



### **Front Desk Agent – Crowne Plaza**

Base Pay:\$14.00 /Hour

Employee Type: Full-Time

Job Type: Customer Service

Required Education: High School

Required Experience:1 to 5 years

Reference ID:GPP3L53966DPW

Location: US-IL-Chicago

#### **Job Description:**

Located in the West Loop of Chicago, the Crowne Plaza Chicago Metro is surrounded by popular Randolph Street restaurants and the authentic flavors of Greek town. Business travelers enjoy being within walking distance of the Financial District, Willis Tower, University of Illinois-Chicago and many major companies that are headquartered in Chicago. Luxury awaits you in our sleek and modern guestrooms and suites, offering exciting views of the Chicago skyline and an amazing downtown location.

**JOB OVERVIEW:** Be the first warm welcome our guests receive as they check into our hotel and start their stay off the right way with a friendly smile and genuine hospitality. In this exciting role you will be tasked with delivering a guest experience that is unique and brings the brand to life.

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

#### **QUALIFICATIONS AND REQUIREMENTS**

Must have open scheduling flexibility to work holidays, weekends and varying shifts. Must have previous customer service experience of 6 months at a minimum; previous hospitality experience highly preferred. Must speak fluent English. Other languages preferred.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Front-Desk-Agent-Crowne-Plaza/J3J26M72VDYV9X1DG3X/>

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**SIGNALMAN - 90155065 – Chicago / AMTRAK**

Date: Jun 4, 2014

Location: Chicago, IL, US, 60607

**SUMMARY OF DUTIES:** Duties include the construction, installation, repair, maintenance, testing and inspection of signal systems, devices and appliances. These include automatic block signal systems, traffic control systems, train control and cab signal systems, interlocking systems, railway highway grade crossing protection, and other similar devices, appliances and systems.

**WORK EXPERIENCE:**

- Reading comprehension (general and technical); Oral/written communication; Planning and organizing; Problem solving and decision making; Mechanical comprehension; computer literacy; knowledge of safety rules; works as a member of a team; auditory acuity; climb/balance; visual acuity/inspection/tracking; visual color discrimination; understanding visual symbols and displays; Reach/handle/finger/feel; stoop/bend/kneel/crouch/crawl; Must possess a valid driver's license and possess or be capable of obtaining a Commercial Driver's License (CDL).
- Outdoors much of the time. Required to wear safety apparel and equipment while performing job duties. Works in cramped, confined, enclosed, or awkward places. Travels to locations other than the primary work location when required to do so. Works non-standard hours which may include variable shifts, overtime, permanent night shifts, weekends or holidays. Works and climbs at elevations (height and method of access vary from location to location). May involve noise levels of an intensity that require hearing protection. Performs work activities in the proximity of moving equipment.

Requisition ID:1449

Band Zone:E3148

Posting Location(s):Illinois

Job Family/Function: Engineering

Education Requirements: High School/GED

Employment Experience Requirements:1 - 3 years of experience

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Apply online at <http://jobs.amtrak.com/job/Chicago-SIGNALMAN-90155065-Chicago-IL-60607/60261000/>

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**Job Title Engine Washer / CTA**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Garage Operations

SALARY TARGET: \$13.30 - \$30.82 PER HOUR

**Position Summary**

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

Thoroughly cleans designated engines, chassis and other components of heavy duty transit vehicles.

**Education and Experience Requirements**

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration

Required to know the prescribed Maintenance Department procedures for engine washing.

Must be knowledgeable of and comfortable with required safety equipment.

Must possess a thorough knowledge of the safe and proper use and daily maintenance of portable, high-pressure hot water cleaning equipment.

Required to be able to read and write instructions.

Required to be able to operate all types of vehicles assigned to the garage.

Required to possess a combination of education and experience relating to this position.

**PHYSICAL DEMANDS**

Required to lift and carry material weighing up to and including 100 pounds.

Required to stand, walk, kneel, bend, and crouch up to 100% of job cycle.

Required to climb and descend pit stairs and/or ladders.

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Title Mobile Bus Mechanic / CTA**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$15.52 - \$32.35 PER HOUR

**Education and Experience Requirements**

Must possess a high school diploma or GED equivalent. Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements. Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department. EPA 608 Certification in refrigerant handling and recycling is a plus. ASE Transit Bus or Medium/Heavy Truck Certifications is a plus. Must be willing to accept the job related responsibility and accountability that this position requires.

