



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

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:

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

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:

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

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

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

Knowledgeable of Microsoft software products.

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

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Food Service Worker

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Description:

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

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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In-Patient Coder

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Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

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

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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Dental Assistant

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Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

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

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

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

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

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Pharmacist Technician

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Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions.

Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

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

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Social Worker

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Description:

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

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

Working knowledge of DSMIV-R

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

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Registered Nurse

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Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures.

Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

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

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Vehicle Service Attendant-Service Agent in Chicago Illinois United States

ITS EXCITING being on the fast track to career success!

If you're looking for a career with a company that is as high energy as you are, join the Avis Budget Group Nasdaq-CAR Team. We operate two of the leading global brands in the vehicle rental industry through Avis and Budget. Along with our subsidiaries and licensees, we provide a complete range of vehicle rental services through 10,000 rental locations in three operating regions: North America; Europe, Middle East & Africa-EMEA and Latin America/Asia-Pacific. That means we're serving customers in approximately 175 countries around the world.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

VEHICLE SERVICE ATTENDANT REQUIREMENTS:

Must speak English

Must be 18 years of age or older

High school diploma or equivalent or preferred

6 months of prior work experience preferred

Physical ability to move in and out of vehicles

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

Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history

Must be willing to work outdoors in all types of weather conditions

Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/97FF7411CAD94FA2BF0BDE9F97B58A08/job/>

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Rental Sales Agent - Payless Car Rental in Chicago Illinois United States

As a Payless Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits:

We provide a full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

Rental Sales Associate Requirements:

Must have a high school diploma or equivalent

At least 6 months of experience in a role where sales and customer service were key elements of your duties

Ability to handle high-pressure sales and service situations in a calm and collected manner

Willing to work various shifts including nights, weekends, and holidays

Basic computer skills in order to enter information into our database

Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent-payless-car-rental/2BD2F2E20CB641218A319C0F14BBC4D9/job/>

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Sales Representative - Local Market in Chicago Illinois United States

The Local Market Sales Manager (Sales Representative) position contributes to the company's success by developing and growing profitable car rental and truck rental revenue in a defined geographic territory to support Avis Budget Group (ABG) off airport car and Budget Truck business strategies. Revenue development will come from a broad range of potential car and truck rental customers including, but not limited to: small businesses, corporate divisions, collision repair facilities, automobile dealerships, claim centers, hotels, retailers, sports teams, theme parks, moving companies, and package companies. The Local Market Sales Manager / Sales Representative will be instrumental in developing sales strategies to acquire and retain customers, working with their Regional Sales Manager, Territory Performance Managers and other ABG sales managers, as well as guiding and directing Agency Operators and Truck Dealers to maximize their business through joint sales efforts.

Required Experience:

Bachelors degree, plus a minimum of two (2) years successful outside sales/account management (utilizing direct sales techniques) required. lieu of a bachelor's degree, candidate must have a high school diploma/GED, as well as six (6) years additional sales experience to be considered minimally qualified. Willingness to travel overnight for business required. Based on geographic location the percent of overnight travel will vary. Candidate must have a valid driver's license * Values and Core Competencies* - We are an organization where values matter; the Company expects its employees to maintain the highest levels of Commitment, Integrity and Responsibility, while achieving results. Possessing strengths in the following core competencies are critical to your success within our organization at Avis Budget Group: Strategic Thinking / Accountability / Relationship Building / Industry Market Knowledge / Planning and Priority Setting / Drive for Results / Decision Making / Business Acumen / Problem Resolution / Communication / Adaptability to change Professional Development - Avis Budget Group recognizes its people to be its most valuable asset, so we are committed to your professional and personal development and individual success. We offer a comprehensive array of employee support and training programs to help you broaden your skills, enhance your talents and achieve continuous improvement within your field.

Benefits - We provide a competitive salary as well as bonus potential, in addition to comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan (with company match of 6%). Sales employees are eligible for a fleet car (inclusive of insurance and gas) and will be provided with a company owned laptop and cell phone. **Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/sales-representative-local-market/4A5F862852F84C46B4245AC8DBB4D39D/job/>

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Administrative Assistant (Fleet Maintenance) in Chicago Illinois United States

Job Summary

Avis Budget Group is looking for a dedicated administrative assistant for our fleet maintenance team (Supply Chain Clerk). The fleet maintenance administrative assistant will be responsible for but not limited to the following:

General administrative tasks such as answering and directing incoming calls, filing, faxing, and copying.

Communication with vendors regarding the repair and return of company owned vehicles while maintaining / updating a tracking system.

Electronic matching of invoices to Purchase Orders within our A/P database, including seeking and obtaining missing invoices and credits, and rectifying amount discrepancies from vendors for Supply Chain repairs.

