



Job Title: Public Service Administrator - Opt 8N
Agency: Public Health
Closing Date/Time: Fri. 07/17/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063 Bid ID#: IDPH 55269

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Regional Supervisor for the Division of Long-Term Care Field Operations, supervises regional survey staff; plans, schedules and implements state licensure and federal certification survey activities at regional level long term care facilities. Provides technical direction to surveyors on nursing care issues. Serves as working supervisor.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an Associate's Degree or a Diploma in nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires knowledge of Illinois long term care licensing and Federal Certification programs. Must be a certified federal long term care surveyor, having passed Modules A and B of the Federal Surveyor Minimum Qualification Test (SMQT). Requires a valid driver's license and must be able to travel.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week
Office of Health Care Regulations
Division of Long Term Care Field Operations, 4212 W. St. Charles Rd, Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl, Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 8N - Nurse Registered II

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Job Title: Senior Public Service Administrator - Opt 7

Agency: Criminal Justice Information Authority

Closing Date/Time: Fri. 07/17/15 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 40070-50-05-300-01-01

The Head of Grants serves as a liaison with criminal justice policy making officials at Federal, State and Local governments, formulates grant making procedures for the Authority and develops measures to drive performance-based outcomes. Along with other members of Authority management and the Board of the Authority, they will help develop the Authority's strategic plan to improve the criminal justice system. The Head of Grants will create the unit's operating budget and is responsible for compliance with Federal and State of Illinois guidelines for grant making, including recent Illinois legislation, the Grant Accountability and Transparency Act.

Minimum Requirements:

An ideal candidate would possess several of the following attributes:

1. Relevant Masters Degree
2. Coursework in criminal justice, business, law, public policy, sociology and political science
3. Five years or more experience managing professional personnel
4. Grant making experience
5. Grant writing experience
6. Prior Federal, State or Local government experience
7. Strategic planning experience
8. Experience in budgeting, financial controls and compliance

Work Hours & Location/Agency Contact: Monday through Friday 8:30 a.m. to 5:00 p.m.

1 hour unpaid lunch

Illinois Criminal Justice Information Authority

300 W. Adams Street, Suite 200, Chicago, Illinois 60606

Phone: 793-8550 Fax: 312-793-1030

How to Apply: Interest should be expressed by email with Cover Letter and Resume to Luz Agosto, Director of Human Resources, Illinois Criminal Justice Information Authority, luz.agosto@illinois.gov

APPLICATION PROCESS CLOSSES ON JULY 17, 2015.

Option 7 - Law Enforcement/Corr

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Northwestern Memorial Hospital - Chicago, IL

DUTIES: Under the direction of the supervisor of Environmental Services, assists the supervisor in the orientation of new departmental personnel assigned to insure completeness. Performs general and heavy cleaning of operating rooms, public areas offices and patient rooms. Vacuums carpeted surfaces, damp mops hard surface floors. Assists the supervisor in orientating new housekeeping assistants to the department. Performs general and heavy cleaning duties in offices, patient rooms, clean and soiled utility rooms, laboratories, public areas, and stairways such as washing floors, walls, furniture, bed etc., with the appropriate hospital approved chemicals. Use ladders and scaffolds as necessary. Cleans window sills, empties ash trays and waste baskets. Cleans blood and body fluids. Clean arranges furniture in patient's rooms, baths, offices, waiting and other public areas as assigned. Cleans bath tubs, sinks, mirrors, toilets and replaces supplies as required. While generally assigned to a specific area, may be dispatched to other areas as needs dictate. Performs related duties as assigned. Refinish floors, applying appropriate surface coatings. Operates electrical and battery operated machines for scrubbing, shampooing and burnishing. Moves furniture as directed and assists in freight moving. Washes walls, blinds, lights and similar surface areas and hangs drapes. Maintains and cleans equipment. Upon completion returns equipment to assigned location (i.e. equipment storeroom, Janitor's closet). Keeps janitors closet and storage area neat and orderly. Performs all heavy duty mopping and cleaning. Cleans washes, polishes and scrubs floor using electric scrubbing machine, wet vacuum and/of buffer. Applies floor finish as directed. Empties trash chutes and cleans waste containers. Advises supervisor of unsanitary, unsafe or otherwise unsatisfactory conditions and defective or damaged fixtures, furniture or equipment. Collects trash and debris in rooms, halls and stairways. Removes and compacts general waste and recycling materials. Upon completion of compacting, returns the blade to an in position. Properly disposes of Bio-hazardous waste. Moves all heavy furniture and equipment. Cleans rolling stock furniture, hospital equipment and related items. Strips, refinishes and/or shampoos all types of floor surfaces and coverings. Transports hospital property from area to area or building to building. Properly utilize the Bed Tracking system Once completed, move the bed into the Bed Ready category. Log out at the end of the shift. Strips unit upon discharge, terminally clean patient room and prepares for admission. This includes the use of a tent card and a toilet seat strip. Perform all in between case cleaning in the ORs, terminally clean all ORs and clean all LDRs after each delivery. Return all keys and pagers. Flexibility in working with cross-section of hospital personnel. Cooperative attitude and appreciation of the meaning of service essential to success. AA/EOE. Required: High School Diploma or GED equivalent is required; Sufficient to understand oral instructions; One or Two Years Experience.

