



CLASS TITLE: Administrative Assistant - corporation Counsel

Code: 1644

Administrative service statistical, Technical and Mercantile Group Real Estate and Legal Series

CHARACTERISTICS OF THE CLASS: Under direction, performs responsible and highly confidential secretarial and administrative work for the corporation Counsel in the Law Department: and performs related duties as required.

EXAMPLES OF DUTIES: Takes dictation and transcribes detailed and complex legal correspondence, letters, minutes of meetings and notes on confidential matters: composes confidential letters and memoranda and answers sensitive correspondence regarding legal cases, policies, procedures and issues affecting the Law Department: organizes and maintains confidential records and files for the corporation Counsel: screens incoming telephone calls, greets and directs visitors and schedules appointments for the corporation Counsel: assists the corporation Counsel in tracking legal briefs and motions of a confidential nature: types and prepares complex legal briefs, appeals and motions: responds to complaints, problems and inquiries from the general public, city officials and other government agencies: communicates the Corporation Counsel's directives and instructions to department attorneys and support staff: may oversee and train subordinate clerical personnel.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible clerical experience including two years of supervisory experience, or an equivalent combination of training and experience.

Knowledge. Abilities and Skill. Comprehensive knowledge of modern office practices and procedures. comprehensive knowledge of legal terminology and court procedures. Comprehensive knowledge of departmental rules and regulations. Ability to compose letters, correspondence and legal documents. Ability to work effectively with the general public, government officials and department personnel. Comprehensive skill in the application of office management practices and techniques. Comprehensive skill in communicating effectively orally and in writing.

Apply online at

http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services1600.html

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CLASS TITLE: CLAIMS INVESTIGATOR

Code: 1648

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Real Estate and Legal

CHARACTERISTICS OF THE CLASS: Under general supervision, investigates, evaluates and negotiates tort claims against the city and provides support on pre-litigation and litigation matters, and performs related duties as required

MINIMUM QUALIFICATIONS - Education, Training, and Experience

Graduation from an accredited college or university with a Bachelor's degree in

Business: Administration, Accounting, Risk Management and Insurance or a directly related field, plus two years of work experience investigating and evaluating general liability claims or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

A valid State of Illinois driver's license is required

Availability to work on an on-call basis is required

WORKING CONDITIONS

General office environment Exposure to outdoor weather conditions

Exposure to hazardous situations (e.g., crime scenes, environmental dangers)

EQUIPMENT

Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator) Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer) Photographic and video equipment

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. * May be required at entry.

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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.

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

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

Description:

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

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

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

Knowledgeable of Microsoft software products.

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

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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 n-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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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.

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

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Custodian Chicago

Title: Custodian Chicago

ID: 1006

Department: Custodial

Description

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. We strive to deliver service, value and care, to all our tenants. In just over 3 years, our portfolio has grown to over 7,000 apartment buildings owned and operated.

Pangea is currently looking for a self-motivated Custodian that is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment

RESPONSIBILITIES:

- Provide janitorial service to assigned building(s).
- Adhere to established specifications and standards.
- Close out work orders in a timely manner.- Provide pest control services.
- Properly track time with time keeping system.
- Must be able to lift materials up and down stairs.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse.- Wash windows, interior walls and ceilings.
- Empty trash cans and other waste containers.
- Sweep, mop, scrub and wax hallways, floors and stairs.
- Clean snow and ice from walkways and parking areas.
- Cut grass and tend grounds.
- Clean and disinfect washrooms and fixture.
- Perform other routine maintenance jobs and repair such as painting.
- Reset breakers for tenants when instructed.
- Open basement doors for utility companies when instructed.
- Ensure that security and safety measures are in place in the establishment.
- May advertise vacancies, show apartments and offices to prospective tenants.
- May supervise other workers.

REQUIREMENTS:

- 2-3 years of custodial experience required
- Only applicants with a resume will be considered

Apply online at <http://careers.pangeare.com/x/detail/a26llkjc2i49>

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Leasing Agent Chicago

Title: Leasing Agent Chicago

ID: 1007

Department: Field Management

Description

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Successful candidates will be expected to hit the ground running, learning the processes, customers, and techniques that will enable them to contribute to the continued success of Pangea. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

- Schedule, coordinate, and conduct unit showings with prospective tenants
- Meet and exceed monthly leasing targets
- Work evenings and weekends as needed to show units
- Navigate, update, and work effectively in PropertyWare software environment
- Any projects or additional duties as requested

Qualifications:

- 2-year Associates degree highly desired
- Good working knowledge of Microsoft Excel and Word
- Willing to work very hard, and work nights and weekends when needed
- Access to reliable automobile - REQUIRED
- Background checks will be run as this position deals with cash and potential high stress

Compensation and Benefits:

- Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- Benefits include health insurance, two weeks' vacation and five sick days per year.

