



Clinical Dietitian

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:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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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Custodian

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Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

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

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

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

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Dental Clinic Front Desk Coordinator

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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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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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LCSW 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:

Master's degree in Social Worker

Current LCSW in the state of Illinois

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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Mental Health Worker

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Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings.

The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies. S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

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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Ultrasound Technologist

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Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data. S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

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

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Retail Sales, Part Time: Oakbrook, IL, Macy's Oakbrook Center

Location: Oak Brook, Illinois

Job Category: Stores

Requisition ID: 71236475

Job Overview:

As a Retail Associate, you will be an integral part of bringing the magic of Macy's to life. Sales Associates provide outstanding customer service, meet hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrate superior product knowledge to customers. To create a shopping experience that will make the customer feel welcome and comfortable. Performs other duties as assigned.

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

Qualifications:

Education /Experience: No specific educational accomplishment is required. Previous retail experience preferred, but not required.

Communication Skills: Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate with customers, peers, and management. Able to communicate on the telephone with proper etiquette.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

Other Skills: Must enjoy meeting and interacting with customers. Possess strong sense of urgency and a thirst for learning.

Work Hours: Ability to work a flexible schedule, including mornings, evenings, and weekends, and busy events such as the day after Thanksgiving, special Big Event days, and the day after Christmas, based on department and store/company needs.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71236475>

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Room Attendant

Description

Our housekeepers directly impact the success of our hotels.

Housekeeper is responsible for the general cleaning and upkeep of guestrooms and other assigned areas. Requirements include: the ability to lift, bend, move heavy equipment; remain on one's feet for extended periods of time; and an individual who is team oriented and dedicated to providing excellent service and ensuring that IHR's highest cleanliness standards are met.

Ideal candidate must be available to work flexible schedule, including weekends and holidays.

Located at the northwest corner of South Clark and West Monroe streets, Hyatt Centric The Loop Chicago hotel is an adaptive re-use of a former 22-story office building.

The Hyatt Centric (<http://hyattcentric.com/#experience>) hotels are at the center of the most unique destinations—in the middle of the action, in the know, and always on-hand to serve up insider knowledge, intriguing tidbits, and great conversation over a well-crafted cocktail. We are your local home base, preparing our guests to explore the best our cities have to offer.

Our open-concept lounge is where our guests' Hyatt Centric experience begins. Always unexpected, never dull — intriguing decorative elements contrast familiarity and a modern design language with eclectic touches that capture the local vibe. Join friends, colleagues, and new acquaintances to share local tips and great travel stories.

The Hyatt Centric spirit of exploration continues beyond the walls of our hotels. Simply put, we strive to be a part of our guests' unique adventures — in our destinations and beyond.

Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Housekeeping/Laundry
Req ID: 653078

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=653078&LangID=1>

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Guest Services Agent

Description

This position requires a Pre-Hire Assessment as part of the application process. For best results we recommend you complete the assessment in one seating without any interruptions or distractions and therefore advise that you begin the application process when you can dedicate 20-30 minutes of uninterrupted time to apply for this opening.

Guest Services Agent is a member of the Front Office Team and is responsible for maintaining and promoting hospitality at all times. Welcomes and serves guests in courteous, efficient and friendly manner, both face-to-face and on the phone. As part of this job this individual is required to demonstrate good computer skills, accurately handle cash and charges, stand for long periods of time.

This individual will be cross trained to work as a Front Desk Agent, Concierge, PBX and Night Audit. Ideal candidate must be able to work a flexible schedule, including weekends, holidays and all hours of the day. Good knowledge of the local Chicago area is highly preferred. Must have a friendly, outgoing, energetic and service oriented personality.

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Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Front Office/Guest Services/Transportation
Job Category: Guest Services

Req ID: 653681

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=653681&LangID=1>

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Engineer

BASIC PURPOSE:

Perform all essential functions of Class II Engineer plus special skills in a particular trade: plumbing, electrical, carpentry, HVAC in an efficient, safe, accident-free manner.

ESSENTIAL FUNCTIONS:

1. Perform maintenance and repairs in specialized areas such as plumbing, electrical, carpentry, HVAC.
2. Perform all essential functions of Class III Engineer.
3. Clean and maintain all equipment and work areas.
4. Document all parts used and parts needed to be purchased.
5. Report any unsafe conditions to the Director of Engineering.

Skills and Abilities:

Must have basic knowledge of building mechanical systems and controls, energy management and building maintenance skills

Must be available to work flexible hours including weekends and holidays and all hours of the day. Must be a IUOE Local 399 licensed Engineer.

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Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Full-Time

Job: Engineering/Facility Management

Req ID: 712348

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=712348&LangID=1>

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Part- Time Houseperson

Description

Houseperson is responsible for: ensuring the cleanliness of guest floor corridors, foyers, stairwells, and public areas; assisting housekeepers in maintaining IHR's high standards of quality; stocking linen closets with amenities and supplies; and emptying housekeeping carts. This position requires the ability to lift, bend, move heavy equipment and remain on one's feet for extended periods of time.

Must be available to work flexible hours including evenings, weekends and holidays.