**PHYSICAL REQUIREMENTS**

Must meet and maintain physical requirements in order to safely perform all job duties and tasks. Must have the strength to stand for extended periods of time when inspecting buses and making repairs and adjustments. Must be able to walk to various areas of the bay to retrieve parts and spot check buses. Must be able to lift and carry parts, equipment, and materials weighing up to 100 pounds including: fire extinguishers, tire assemblies, barrels of oil, fuel tank drain pans, and various bus parts and components. Must be able to climb approved ladders and scaffolds and maintain balance when working atop bus roofs. Must be able to stoop, kneel, crouch, and crawl when repairing bus floors, walls, etc., and when working underneath buses and in hard to reach spaces. Must be able to reach for tools and parts while working on buses. Requires manual dexterity for making repairs and adjustments on equipment. Requires visual acumen and the ability to see in and distinguish colors. Must be able to hear verbal instructions, announcements, alarms, and horns.

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**Job Title Coordinator, Copy Center / CTA**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Communications & Marketing

**Position Summary**

SALARY TARGET IS \$55,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Under general supervision, supervises activities of employees in completing customer requests for printed/copy documents ensuring working is completed efficiently, economically and delivered to customers in a timely manner.

**Primary duties and Responsibilities**

Supervises copy center operations.

Plans and prioritizes customer request according to current and anticipated workload, equipment availability, and established priorities.

Assigns work and monitors progress to ensure timely and efficient completion and compliance with policies and procedures.

Assists as needed to meet work objectives

Trains staff in all operations of the copy center ensuring qualified personnel exist to meet work demands

Prepares monthly management reports on the activities of the Copy Center

Oversees facility, equipment, and supply maintenance

Initiates service contracts for equipment parts, services, and accessories and orders same

Confers with management in planning, prioritizing and scheduling non-routine reproduction work.

Performs other duties as assigned.

**Education and Experience Requirements**

Bachelor's degree or a combination of education and experience relating to this position. Two (2) years of experience in the operation of print shop equipment.

Good planning and organization skills. Ability to supervise staff.

**PHYSICAL DEMANDS**

Move boxes weighing up to 50 lbs., standing for long periods, walking, bending , stooping, etc.

Applicants, if hired, must comply with CTA's residency ordinance.

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### **Driver / Guard**

Dunbar Armored Chicago, IL 5/30/2014  
Base Pay \$10.75 - \$11.25 /Hour  
Other Pay Higher pay for armored car experience.  
Employment Type Part-Time  
Job Type Skilled Labor - Trades, Transportation  
Education Not Specified  
Experience Not Specified  
Industry Law Enforcement, Military, Security  
Required Travel Not Specified  
Job ID Chicago - DG

### **JOB DESCRIPTION**

Dunbar Armored has immediate openings for armed Driver / Guards in our Chicago, Illinois facility. Driver/Guards are responsible for the safe pick-up and delivery of customer valuables and/or cargo and provide transportation via armored trucks.

- \* Part-time hours
- \* Flexible schedule

We offer a competitive starting wage, company-supplied uniforms and firearm, paid training, vacation, and 401k plan.

### **JOB REQUIREMENTS** \* Must be at least 21 years old (DOT requirement).

\* Must possess a valid driver's license and a minimum 3 years driving history, truck driving experience a plus. \* Good driving record. \* Must be able to obtain a firearms permit \* Must undergo a background investigation. \* Must pass a DOT physical and drug screen. \* Be able to lift bagged coin weighing 30-50 pounds per bag 3-5 feet, several dozen times daily. \* Must be able to step in and out of an armored vehicle 40-70 times per day. \* Must be able to read, write and understand English, and perform basic math. \* Must have good communications skills to be able to effectively communicate with customers, one's partner and Branch personnel.

### **To Apply**

If you are qualified and interested in this opportunity to join The Most Trusted Name in Security, you may apply at our Chicago branch office Monday-Friday from 9:00 a.m. - 3:00 p.m., call for an appointment, or email your information to the Hiring Manager at:

Dunbar Armored, Inc.  
4500 W. Chicago Avenue, Chicago, IL 60651  
Phone: 773-276-6700

Email: [[Click Here to Email Your Resumé](#)]

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### **Job Title Claims Adjuster**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Worker's Compensation, Human Resources

SALARY TARGET IS \$61,050. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under general supervision, manages claims and contains costs associated with work related injuries and illnesses, in accordance with State of Illinois Workers' Compensation Laws.