Apply online at <http://careers.pangeare.com/x/detail/a26llkj7pk4z>

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Maintenance Manager Chicago

Title: Maintenance Manager Chicago

ID: 1002

Department: Maintenance

Description

Pangea is currently looking for an experienced Maintenance Manager who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Qualifications:

Access to reliable automobile/truck with valid driver's license and insurance

Must have own tools

Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours; willingness to work weekends if necessary. Must commit to Pangea full time

Must pass criminal and credit checks

Moderate knowledge of all aspects of construction (electrical, plumbing, HVAC, carpentry, etc.)

More than 2 years experience directly leading construction projects with over \$1 million budgets. Experience working with City of Chicago zoning, permitting, licensing, and buildings departments

Experience in large construction company (over 100 employees)

Expertise in larger (200+ unit) residential apartment buildings

Other Skills:

Boiler installation and troubleshooting (both steam and water) for 24+ unit buildings

Low Voltage experience, including the installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Management experience preferred

Computer literacy a plus

Compensation and Benefits:

Base pay starts at \$45,000 in addition to a mileage allowance of up to \$3,600 per year

Benefits include health insurance, two weeks' vacation and five sick days per year

Apply online at <http://careers.pangeare.com/x/detail/a26llkjs1a3>

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Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clear with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please email your resume to employment@telesight.com.

Applications Developer

Description

TeleSight, LLC is a growing Chicago-based market research firm working with many Fortune 100 companies. We are in search of a creative and energetic individual to assist us in web application development.

Develop in adherence to the specified designs, standards & best practices.

Work collaboratively as part of a development team. Report directly to department manager.

Work independently with minimal supervision.

Qualifications

Experience developing/programming and deploying web-based applications using ASP.Net (VB.Net), ADO.Net, Classic ASP, and SQL Server 2000/2005/2008.

Experience in developing SSIS packages, stored procedures and complex SQL statements.

Experience with HTML (CSS and JavaScript a plus).

Knowledge of PHP a plus.

To Apply

We offer a competitive salary and benefits along with a comfortable work environment. Send a resume and cover letter via email that helps explain how you might assist us to: systemshr@telesight.com.

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Maintenance Technician Chicago

Title: Maintenance Technician Chicago

ID: 1004

Department: Maintenance

Description: Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing:

Electrical:

Carpentry:

Flooring:

Concrete/Roofing:

Qualifications:

Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time
Criminal checks will be run. Computer literacy a plus.

Other Skills A plus:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.
Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

Compensation and Benefits:

Base pay starts at up to \$17/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

Apply online at <http://careers.pangeare.com/x/detail/a26llkj3hj07>

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Account Executive
Local Television Sales

WGN-TV is seeking individual with a minimum 2-4 years of Spot Television sales experience.

Strong proven track record of new business development, sport sponsorship and online sales.

Strong client service/relationships and computer skills. Knowledge of LPM's and CMR a plus.

Seeking candidate with strong management potential in 3-5 years.

Looking for a self-motivated individual who is willing to work hard and make a difference.

Equal Opportunity Employer

If interested send cover letter & resume to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to www.tribjobs.com and search for keywords "Account Executive".

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Floor Director/Production Assistant (Per-Diem)

Dept: Production

Responsible for providing support to the director in the production of live broadcasts and live to tape programs.

This includes the preparation and distribution of scripts, rundown manipulation, add and change VizRT graphics and clip coordination in non-linear production systems.

Includes segment timing, floor direction and managing studio floor activities.

Bachelors Degree in Communications or related field preferred.

Minimum 2 years broadcast experience, preferably in News or program production.

Personal computer skills, particularly some kind of Non-Linear Newsroom Production system.

Must be willing to work mornings, nights, weekends and holidays.