Apply online at http://www.americasjobexchange.com/job-detail/job-opening-AJE-571525251?source=indeed&utm_source=Indeed&utm_medium=cpc&utm_campaign=Indeed

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Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Budget & Reimbursement Analyst

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Description:

The Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital. S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

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

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Clinical Dietitian

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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.

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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.

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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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.

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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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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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.

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Ultrasound Technologist

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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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.

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

Email: employment@stbh.org

Fax: (773) 962-0034

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P/T Driver/ Clerk

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications: Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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Mechanic Helper (2)

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification.

Must successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position. Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=483

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 07/14/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-15-0035

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires ability to lift items weighing up to 100 lbs. Requires ability to receive and follow oral and written instructions, as well as the items listed under essential functions above. Ability to drive and operate a delivery truck and a lift gate truck (which requires a valid driver's license) and climb a 10 ft ladder preferred.

Work Hours & Location/Agency Contact:

Monday - Friday, 7:00am - 3:30pm - may need to work some weekends as required based upon facility needs.

Contact: Human Resources

Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085

FAX: 1-847-249-0722

Current employees submit CMS100B promotional application (if applicable); if voluntary reduction, submit CMS100 application; any non-state workers submit CMS100 application to Kiley Center - fax number shown above - prior to end of posting.

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Technical Advisor II

Agency: Financial & Professional Regulation

Closing Date/Time: Mon. 07/20/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: DFPR 10992

Minimum Requirements:

Requires graduation from a recognized law school. Requires the possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; common law and the provisions of state and federal laws relating to administrative and regulatory functions; principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires litigation skills. Requires ability to maintain satisfactory public contacts and working relationships with others; exercise sound judgment in appraising and evaluating problems of a procedural nature; use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct and report formal or informal administrative hearings. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in clear and logical form in written media as briefs, memoranda, summarizations, research reports or regulations. Prefers ability to maintain and manage individual caseload. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Department of Financial and Professional Regulation
Professional Regulation/State-Wide Enforcement/Medical Prosecutions
100 West Randolph Street, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Wed. 07/15/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 2

Plan/BU: PR000 Bid ID#: CMS 10791

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Chicago. Requires possession of a valid certificate as a Universal Technician under U.S. E.P.A. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance). Requires skill in the use of tools and equipment used in maintaining powerhouse equipment. Requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or an ability to travel. Requires working rotating shifts, including weekends and holidays. Requires ability to utilize agency supplied equipment (i.e., cell-phone, blackberry, pager, etc.).

Work Hours: Rotating Shifts & Days Off, Including Holidays & Weekends; Shifts are 6:00am-2:00pm, 2:00pm-10:00pm, 10:00pm-6:00am Work Location: Central Management Services. Property Management/Facilities Management/Chicago/Northern Region/Chicago Developmental/Mental Health Centers
Chicago Read Mental Health Center, 4200 N. Oak Park Ave. Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

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 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Dental Assistant/Expanded Duties

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 Dental Assistant performs a variety of patient care, office, and laboratory duties. S/he works chair side with the dentist for examinations and treatments. Dental Assistant duties include performing dental treatment room disinfection, preparing and maintaining dental instruments, supplies, and equipment; collecting and recording patient health histories; taking X-rays, dental charting; prepare casting models and inventory control and management and any authorized or prescribed services or procedures for which dental assistant is considered competent by the supervising dentist. The Expanded Duties include prophylaxis, fluoride treatments, application of pit and fissure sealants, monitor patient while nitrous oxide is being administered

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program

Dental Assistant certification (optional but preferred)

Expanded Duties certification

Minimum of 3 years of experience as a Dental Assistant/Expanded Duties

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

Apply online at <http://www.stbh.org/careers/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Room Attendant / Housekeeper HYATT

Description

Our housekeepers directly impact the success of our hotels. Tidy, well-organized surroundings make life more enjoyable. If you agree with this statement and personally adhere to high standards of cleanliness, this job could be a perfect fit.

Interstate Hotels and Resorts prides itself on delivering superior guest experiences, and our dedicated housekeeping staff plays a crucial role in ensuring that this is achieved.

You'll never be confined to a desk in this active role. During your shift you will remain in constant motion fulfilling the daily upkeep of a busy hotel.

These tasks include:

- replacing used towels and linens with fresh items
- vacuuming carpets and dusting and polishing furniture
- sanitizing bathrooms and restocking guest amenities
- eagerly responding to guest needs in a friendly, efficient manner
- maintaining property common areas

If you're ready to come onboard and play a vital role in our organization, we want to hear from you.

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

If your smile has the ability to brighten someone's day, we're looking for you. Our friendly Guest Services Agents exhibit an eagerness and commitment to surpassing guest expectations at every turn.

How to shine in this role:

Accommodate guests by making them feel welcome, informed, and cared for during the entire length of their stay

Relate to guests in a friendly and helpful manner

Ensure satisfaction by going the extra mile

Anticipate and respond to guest needs

Handle all aspects of guest registration, which can include:

Expediting the check-in/check-out process with swift computer and cash register skills

Following hotel rate structures, discounts, and selling strategies

Issuing room keys

Informing guests about hotel features and amenities, as well as local attractions

Satisfying special requests whenever possible

Find solutions quickly, and confidently address and resolve guest concerns

Remain flexible and adaptable in a consistently busy hotel environment

Collaborate with all hotel departments and utilize your complete knowledge of hotel operations

If you're a people pleasing enthusiast with a professional attitude, we look forward to reviewing your qualifications.

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 www.hyatt.com

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