#### Primary duties and Responsibilities

Manages cases of employees injured on the job. Updates and maintains investigation reports, medical records, and case notes to determine compensability. Sets reserve levels, monitors claims costs, and generates payments to service providers and injured employees to cover injury related costs. Initiates subrogation activity to recover payment from at-fault third parties. Manages medical care including coordinating needed services and monitoring appointments. Negotiates claims within designated authority level. Testifies before the Workers' Compensation Commission on claims denials. Directs activities of Third Party Administrator and provides claims information to in-house legal counsel for mitigating the medical, indemnity, and legal costs associated with work-related injuries and illnesses. Analyzes claims and related documentation to determine liability exposure and to recommend proper course of action. Prepares comprehensive claims summary reports, settlement recommendations, and status reports to document claims cases. Performs other duties as might be assigned.

Education and Experience Requirements: Bachelor's degree in any field. Three (3) or more years of experience managing Illinois Worker's Compensation claims, including some experience working in a union environment and with a Third Party Administrator, or an equivalent combination of education and experience. Strong knowledge of the Illinois Workers' Compensation Act and the Illinois Workers' Compensation Commission. Strong knowledge of Workers' Compensation industry standards and best practices. Knowledge of the Family Medical Leave Act and Short Term Disability processes. Strong verbal and written communication skills.

PHYSICAL DEMANDS: Requires sitting for extended periods of time, standing, visual acumen, manual dexterity and fingering for working with computer key boards.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Job Title Senior Manager, Accident Investigations**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Safety & Security

**Position Summary**

Salary to be determined by the selected candidate's experience and qualifications. Manages the planning and administration of Authority accident investigations.

Gathers information from various sources to produce succinct reports and make knowledgeable recommendations. Develops, recommends and implements plans for the evaluation and improvement of system safety, hazard management, and loss control processes and practices.

**Education and Experience Requirements**

Bachelor's degree in Safety Management, Occupational Safety, Mechanical or Industrial Engineering, Industrial Hygiene, or a related field plus three (3) years of experience in leading accident investigations, safety program development, risk management, Occupational Health and Safety Administration (OSHA), or a combination of education and experience related to the position.

Transportation Safety Institute (TSI) training certifications (TSSP) preferred.

Must possess a valid Illinois driver's license.

**PHYSICAL REQUIREMENTS**

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

Demands include extensive walking (up to 3 miles at one time), sometimes on rocks and on narrow catwalks, and climbing (such as onto trains and back down and up and down ladders of various sizes).

Random nature of incidents leads to irregular work hours.

Applicants, if hired, must comply with CTA's residency ordinance.

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**Director Food & Beverage Operations - 90001509 - Chicago**

Date: Jun 4, 2014

Location: Chicago, IL, US, 60606

**WORK EXPERIENCE:**

Extensive years direct work experience in Procurement, Contract Management or Customer Service, specifically food and beverage, hospitality or warehousing operations

Minimum demonstrated years managerial experience encompassing planning, budgeting, employee supervision, contract management and program implementation

Highly effective team player who enjoys working across many organizational lines and levels and functions well when confronted with multiple priorities simultaneously

Experience in managing teams comprised of employees, contractors and vendor personnel

Skilled communicator and writer who can get the point across and tailor communications for the receiving audience

Demonstrated skills using PC-based spreadsheet (Microsoft Excel, Access); Microsoft Word, PowerPoint

Demonstrated knowledge of public health safety standards and FDA regulatory requirement

**COMMUNICATION AND INTERPERSONAL SKILLS:**

Must have excellent oral and written communication skills.

