



Admissions Representative

Fox College - Bedford Park, IL

Our organization is looking for highly competent admissions staff member to handle duties related to an inside interviewer. The job is primarily a sales position and requires strong people skills, excellent organizational skills, the ability to communicate effectively both written and verbally, and sound computer skills.

Responsibilities include:

- Interview prospective students for motivation, ability, and interest.
- Explain all admission criteria and provide prospects with accurate information on history, structure, program(s), placement, tuition, and fees.
- Ensure successful transition into the college through continuous contact with applicants.
- Processes paperwork related to the financial aid application for loans, grants, scholarships, and other resources for applicants and their families.
- Provide continuous information to applicants and their families on enrollment and financial aid/scholarship issues.
- Participate in all school events, including but not limited to orientations, scholarship events, graduations, college fairs, etc.
- Assist with day-to-day operations in the admissions department.
- Other duties as assigned.

Qualifications include:

- Looking for someone who has sales employment history or education.
- Looking for someone who is highly organized, self-motivated, and detail oriented.
- Excellent communication and interpersonal skills are required.
- Candidate should be able to multi-task and work with strict deadlines.
- Strong computer skills with MS Office applications including Excel are also necessary.
- Bilingual a plus (Spanish/English)

Please respond via email only.

Please submit a resume with a salary history.

Apply online at <http://www.indeed.com/cmp/Fox-College/jobs/Admission-Representative-6b3efd1839a3b209>

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On-Call Transporter (Part-Time) / HERTZ

Job ID 59390

Positions 5

Location US-IL-Chicago-Midway

Category Driving - Vehicle

General Responsibilities:

If you're looking for a part-time job with an industry leader, the Transporter position at our Midway Airport location is designed with you in mind.

You will drive late-model rental cars with automatic transmissions at and from the Midway location to various locations.

This is a casual, part-time position that's ideal for someone interested in getting out of the house a few days each month and is not intended for candidates seeking immediate full-time employment.

If hired, you will be placed on a call list and will be offered work as it is available.

There will be no set schedule initially.

Mandatory Requirements:

Drivers license and good driving record required. Must be 20 years old or older.

THIS IS A PART-TIME POSITION

Preferred Requirements :

Applicants should be available to work a flexible, on-call schedule including nights and weekends.

Apply online at <https://usjobs-hertz.icims.com/jobs/59390/on-call-transporter-%28part-time%29/job?hub=20&mobile=false&width=784&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Seasonal Part Time Vehicle Service Attn (Midway)

Job ID 96060

Positions 1

Location US-IL-Chicago

Category Vehicle Cleaning and Services

General Responsibilities:

If you are a team-oriented person who appreciates quality work and follows procedures then you have found the right position as a Vehicle Service Attendant. Candidate must have a clean driving record and possess a valid US driver's license. This is an hourly paid position and pay is based on current scale. Nominal overtime required as needed.

Mandatory Requirements:

Educational Background: High School diploma or equivalent education preferred.

Professional Experience: Detailing experience preferred.

Skills: Must have a valid driver's license and excellent driving record

Ability to drive multiple types of vehicles

Effective verbal communication skills with customers, co-workers and management

Additional Notes:

Must be able to carry out additional duties and responsibilities as assigned by management due to operational needs.

Must be able to work days, nights, weekends and holidays.

Must be at least 20 years of age.

Must be able to work outside year-round.

Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, hearing, writing, lifting, typing, seeing, reading and the ability to use a computer and telephone.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/96060/seasonal-part-time-vehicle-service-attn-%28midway%29/job?hub=20>

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Transportation Aide

Saint Anthony Hospital - Chicago, IL

Provide safe and efficient transportation of patients and materials throughout the hospital.

The ideal candidate will have the following:

Excellent observation skills, analytical thinking, problem solving, able to communicate and interact with all levels of professionals, plus good verbal communication.