Maintain records/files of purchases/repairs for end of month accounting.

Daily communication with location management as to demands of the operation and issues/problems that need further direction.

Coordinate the defleeting process and wholesale processes.

Assist with parts invoices.

Perform other administrative duties and projects as assigned.

Qualifications: High School Diploma

4 years of administrative, clerical or general office experience

Strong familiarity with Microsoft Office and computer database systems

1 year of customer service experience

The successful candidate must be willing to and/or possess the following:

Valid Driver's License along with a clean driving record

Knowledge of automotive or truck maintenance is a plus

Strong Computer skills & Organizational ability are required

Time-management, prioritization, and multi-tasking skills needed to function in this capacity. Effective communication skills, including verbal, written and listening skills.

Ability to interact with both internal and external customers at all levels both in person and over the phone

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO/AA Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/administrative-assistant-fleet-maintenance/F26EF9091D9947559D3F88BE9FAADD11/job/>

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Driver-Shuttler-Hiker in Chicago Illinois United States

Avis Budget Group is an action-packed, high-energy workplace where things move forward every day. We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done.

As a Driver, you will work part-time, outdoors transporting our rental vehicles to and from various locations safely.

You will assist other Avis Budget Group associates in maintaining a smooth and safe traffic flow throughout check in area and conduct the final inspection ensuring proper vehicle cleanliness; appearance and readiness meet company standards. You will also identify and report any vehicle damage.

Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Basic Qualifications/Minimum Requirements:

- * Must have a high school diploma
- * At least 6 months of prior work experience
- * Valid driver's license and a good driving record
- * Must be willing and able to work a flexible schedule including nights, weekends and holidays

We provide you: * \$7.85/hour * Corporate discounts, car rental discounts & much more! If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/driver-shuttler-hiker/E5553E2B2BC8449083565CE40F6C1F17/job/>

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Rental Sales Associate in Chicago Illinois United States

Successful Full Time Rental Sales Associates at these locations have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Basic Qualifications/Minimum Requirements:

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

Total Rewards:

Corporate discounts on products you use most. Avis Budget Group offers many savings and discount programs for our employees such as the Neighborhood Discount Warehouse which provides deep discounts from hundreds of name brand merchants all on one site.

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

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Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/254F8B462FF14F7EAD7E49AA971C49F3/job/>

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Courtesy Bus Driver - Payless Car Rental in Chicago Illinois United States

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That is why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage. You will communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Basic Life and 401K Savings Plan.

Basic Qualifications/Minimum Requirements: Must have a high school diploma
At least 6 months of experience in a customer service role
Valid driver's license and a good driving record with previous driving experience
Must be willing and able to work a flexible schedule including nights, weekends and holidays. Basic computer skills in order to enter information into our database
Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you: Competitive pay, Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver-payless-car-rental/16E375D8366D4311AF7E5F9D067CFF8F/job/>

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Customer Service Agent - Payless Car Rental in Chicago Illinois United States

Payless is an action-packed, high-energy workplace where things move forward every day. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done.

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements: Must have a high school diploma
At least 6 months of experience in a customer service role
Valid driver's license and a good driving record
Must be willing and able to work a flexible schedule including nights, weekends and holidays
Basic computer skills in order to enter information into our database

We provide you:

Competitive pay, Medical, Dental, Vision & 401K, Full training to learn the business and enhance your professional skills, Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

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Human Resources Representative in Chicago Illinois United States

Responsibilities will include but not be limited to:

Manage full-cycle recruitment to ensure locations are staffed to match anticipated business demands.

Drive employee retention efforts for assigned territory and locations.

Advise and coach operations and location managers on various HR-related policies and practices, including worker's compensation, FMLA, and EEO. In addition help ensure locations adhere to and appropriately manage Union Collective Bargaining Agreements. Partner with the HR Manager and work closely with management teams to ensure positive employee relations and employee engagement.

Develops human resources solutions and make recommendations through carefully collecting, reviewing, and analyzing data and facts.

Partner with HR Manager and HR Director to execute human resources strategies and action plans

This position reports to the Human Resources Manager for the North Central Region located in Chicago, IL. This position will have HR responsibility for a territory that covers locations in and around Illinois, Wisconsin, and Indiana.

Approximately 50%-75% travel required. Bachelor's Degree required
3-5 years Human Resources experience in a generalist capacity, with experience in union environments

The successful candidate must possess and/or be willing to do the following:
Experience working and supporting a large nonexempt and management employee population over multiple locations both union and non-union.
Ability to work effectively both as a team player and individually.

Strong HRIS and computer skills preferred.
Excellent oral and written communication skills required.
Proven ability to effectively interface with all levels of management.
High attention to detail while handling multiple tasks is a must.
Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

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