**SUPERVISORY RESPONSIBILITIES:** Yes

Posting Location(s): California : Los Angeles || California : Oakland || Illinois : Chicago

Job Family/Function: Customer Service : Support Services (Internal Customers/Passengers)

Relocation Offered: Yes

Education Requirements: Bachelors Degree

Travel Requirements: Up to 25%

Employment Experience Requirements: 10 plus years of exp

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All positions require pre-employment background verification, medical review and pre-employment drug screen. Amtrak is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at <http://jobs.amtrak.com/job/Chicago-Director-F&B-Operations-90001509-Chicago-Illi-60606/52730900/>

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**Passenger Engineer Trainee - 90101638 - Chicago**

Date: Jun 3, 2014

Location: Chicago, IL, US, 60606

**ESSENTIAL FUNCTIONS:**

- If selected, incumbent will be required to successfully complete Engineer Training as follows: Individuals not previously certified as Class 1 Train Service Engineers: 7-10 weeks classroom and field work while headquartered at Amtrak's Training Center in Wilmington, DE; followed by extensive qualifying and on-the-job training associated with the Crew Base for which hired; paid at the student training rate until incumbent achieves certification as a Class 1 Train Service Engineer.
- Individuals currently certified as Class 1 Train Service Engineers: 9-12 weeks classroom and field work while headquartered at Amtrak's Training Center in Wilmington, DE, followed by additional qualifying associated with the Crew Base for which hired; paid at the rate determined by the agreement schedule.

**PREFERRED EDUCATION:**• Some college or vocational training

**WORK EXPERIENCE:**• Some work experience demonstrating the ability to maintain alertness, awareness and vigilance, as well as clear, effective verbal communication skills in the performance of work. Satisfactory attendance and safe work record. Prior railroad operating experience and work history that demonstrates ability to adapt to variable and often changing work hours preferred. Preference given to individuals who were trained by a Class 1 carrier or equivalent passenger railroad and are currently certified as Class 1 Train Service Engineers. • Incumbents are subject to periodic medical examinations including random drug and alcohol screening

Requisition ID:2401

Posting Location(s):Illinois

Job Family/Function: Engineering

Education Requirements: High School/GED

Travel Requirements: Up to 100%

Employment Experience Requirements: No Experience

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Apply online at <http://jobs.amtrak.com/job/Chicago-Passenger-Engineer-Trainee-90101638-Chicago-IL-60606/66547500/>

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**Police Officer - 90103977 - Chicago**

Date: May 30, 2014

Location: Chicago, IL, US, 60606

**SUMMARY OF DUTIES:** Performs general police duties, processes and operations for the protection of life and property and enforces federal, state and local laws, prevents crime and preserves peace in a railroad surface transportation environment.

**WORK EXPERIENCE:** • Must be 21 years of age • Must possess a valid driver's license at time of appointment • Must be able to pass all components of the police application process, including: a written examination, a physical agility test meeting the following standards: Bench Press: 57% of applicant's weight; Illinois Agility run: 20.6 seconds; 300 meter run: 92 seconds; push-ups: 12; and 1.5 mile run: 19:45 minutes; a job related physical examination; a psychological examination and an in-depth background investigation. • Ability to obtain a railroad police commission from state of primary assignment or applicant's state of residence.

**PREFERRED WORK EXPERIENCE:** • A certificate of successful completion of a basic police training program at a state authorized training academy. • Current related experience as a police officer or similar law enforcement experience. • An Associate's Degree or 60 credit hours from an accredited college or university

**COMMUNICATION AND INTERPERSONAL SKILLS:**

Must have excellent oral and written communication skills.

Requisition ID:2304

Posting Location(s): Illinois

Job Family/Function: Safety & Security

Education Requirements: High School/GED

Travel Requirements: None

Employment Experience Requirements: Under 1 year of experience

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Apply online at <http://jobs.amtrak.com/job/Chicago-Police-Officer-90103977-Chicago-IL-60606/65863900/>

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**Job Title: Carpenter**

Agency: Juvenile Justice

Closing Date/Time: Wed. 06/18/14 4:00 PM Central Time

Salary: \$26.00 - \$44.86 hourly

\$4,524.00 - \$7,805.64 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDJJ-27-15-14-0123

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Stationary engineer Chief, performs general carpentry work including; repairs of buildings, locks, remodeling work, installation of doors, windows, etc.; designs proposed projects and lists materials.

Minimum Requirements: Requires knowledge, skills and mental development equivalent to completion of eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires working knowledge of the tools, materials, methods and standard practices of the trade; requires ability to instruct beginners in the trade ;requires ability to direct unskilled workers. Requires skill in the use of tools and machines of the trade; requires ability to read, interpret and work from plans, simple drawings or sketches; requires ability to make simple arithmetical computations and bulk estimates of materials needed.