Able to work independently as well as interdependently with many levels of staff

Ability to adjust priorities quickly, organize multiple tasks simultaneously

Previous experience working in a hospital setting

Apply online at

[http://www.indeed.com/viewjob?jk=a28ae16a69bfc268&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20=-tell a friend](http://www.indeed.com/viewjob?jk=a28ae16a69bfc268&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20=-tell+a+friend)

Cashier at Target Stores in Chicago

Chicago, IL

Job Description

Target is hiring a Cashier in Norridge, IL.

Target offers employees: - Medical, Dental, Vision, & Prescription Coverage - 401(k) Plan- Paid Time Off

Cashier responsibilities include: - Operating a cash register

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/cashiers?page=3>

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Custodian 12:00 AM to 8:00 AM \$8.25/Hour

Prestige Maintenance USA - Chicago, IL

JOB PURPOSE

The Custodian performs assigned custodial tasks as it relates to that particular job location. This includes general cleaning (restroom, offices, cafeteria, sales floor, others as assigned), buffing, scrubbing, and ability to perform basic tasks of vacuum, sweeping, mopping and use of equipment such as scrubbers, extractors, and buffers.

EDUCATION AND CERTIFICATIONS: Prefer a high school diploma or equivalent plus 1-2 years of experience in custodial, janitorial, or cleaning services.

ESSENTIAL FUNCTIONS

- Able to read and communicate in English
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials up to 50 pounds
- Repetitive motion involved on a daily basis may include, but not limited to, bending, twisting, pushing, pulling, reaching, climbing, and squatting
- Ability to operate small power tools
- Requires stooping, kneeling, crawling, bending, turning, and reaching into areas not fully air conditioned
- Able to stand and walk for extended periods of time to include climbing/descending stairwells and ladders
- Can work independently and in stressful environments
- Regular, consistent and predictable attendance
- Optional local area travel using personal vehicle. Approximately 10% of the time and will vary during the month and week.
- May have responsibility to enter customer facilities that require background screening.

ADDITIONAL SKILLS: REQUIRED & PREFERRED

Required Skills:

- Basic knowledge of custodial duties and janitorial responsibilities
- Knowledge of cleaning equipment including vacuuming, sweeping, mopping, scrubbing and applying finishes on different flooring materials
- Knowledge of cleaning techniques and processes. Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds
- Experience in cleaning and sanitizing washrooms
- Able to demonstrate importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to appropriate Supervisor
- Ability to follow directions and work within guidelines
- Must be able to read, understand and follow units of measure on product labels.
- Satisfactory personal appearance and hygiene within company guidelines
- Demonstrated ability of maintaining janitorial equipment in a clean, safe and operable condition

Preferred Skills:

- Ability to maintain janitor closets in a clean, organized and safe manner and according to company guidelines and all regulations

Apply online at

http://www.indeed.com/viewjob?jk=bca52cf78ce7728e&from=tellafriend&utm_source=jobseeker_emails&utm_medium=email&cd%20=-tell_a_friend

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Branch Manager Trainee (West Belmont)

Job ID 95460

Positions 1

Location US-IL-Chicago

Category Management - Entry-Level Management

General Responsibilities:

Hertz rewards its employees with competitive compensation packages including: hourly pay, overtime pay, and performance based bonuses. Employees have the ability to earn up to \$35,000k a year upon achievement of all company goals, you will also receive the use of a company car upon entry into the Branch Manager ranks.

The Hertz program provides a clearly defined career path to a Branch Manager in as little as 12-18 months! Our promotions don't stop there; our top level management regularly comes from the training ranks.

Your journey with Hertz will start off as a Branch Manager Trainee, quickly progressing into a Management Associate, while quickly gaining experience for a future Branch Manager role.

