Public Health functions and evaluating the impact of systems improvement.

Minimum Requirements: Requires working knowledge, skill and mental development equivalent to completion of four years of college with courses in public administration, accounting, industrial relations, pre-legal or personnel management. Requires extensive knowledge and ability to assess organization needs, formulate quality improvement plans to meet identified needs, and effectively communicate strategies, tools and skills needed for continuous quality improvement to agency staff and other key stakeholders. Requires ability to utilize information management tools to collect data, prepare reports, organize information, analyze results and submit required reports.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00 PM
Office of Women's Health & Family Services
Division of Population Health Management, 122 S. Michigan Ave., Springfield, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl, Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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: Clinical Psychologist

Agency: Human Services

Closing Date/Time: Fri. 05/29/15 4:00 PM Central Time

Salary: \$6,033.00 - \$9,268.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-81-90505

Description of Duties/Essential Functions Benefits Supplemental Questions
Provides Clinical Neuropsychological Assessment services on a Forensic Unit. Signs first certificates for admission; testifies in court regarding discharge, aftercare and continued treatment recommendations. Provides clinical expertise in the area of Psychology to other clinical staff. Liaisons with community agencies regarding patient's needs. Performs Quality Improvement projects to ensure quality of services.

Minimum Requirements: Requires doctoral degree in psychology and registration as a psychologist by the Illinois Department of Professional Regulations. Supplemented by two years of supervised experience in health services.

Work Hours & Location/Agency Contact:
Shift: 8:00 am - 4:00pm with weekend hours
Location: Elgin Mental Health Center: Forensic Treatment Program

CONTACT INFORMATION

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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: Educator - Opt B

Agency: Juvenile Justice

Closing Date/Time: Continuous

Salary: \$4,311.00 - \$7,969.00 monthly

\$51,732.00 - \$95,628.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDJJ27-10-14-0954

Minimum Requirements: Requires a bachelor's degree and a valid Initial, Standard, or Master Illinois teaching certificate in the area of specialization appropriate to the subject matter (Mathematics) and type of students; requires elementary knowledge of behavior modification principles; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 630-584-1014 (fax)

susan.swegle@doc.illinois.gov

How to Apply:

See instructions listed above.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

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Job Title: Social Services Career Trainee - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

Minimum Requirements:

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Location: Varies Statewide in Division of Rehabilitation Services.
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762

Current employees will need to complete and submit a bid form and one line application or a CMS100 Employment Application to the address listed above. Non State employees must apply below.

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 MC - Manual Communicatn Skill

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Administrative Assistant

Delta Institute is a nonprofit organization with program work across its three strategic priority areas: energy, ecosystems and waste. Delta works in partnership with business, government and communities in the Great Lakes region to create and implement innovative, market-driven solutions that build environmental resilience, economic vitality and healthy communities.

POSITION SUMMARY

The Administrative Assistant provides administrative and accounting support. He/she will provide superior administrative support to Delta's staff and will routinely assist the CEO.

Responsibilities

- Operations
- Accounting
- Program Support
- Meeting and Events Support

Qualifications

- 2 to 3 years of administrative experience
- Proficient in Microsoft Office Suite
- Knowledge of QuickBooks and Salesforce preferred
- Excellent organizational skills, a self-starter, motivated and enjoy working in a team environment
- Excellent oral and written communication skills
- Meticulous attention to detail

All Delta employees are

- Innovative and creative problem solvers
- Reliable and take pride in the quality of their work
- Adaptable and prepare for problems and opportunities in advance
- Collaborative and strongly value their working relationships

To Apply

Please send a cover letter and resume as one pdf to careers@delta-institute.org with the subject "Administrative Assistant." Delta Institute offers a competitive salary and benefits package and an innovative, fun and collaborative work environment. Delta is an equal opportunity employer.

No phone calls or staffing agency inquiries, please

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 05/28/15 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 10-91-90638

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties in the Medical Unit, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical, technical and legal terminology.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Englewood FCS, 5323 S Western Blvd, Chicago, IL 60609
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

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Mon. 06/01/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: PR000 Bid ID#: CMS 10681

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of eight years elementary school. Requires four years experience in power plant operation and in firing high pressure stationary boilers. Requires working knowledge of the principles, practices and techniques used in the operation of high pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires ability to supervise and direct the work of employees and inmate or patient labor engaged in power plant operation. Requires ability to keep simple records. Requires skill in the control and regulation of high pressure boilers. Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires ability to observe and judge the operating efficiency of power generating and allied machinery.

Work Hours & Location/Agency Contact: Work Hours: Rotating Shifts including Weekends and Holidays (7am-3pm, 3pm-11pm, 11pm-7am)

Work Location: Central Management Services

Bureau of Property Management/Facilities Chicago/Northern/Shapiro

Shapiro Developmental Center, 100 East Jeffery Street, Kankakee, IL (Kankakee County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-524-3954 217-782-9925 Fax

You will be contacted by mail if chosen for an interview.