Work Hours & Location/Agency Contact: Work Hrs: 7:00am - 3:30pm; Off Days Varies  
Illinois Youth Center-St. Charles 3825 Campton Hills Road St. Charles, IL 60175  
Contact: Dinalois Hamilton, HRR  
3825 Campton Hills Road St. Charles, IL 60175  
Office: 630-584-0506 x 519 Fax: 630-584-1014

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Internal Auditor I**

Agency: Criminal Justice Information Authority  
Closing Date/Time: Wed. 06/18/14 5:00 PM Central Time  
Salary: \$4,077.00 - \$6,096.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 21721- ICJIA

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, conducts internal/external audits of simple and complex programs including financial, operational and compliance audits, in accordance with approved audit guidelines and completes specific phases of complex audits; prepares audit reports for review by supervisor; compiles and analyzes internal audit data; provides technical assistance to grantees.

**Minimum Requirements:**

Requires a bachelor's degree, with coursework in auditing, business management, public administration, economics, computer science, accounting or other related subjects. Requires 4 years of professional auditing experience. Must have a valid driver's license, as some travel is required. Requires working knowledge of state government, auditing theory and procedures. Working knowledge of Windows and Microsoft Office.

Work Hours & Location/Agency Contact: Monday through Friday 8:30 AM to 5:00 PM  
1 unpaid lunch hour  
IL Criminal Justice Information Authority  
Maria S. Espindola / Human Resources Coordinator  
300 W. Adams St., Suite 200 Chicago, Illinois 60606 312-793-1030 Fax

**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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Plumbing Inspector**

Agency: Public Health

Closing Date/Time: Thu. 06/19/14 5:00 PM Central Time

Salary: \$5,117.00 - \$6,847.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDPH 68049

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires possession of a valid Illinois plumber's license with at least seven years of experience as a plumber. Requires successfully passing the Department of Public Health's examination for certification as a Plumbing Inspector within six months of hire. Requires extensive knowledge of the Illinois State Plumbing Code, working knowledge of the tools, equipment, materials, methods, and practices of the trade; working knowledge of hydraulics, pneumatics and mathematics; working knowledge of state laws as they relate to prevention and control of communication diseases caused by environmental factors. Excellent computer skills and work experience in Microsoft software products including, Word, Excel, Power-point, etc. is highly desirable. Requires a valid Illinois driver's license. Requires the ability to climb stairs or ladders, access crawl spaces, utility tunnels and other restricted access areas. Requires ability to negotiate construction sites in a safe manner, including wearing site specific required personal protective equipment. Requires ability to lift up to 50 lbs. Must reside in DuPage, Kane or Cook County.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Health Protection / Division of Environmental Health

245 W. Roosevelt Rd., West Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Registered Nurse I**

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$4,527.00 - \$6,141.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 34-50-13-Cont. 2

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

**Work Hours & Location/Agency Contact:** Varying Shifts on rotating schedules  
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

**Contact:**

Jeri Gulli

815/468-6581 ext 328

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**ELEC TECH (RADIO) - 90135314 - Chicago**

Date: May 29, 2014

Location: Chicago, IL, US, 60607

**SUMMARY OF DUTIES:**

Radio Maintainers work shall consist of installing base stations, mobile radios, affixing, connecting, testing, repairing and programming of all radio equipment. Performs routine maintenance inspections of radio sites and other duties as assigned.

**WORK EXPERIENCE:** Must have some experience in licensed land mobile radio communications. Familiar with FCC rules and regulations, must possess a practical working knowledge of testing and maintaining wireless communications equipment and systems. Prefer proficiency with computers and networking. Prior satisfactory job performance required. Must have FCC GROL, Valid Driver's License

**COMMUNICATION AND INTERPERSONAL SKILLS:** Must have excellent oral and written communication skills.

**SUPERVISORY RESPONSIBILITIES:** Yes

Requisition ID:1244

Posting Location(s): Illinois

Job Family/Function: Engineering

Education Requirements: High School/GED

Travel Requirements: None

Employment Experience Requirements: 1 - 3 years of experience

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Apply online at <http://jobs.amtrak.com/job/Chicago-ELEC-TECH-%28RADIO%29-90135314-Chicago-IL-60607/59132500/>

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## **Central Scheduling Representative**

Req. Number: 25800-67902

Shift: Day

Qualifications: This position will work Monday and Tuesday of one week and Wednesday, Thursday and Friday of the next week, starting between 8a-9a, then rotate back. This position will also rotate Saturdays from 9a-1p.