Equal Opportunity Employer

If interested, apply online or send resume & cover letter to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line:

Please go to <http://www.tribjobs.com>, click on the Career Opportunities link then the Job Search link and search for keyword "Floor Director/Production Assistant (Per-diem)".

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Associate Program Screener – Multicast Programming (Per Diem – Temporary)

Responsible for reviewing, creating edit decision lists, and assuring accurate timing of movies and episodic programming for the Antenna TV and THIS TV Networks.

Responsible for assisting with program ingestion, maintaining program library and assuring good video and audio quality as well as the appropriate content within programming in compliance with station guidelines.

Requires some college courses in communications and/or video production. A degree in a related Mass Communications field and video editing experience is a plus. One to two years experience in a similar television work environment and prior experience with analog and digital VTRs, and disk based playback devices needed.

Experience with current generation broadcast media ingest systems is a plus, but not required. Demonstrated computer skills with a working knowledge of Microsoft operating systems and Microsoft Office programs is required. Prior experience with digital file transfer protocols is desired.

Must be able to work flexible hours and possibly weekends and holidays. Attention to detail, good organizational and time management skills, the ability to meet deadlines, and be punctual are required.

Equal Opportunity Employer

If interested, apply online or send resume & cover letter to:

WGN-TV Human Resources

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribjobs.com>, click on the Job Search link and search for keywords "Associate Program Screener".

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Political Advertising Sales Internship

Dept: Sales

This internship is with the WGN-TV/CLTV/ANT-TV Sales Department. Duties include, but are not limited to: Assisting the National Sales Manager in the political sales process, maintaining political advertising schedules, tracking & monitoring political spending in the market, ensuring political advertising schedules are compliant with FCC guidelines, maintaining political public files and working as a liaison with political agencies and campaign managers. Candidate must be organized, detail oriented and possess good interpersonal skills. Proficiency in Word and Excel required.

Internship Eligibility

- Must be 18 or older and a registered student in good standing at an accredited college or university.
- Must be able to work the hours required by department.
- Students can receive university or college credit for participating in this program but need to handle paperwork involved.

HOURS: TBD

INTERNSHIP SESSIONS:

- Fall (8-12 Weeks – Deadline to Apply – July 15)
- Winter (4-10 Weeks – Deadline to Apply – October 15)
- Spring (8-12 Weeks – Deadline to Apply – January 15)
- Summer (8-12 Weeks – Deadline to Apply – April 15) – extended to April 25

Equal Opportunity Employer

Apply online or send cover letter & resume to:

WGN TV
2501 W. Bradley Place, Chicago, IL 60618
Attention: Human Resources
Fax: (773) 528-1387
NO PHONE CALLS PLEASE

Interns are considered trainees and not employees under the Fair Labor Standards Act of 1973.

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Case Manager

Department: Case Management

Schedule: Part Time

Shift: Days

Job Details:

Current RN licensure in the State of Illinois. CPR is required. BSN is preferred. Under the general supervision of the Manager, nurses in the Case Manager role provide clinically-based case management to support the delivery of effective and efficient patient care. Paces cases from physiological and economic perspectives. Has overall accountability for the utilization management and transition management for patients within the assigned caseload. Partners with Social Workers and collaborates with other health care team members to identify appropriate utilization of resources and to ensure reimbursement. Utilizes criteria to confirm medical necessity for admission and continued stay. With the patient, family and health care team, creates a discharge plan appropriate to the patient's needs and resources.

1. Current licensure in the State of Illinois as a Registered Nurse.
2. Certification in Case Management preferred or willing to acquire within two (2) years of hire.
3. Minimum of three (3) years of clinical experience in an acute care setting.
4. Level of knowledge normally acquired through the completion of a Bachelor's of Science in a Healthcare related field.
5. Case management/utilization management experience preferred.
6. Current CPR certification.
7. Familiar with regulatory and accreditation requirements.
8. Familiar with hospital reimbursement processes/procedures.
9. The interpersonal skills necessary to consistently establish and maintain effective relationships with the Medical Staff, hospital personnel, outside agencies and payers.
10. The analytical ability necessary to assist with complex patient care situations.
11. Organizational skills to prioritize and manage a complex case load and multiple responsibilities.
12. Communication skills to effectively work with patients and families of various ages and cultural backgrounds.
13. Clinical knowledge to review and interpret medical records based upon the documentation of caregivers.

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