Mandatory Requirements: Strong communication and multitasking skills

Ability to drive multiple types of vehicles

Ability to read and understand driving directions and maps

Proficiency in English

Valid driver's license in good standing

Minimum Associates Degree

Preferable Requirements:

Previous held Leadership roles i.e., Campus, Community or Sports

Previous sales and/or retail customer service experience

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, climbing, driving, speaking, hearing, writing, lifting, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, portable, copy machine, and fax machine is required.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/95460/branch-manager-trainee-%28west-belmont%29/job?hub=20>

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Counter Sales Rep (Midway)

Job ID 95202

Positions 1

Location US-IL-Chicago

Category Sales

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment

Passion for customer service and attention to detail – Goes the extra mile

Proven strong sales and closing skills and the ability to friendly, engaging manner

Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems. Proficiency in English

Must be able to: Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Physical Requirements:

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening. EEO/AA: Females/Minorities/Disabled/Vets
Must have open availability.

Apply online at <https://usjobs-hertz.icims.com/jobs/95202/counter-sales-rep-%28midway%29/job?hub=20>

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Sales and Service Associate - West Loop

Job ID 94598

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

General Responsibilities:

Do you thrive in a fast-paced, ever-changing environment where people are your #1 concern? Can you see yourself working as a team to achieve high-quality results? Do you have an art of persuasion? You're enthusiastic and accommodating. Even under pressure, you're tactful and deliver with charm. You'll get things done the "right way!"

If this sounds like you, then Hertz needs you as a Sales and Service Associate in our Off-Airport Rental operations!

As a Sales and Service Associate for Hertz you will provide world class service to customers at off-airport locations.

Mandatory Requirements:

Qualified applicants will have the following:

High school diploma (or equivalent)

A valid driver's license with record in good standing

Ability to drive and operate vehicles

Fluency in English

2-3 years of customer service and sales experience, preferably in the car rental or tourism industries.

Physical Requirements:

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following: sitting, standing, walking, bending and twisting, climbing, driving, pushing and pulling, speaking, hearing, writing, lifting, typing, filing, seeing, reading and the ability to use a computer, telephone, calculator, copy machine and fax machine.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/94598/sales-and-service-associate--west-loop/job?hub=20>

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Branch Clerk

Job ID 94595

Positions 1

Location US-IL-Chicago

Category Administrative/Clerical

General Responsibilities:

Well known for our solid worldwide reputation, Hertz Equipment Rental is proud to be one of the leading providers of the rental and sale of heavy equipment and tools for construction and industrial needs.

At Hertz, we know service excellence is built on our employees. We recognize that you are a unique individual and we understand that you value benefits and rewards that provide flexibility, choice, and control.

Benefits to working at Hertz can include health benefits such as medical, dental, vision, tuition reimbursement, online learning and development, employee discounts, retirement plan and much more!

Join the winning team at a company whose reputation speaks for itself...

As a Branch Clerk ...

Mandatory Requirements:

Strong background in basic accounting

Attention to detail

Ability to multi-task

Strong interpersonal skills

5 years experience in related field focused on AP/Invoice processing

Basic Excel

Valid driver's license and good driving record

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/94595/branch-clerk/job?hub=20>

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Courtesy Bus Driver (DTG. Courtesy Bus Driver. Operations. Nonex)

Job ID 94234

Positions 1

Location US-IL-Chicago

Pos. Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications: Passion for customer service and attention to detail – Go the extra mile. At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance. Work flexible shifts including weekends and holidays; and work overtime as required. Work indoors and outdoors during all weather conditions. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Work in a fast paced environment with a variety of tasks. Demonstrate professionalism, excellent communication and interpersonal skills
Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://dot-hertz.icims.com/jobs/94234/courtesy-bus-driver-%28dtg.courtesy-bus-driver..operations.nonex%29/job?hub=20&mobile=false&width=619&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Counter Sales Rep (O'Hare Airport)

Job ID 92309

Positions 1

Location US-IL-Chicago

Category Customer Service

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment

Passion for customer service and attention to detail – Goes the extra mile

Proven strong sales and closing skills and the ability to friendly, engaging manner

Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems. Proficiency in English

Must be able to: Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply. Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Physical Requirements:

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/92309/counter-sales-rep-%28o%27hare-airport%29/job?hub=20>

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Mechanic A

Job ID 91827

Positions 1

Location US-IL-Chicago

Category Mechanic - Heavy Equipment Mechanic

In-depth knowledge of:

Internal Combustion Engines (both gas and diesel)

DC Electrical Systems 12, 24, 48 volts

Propane Systems

Hydraulics

Track Equipment

Aerial Equipment

Heavy Trucks/Automotive

Ability to diagnose and troubleshoot:

Fuel Systems

Electrical Systems

Hydraulic Systems

Propane Systems

Mandatory Requirements: You'll be responsible for repairs to all rental equipment, shop equipment, and trucks in accordance with HERC quality and efficiency standards.

Educational Background: High school degree/GED preferred

Professional Experience: 5+ years experience working with heavy equipment.

Ability to perform complete Preventative Maintenance Functions unassisted

Basic welding techniques. Strong hydraulic and electrical diagnosis experience

Requirements: Own a master tool set capable of supporting general heavy equipment fleet including electrical and internal combustion engine, aerial fleet; Must be able to lift 50+ lbs; Work under minimal supervision; Comply with all HERC and Branch Safety rules; Maintains a safe and clean work environment; Willingness to work overtime when required; Valid driver's license in good standing

Preferred Requirements :Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/91827/mechanic-a/job?hub=20>

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Branch Manager Trainee - Matteson, IL
Job ID 92839
Positions 1
Location US-IL-Matteson
Category Management - Entry-Level Management

General Responsibilities: Our program provides hands-on training in: Sales, Operations, Customer Service, Finance & Accounting Management, Revenue Management, Fleet Management, and most importantly: People Management.

Hertz rewards its employees with competitive compensation packages including: hourly pay, overtime pay, and performance based bonuses. Employees have the ability to earn up to \$35,000k a year upon achievement of all company goals, you will also receive the use of a company car upon entry into the Branch Manager ranks. The Hertz program provides a clearly defined career path to a Branch Manager in as little as 12-18 months! Our promotions don't stop there; our top level management regularly comes from the training ranks.

Your journey with Hertz will start off as a Branch Manager Trainee, quickly progressing into a Management Associate, while quickly gaining experience for a future Branch Manager role.

Mandatory Requirements:

Strong communication and multitasking skills; Ability to drive multiple types of vehicles
Ability to read and understand driving directions and maps; Proficiency in English
Valid driver's license in good standing; Minimum Associates Degree

Preferable Requirements: Previous held Leadership roles i.e., Campus, Community or Sports. Previous sales and/or retail customer service experience

Applicant must possess all auditory, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, walking, bending and twisting, climbing, driving, speaking, hearing, writing, lifting, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, portable, copy machine, and fax machine is required.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-hertz.icims.com/jobs/92839/branch-manager-trainee---matteson%2c-il/job?hub=20>

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2148

Closing Date: 6/5/15

Custodial/Attendant (H)

Date Posted: 5/22/2015

Location: Ada Park

Region: South

THIS POSITION IS BUDGETED FOR UP 28 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Park Supervisor of Recreation Job ID: 2153

Date Posted: 5/22/2015 Closing Date: 6/5/15

Recreation/Park Supervisor of Recreation

Location: Brainerd Park Region: South

EXAMPLES OF DUTIES:

Supervises staff responsible for teaching, coaching and leading recreation and leisure activities. Plans, develops and supervises athletic and recreation program activities at CPD locations including basketball, baseball, gymnastics, floor hockey and other organized sports. Coordinates and oversees leisure and cultural program activities including table games, preschool classes, seasonal theme parties as well as music, drama, crafts and art craft instruction. Plans, promotes and oversees onsite Park District camp programs. Develops and plans activities, allocates staff, schedules facilities and oversees day-to-day activities of camps. Supervises staff responsible for maintenance as well as general safety at park locations, initiates work order requests and emergency repairs at park facility and other assigned locations. Maintains inventory of equipment and supplies at assigned facility. Maintains variety of records covering course registration fees collected, timekeeping/payroll, accidents and other routine reports. Schedules, organizes and oversees activities at various athletic leagues and tournaments. Schedules and coordinates use of facility by community groups. Ensures that fields and/or other facilities are properly maintained. Works with community and advisory groups to determine recreation and leisure needs, interests and areas for improvement. Publicizes park programs and events through a variety of sources. Recruits, screens and trains volunteers to assist in various park program activities. Develops and enforces rules for safety to staff and patrons at park facility.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's degree in Physical Education, Recreation, Leisure Studies, Park Management or related field plus 3 years of recreation supervisory experience required. Bachelor's degree plus one year of experience as a CPD Playground Supervisor also qualifies for this position. Requirement may be temporarily waived for applicants who have total of 8 years or more experience as Instructor/Playground Supervisor, providing (1) and least 2 of these years have been as Playground Supervisor and (2) they agree to complete the required Bachelor's degree within 2 years of their appointment as Park Supervisor.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Effective oral and written communication skills. Recreation and leisure programming skills. Organizational skills. Ability to effectively supervise the work of others. SALARY: \$62,143.18 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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INTERN (Seasonal) -Volleyball REPOST Job ID: 2142

Closing Date: 06/01/2015

Administrative/Intern (H)

Date Posted: 5/19/2015

Location: NORTH REGION - LINCOLN PARK CULTURAL CENTER

CHICAGO PARK DISTRICT - DEPARTMENT OF HUMAN RESOURCES

Level: 2601

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Career Service EEO: Administrative Support

FLSA: Non-Exempt

Salary \$11.77/ hr

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2149

Closing Date: 6/5/15

Custodial/Attendant (H)

Date Posted: 5/22/2015

Location: Abbott Park

Region: South

THIS POSITION IS BUDGETED FOR UP 15 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Substance Abuse Counselor

Job Code: 152444
Facility: Hartgrove Hospital
Location: CHICAGO, IL US
Travel Involved: None
Job Type: Per Diem
Minimum Education Required: Certification
Category: Support
FTE: 0.01

The primary responsibilities are as follows:

Performs ETOC/substance abuse assessments hospital-wide along with group and individual counseling. Participates in patient treatment planning and continuum of care. Provides patient and family education relative to substance abuse/psychiatric problems and develops comprehensive patient discharge plans.

Understands and considers age specific developmental issues in order to provide appropriate interpretation of assessments and needed interventions.

Understands and considers basic growth and development needs specific to the age and population served. Conducts educational workshops both within the Hospital and in the community as required. Serves as a liaison with self help groups and EAP professionals. Maintains complete and accurate records of all serves provided.

Conduct ongoing assessment of chemical dependence services required by the Hospital treatment programs.

The Hospital is seeking a Per Diem Substance Abuse Coordinator to work a two day, Friday and Saturday schedule; 9am to 5:30pm. The ideal candidate will have experience working in an inpatient and/or mental health setting working with children, adolescents and adults. 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!

Requirements

Job Requirements:

- Must be CADPC licensed either through IAODAPCA or ICRC.
- High School Diplomas required; Bachelors Degree in a Psychology or related field strongly preferred.
- 4 years clinical experience with a psychiatric mental health population preferred; experience working with both adolescent and adult populations strongly preferred.
- Familiarity with Illinois Confidentiality Act and Illinois Mental Health Code.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self motivated, results-oriented individual who is customer focused

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

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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

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!

Benefits include:

- Medical, Dental and Vision
- 401k with matching
- UHS Stock Purchase Plan
- Paid Vacation Time
- Flex Spending Accounts
- Much more!!

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

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