- High School Diploma
- 2-3 years healthcare experience - Medical terminology preferred
- Central Scheduling experience or health care call center experience highly preferred
- Excellent customer services and communication skills
- Effective organizational skills- Computer literate.

Ability to multi-task

- Knowledge of office equipment- Types 35 wpm
- Ability to proficiently communicate with the public - Ability to type while interviewing.
- Medical terminology skills and understanding of diagnosis and procedure coding conversions. - Demonstrated knowledge of proper insurance coding.
- Demonstrated knowledge of Managed Care systems requirements.
- Demonstrated knowledge of pre-certification requirements.
- Demonstrated problem solving skills.
- Conducts all activities with knowledge and understanding of the hospitals mission and values, regulatory compliance requirements, payer requirements, HIPAA privacy and security requirements, the overall revenue cycle procedures, and the hospitals policies.
- Successful completion of Medical Terminology class - Ability to work weekends, holidays, and various shifts to accommodate staffing needs - Ability to work in a fast-paced environment with established time constraints and difficult situations - Moderate typing - Ability to be flexible between centralized and de-centralized registration locations.

Accountabilities: 1. Accurate utilization of computerized central scheduling system to provide customers with timely, courteous, and proficient scheduling. 2. Provision of appropriate reports for customers on a timely basis. Performs duties relating to the hospital revenue cycle that are included in the areas of payer reimbursement, collection of payments, and advance deposits. 3. Participation in department Continuous Quality Assurance to provide high quality and patient focused care. 4. Participation in department staff meetings and continuing education to ensure good communication and maintain skill competency.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5125093-central-scheduling-representative-jobs>

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## **Child Development Specialist**

Req. Number: 25366-68838

Shift: Day

### Qualifications:

Bachelor's degree in human services related field.

Early Intervention System credential in Developmental Therapy required.

Bilingual in Spanish required.

Interest in providing home based services to children with targeted diagnoses and their families. Recognize developmental needs and behaviors of the zero to three population and related diagnoses and/or disabilities. Good communication skills.

Ability to learn to work with materials and resources to create appropriate activities for children zero to three years and their families.

May be exposed to hazardous materials and life-threatening diseases.

Direct contact with bodily fluids.

Services provided in off-campus locations, primarily the home.

Early evening or weekend hours.

Ability to physically guide a child up to 40 lbs.

### Job Description:

Under general supervision of the Early Intervention Program Coordinator, the Child Development Specialist functions as a member of the multi-disciplinary team within the Early Intervention Program, providing developmental evaluations and therapy to identified children, ages zero to three years. Services include implementation of developmental services, preparation of educational materials, and ongoing review of treatment goals, both within the home setting and at the center. Accountabilities: 1. Implementation of home and center based developmental services which are individualized for each child and family, based on the results of diagnostic evaluations, prognosis, and case histories, as well as discussion with the child's family. 4.

Participation in ongoing supervision and professional development. 2. Preparation of appropriate therapeutic and educational materials needed for each child that are consistent with age and developmental status. 3. Communication of patient-related information to supervisor and other providers to facilitate continuity of care and implementation of treatment recommendations. This position is located in Chicago on Wilton Avenue

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5344978-child-development-specialist-jobs>

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## **CLERICAL ASSISTANT REGISTRY**

Req. Number: 25118-69720

Shift: Day

### Qualifications:

No experience necessary. Demonstrate excellent communication and interpersonal skills.

This is a registry position which requires one to work on an as-needed basis.

*LOCATION: OLYMPIA FIELDS, IL*

### Job Description:

Performs varied receptionist and general office duties.

### Accountabilities:

1. Performs related duties including but not limited to: photocopying material, answering telephone calls, stocking shelves, bagging and dispensing supplements.
2. May answer and/or screen telephone calls, provides information and takes messages. Refers unanswered questions to appropriate person or manager.
3. May process, update and maintain records and files as required.
4. May greet and receive patients and ascertain their needs; directs or escorts to appropriate party.
5. Compiles materials for reports and/or meetings as requested.
6. Collects and is responsible for fees for professional and support services, if applicable.
7. May batch and balance payments and charges at end of work period.
8. May assist in maintaining a neat and clean patient care area.
9. Performs other duties as required or assigned.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5487414-clerical-assistant-registry-jobs>