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Workers Compensation Insurance Compliance Investigator - Opt PO

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/01/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IWCC-50-15-0009

Minimum Requirements:

Requires a bachelor's degree or the knowledge skill and mental capacity equivalent to the completion of four years of college, preferably with coursework in political science, criminal justice or public/business administration. Requires five years of experience in insurance or utility complaint investigations, or comparable investigatory experience. In addition to having a written and spoken knowledge of the English language, candidate must be able to read and write at a colloquial skill level in the Polish language in carrying out the duties of this position. Requires knowledge of policies, procedures and state and federal laws pertaining to workers' compensation. Requires ability to complete investigatory complaints. Requires ability to apply and interpret laws and regulations relating to workers' compensation. Requires a valid drivers license.

Work Hours & Location/Agency Contact:

Monday - Friday; 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor

Chicago, IL 60601

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 PO - Polish Speaking

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Job Title: Administrative Assistant I

Department: RUO Student Financial

Shift: 1st

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

Job Number: 2015-0949

Position/Company Highlights:

Work/Life: Typical hours: 8:00 – 4:30pm, no weekends or on call!

If this describes you, you may be the right candidate for the Administrative Assistant I position at the Offices of Student Financial Aid & Registrar for Rush University!

Position Qualifications Include:

High school diploma/GED required.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel and proficiency in database management programs, e.g., blackboard, and fatwire.

Ability to maintain a collegial working relationship with prospective and current students, faculty and support staff.

Ability to work on multiple projects simultaneously and problem solving skills.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150518144300&

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Job Title: Administrative Assistant II

Department: Anesthesia

Shift: 1st

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

Job Number: 2015-0952

Job Description:

Are you interested in joining a leading health care organization? Join Rush University Medical Center! We are seeking a dynamic Administrative Assistant II to join our Anesthesia Support office for at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

Act as Administrative Assistant in the Department of Anesthesiology. Provide full administrative support, including acting autonomously within authorized limits when necessary. Order supplies via Omnibuyer system. Take, refer and follow-up many messages, either from phone or e-mail. Compose and deal with correspondence of routine and non-routine nature. Transcribe letters, minutes and/or various confidential materials for Chair of Anesthesiology, as well as for other attending anesthesiologists. Maintain and operate a web-based scheduling database. Appropriately handle a wide variety of callers on phone or in person.

Position Qualifications Include: High school diploma or equivalent required, Associates degree or higher preferred. Two to four years administrative experience in a medical office environment preferred. An effective communicator, detail oriented, innovative, self-motivated and technically proficient. Ability to type 45 wpm and able to manage multiple tasks at one time and prioritize workload. Must be able to follow through on issues/projects until completion in a timely manner. Willingness to be flexible and adhere to deadlines. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and Access and be willing to learn new ones if necessary.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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Job Title: Customer Service Representative II

Department: Radiation Therapeutic

Shift: 1st

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

Specialty:

Job Number: 2015-0816

Job Description: Rush Medical Center is seeking a Customer Service Representative II!

Position Highlights: Incumbent participates in the secretarial and organizational tasks required to effectively support all assigned medical staff of the Department of Radiation Oncology. Professional competency, strong interpersonal skills, initiative and good judgment are essential to the position. Adhere to all policies, standard operating procedures, and regulations related to department operations. Maintain courteous, helpful, professional image at all times. Promote teamwork by working together with other department staff and peers. Provide positive and departmentally supportive influence to the work group.

Position Qualifications Include:

High school diploma/GED required

Proficient in Microsoft Office Suite (Word, Excel, PPT, Outlook)

Personal characteristics to include

Ability to act independently

Detail oriented

Excellent customer service skills

Ability to thrive in a team-focused environment

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**PHARMACY TECHNICIAN - OAK FOREST HEALTH CENTER - CENTRAL FILL-
AFSCME 1178 - SHIFT: 11:00AM - 7:00PM**

Job Number: 00117474

Job Posting: May 15, 2015, 11:33:32 AM

Closing Date: May 29, 2015, 11:59:00 PM

Full-time

Shift Start Time: 11:00 A.M.

Shift End Time: 7:00 P.M.

AFSCME 1178 Health and Hospital Systems

Posting Salary: \$18.15 HOURLY

Organization: Health and Hospital Systems

JOBSUMMARY

Provides pharmaceutical care to all areas of Pharmacy Services including inpatient and outpatient services. Performs miscellaneous assignments given by the pharmacist-in-charge or supervisor, including but not limited to clerical functions. Organizes and maintains good housekeeping for the pharmacy work areas. MULTIPLE POSITIONS

MINIMUM QUALIFICATIONS

•High school diploma or G.E.D. Certificate is required.(Must provide proof at time of interview). •Licensure as a Pharmacy Technician in the State of Illinois is required. (Must provide at time of interview). •Must hold active certification from the Pharmacy Technician Certification Board (PTCP).(Must provide at time of interview). •Two (2) years of full-time paid work experience as a Pharmacy Technician is required. •Must demonstrate ability to type at a corrected rate of 15 words per minute.* •Bilingual skills in English/Spanish are preferred. *INTERVIEWEES, WITH THE EXCEPTION OF CURRENT COOK COUNTY EMPLOYEES HOLDING THE JOB TITLE OF PHARMACY TECHNICIAN, WILL BE REQUIRED TO TAKE A TYPING TEST.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING

Benefits Package •Medical, Dental, and Vision Coverage •Basic Term Life Insurance
•Pension Plan •Deferred Compensation Program •Paid Holidays, Vacation, and Sick Time
•You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/>

COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.
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Custodian

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 Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures. S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED
Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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

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