Located at the northwest corner of South Clark and West Monroe streets, Hyatt Centric The Loop Chicago hotel is an adaptive re-use of a former 22-story office building.

The hotel features 257 guestrooms, including 38 suites, in addition to a three-meal restaurant and bar, a rooftop bar and lounge, a coffee and sundries outlet, and a fitness center. It also includes eight meeting rooms totaling more than 5,000 square feet.

The Hyatt Centric (<http://hyattcentric.com/#experience>) hotels are at the center of the most unique destinations—in the middle of the action, in the know, and always on-hand to serve up insider knowledge, intriguing tidbits, and great conversation over a well-crafted cocktail. We are your local home base, preparing our guests to explore the best our cities have to offer.

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Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Housekeeping/Laundry
Req ID: 726269

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=726269&LangID=1>

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Public Area Attendant

Description

Lobby Attendant is responsible for maintaining all public restroom and public areas of the hotel in keeping with IHR's high standards of quality. This individual have the ability to interact with guests in a courteous and friendly manner.

Ideal candidate must be available to work flexible schedule, including weekends and holidays and all hours of the day.

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Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Housekeeping/Laundry
Req ID: 729044

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=729044&LangID=1>

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Part-time PM Server- Shor Restaurant

Description

Restaurant servers are responsible for submitting guest menu selections and presenting these food and beverage preferences. The right person will gain menu knowledge and give recommendations from our compilation of cuisine and drink offerings. A Hyatt restaurant server will engage in casual conversation and create the restaurant experience by their style and service attributes. Other duties include general restaurant preparation and maintaining a sanitary environment. If you have experience as a server in a restaurant, we'd love to hear from you!

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met-they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry.

Qualifications: A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills. Must have physical stamina to lift moderate amounts of weight. Ability to stand for long periods of time. Must be at least 21 years old.

This is a great opportunity to get a start with Hyatt as a restaurant server. For immediate consideration of the restaurant server position, click Apply Now and complete an application for the restaurant server position on the Hyatt Careers Site!

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI006859

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006859&LangID=1>

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Administrative Assistant-Americas Operations

The primary job responsibilities are:

Prepare correspondence, reports, documents and memos working from notes and direction. Compose routine correspondence.

Plan, organize, maintain and update a variety of files, records and databases.

Maintain staff calendars.

Must work effectively with staff employees to coordinate, and establish work schedules for planned projects.

Can marshal resources (people, funding, material support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.

Communicates effectively at all levels both verbally and in writing; responds appropriately to verbal and non verbal cues; can succinctly get messages across that have the desired effect.

Must have a keen eye for fine points and accuracy; attention to detail.

Views every contact as an opportunity to add value and enhance relationships.

Widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Experience: Minimum of 3 years administrative/office experience. Must be able to project a professional image and be capable of working independently. Prior experience of working in a hospitality venue a plus.

Education: High School Diploma a must. Associate's degree or equivalent a plus.

Computer Skills: Fully proficient in Microsoft office suite.

Efficiency in Excel & Power Point applications.

Property: The Americas

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Yearly US Dollar (USD)

Schedule: Full-time

Job Level: Professional Staff/Corporate

Job: Administrative

Req ID: CHI007078

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007078&LangID=1>

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Doorperson

Description

This is an Interstate Hotels and Resorts Position.

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Ideal candidate must be able to work flexible hours including weekends, holidays and all hours of the day. Outgoing, energetic and guest service oriented personality is a must.

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Our open-concept lounge is where our guests' Hyatt Centric experience begins. Always unexpected, never dull — intriguing decorative elements contrast familiarity and a modern design language with eclectic touches that capture the local vibe. Join friends, colleagues, and new acquaintances to share local tips and great travel stories.

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Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago

Schedule: Full-Time
Job: Front Office/Guest Services/Transportation

Job Category: Guest Services
Req ID: 729303

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=729303&LangID=1>

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Job Title: Commissioner Assistant

Agency: Commerce Commission
Closing Date/Time: Fri. 08/28/15 5:00 PM Central Time
Salary: \$3,928.00 - \$8,182.00 monthly
\$47,136.00 - \$98,184.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: MC-12
Bid ID#: 31-1505

Minimum Requirements:

The successful candidate will be a law school graduate with academic standing in the upper third of the law school class and/or experience on the editorial board of review of a law school, licensed in the State of Illinois, and possess two to five years of legal experience. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

Work Hours & Location/Agency Contact:

8:30 a.m. to 5:00 p.m., Monday through Friday
Flexible work schedules available after 6 months of employment

Work location is 160 North LaSalle Street, C-800, Chicago, IL

Contact: Cheryl Barrett
HR Analyst
Illinois Commerce Commission
527 E. Capitol Ave.
Springfield, IL 62701
Phone: 217-557-4206
Fax: 217-785-1770
cbarrett@icc.Illinois.gov

How to Apply: Mail, email, or fax cover letter and resume to:

Cheryl Barrett
HR Analyst
Illinois Commerce Commission, 527 E. Capitol Ave., Springfield, IL 62701
Phone: 217-557-4206 Fax: 217-785-1770
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