



**Job Title: Assistant Unit Director RN 14 East Tower BMT\***

Department: 14 East Tower - Bone Marrow Transplant

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1722

**Job Description:**

Are you an experienced RN passionate about bringing your oncology/hematology and leadership expertise to a Bone Marrow Transplant Unit?

If so, you are the right candidate for our Assistant Unit Director position!

**Position Qualifications Include:**

Current State of Illinois Registered Nurse Licensure

Bachelors of Science in Nursing required; Masters preferred

3-5 years recent oncology experience preferred.

Demonstrated progressive, proficient management and leadership skills.

National Nursing Certification required.

Chemotherapy and/or ONS certification preferred.

\*LI-SK1

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

\*LI- MK1

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**Job Title: Secretary III**

Department: Case Management

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1750

**Position Highlights:**

Under the general supervision of the Department Manager, the Secretary III is responsible for maintaining a smoothly functioning and efficient office unit. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School graduate or equivalent required. Some college preferred.

Must possess at least 2 years of secretarial experience.

Ability to work collaboratively with various health care team members.

Working knowledge of on-line information systems is preferred.

Good verbal and written skills required.

**Disclaimer:** The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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**Job Title: RUMG Access Center Specialist - Call Center**

Department: RUMG PRIMARY CARE CALL CENTER

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1777

Position Highlights: Work Schedule: Mon-Thur. 9:30-6:00, Fri- 7:30-4:00pm, One Saturday a month. Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

General Summary: The RUMG Access Center Specialist performs clinic activities including scheduling, message taking, managing referrals, orders and wait lists. The RUMG Access Center Specialist collaborates with Access Center team members and practice staff to meet overall access and scheduling objectives and to enhance the customer service function, exceeding customers' expectations. The employee who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

**Qualifications:**

High School Diploma required. Bachelor's degree required or equivalent work experience in patient care or related setting such as clinic, ambulatory care center, medical call center, or physician office. Bilingual preferred.

Excellent communication, interpersonal and telephone skills required.

Critical thinking skills which lead to sound judgment and problem solving.

Team-oriented, open minded, and willing to learn.

Ability to function effectively, efficiently and accurately in a multi-tasking, complex, fast paced and challenging call center environment.

Ability to utilize EPIC Cadence efficiently. Employees hired into this role must successfully pass the EPIC scheduling test with 3 attempts, within 45 days of completion of training.

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**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: Joliet Investigations 2015

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be able to speak and write Spanish at a colloquial skill level. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Mon-Fri 830a-5p  
Vacancies are located at: 1619 W. Jefferson Joliet, IL 60435  
Contact: LORA BUSSE-FLECK / NORTHERN REGION  
8 E. GALENA BOULEVARD AURORA, ILLINOIS 60506  
Phone: (630) 801-3575 Fax: (630) 801-3530  
Email: [Lora.Busse-Fleck@illinois.gov](mailto:Lora.Busse-Fleck@illinois.gov)

**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).

Option SS - Spanish Speaking

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**Job Title: Human Services Caseworker**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

**Contact:**

Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

**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: NONCODE ADMINISTRATIVE ASSISTANT 1**

Agency: Human Services  
Closing Date/Time: Thu. 08/27/15 5:00 PM Central Time  
Salary: \$30.40 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 10-90-92157

Description of Duties/Essential Functions Benefits Supplemental Questions  
"This Is A Contractual Position - Interested Applicants Must Submit A CMS 100 To Contact Person Listed Below. Do Not Submit Application to CMS For Grading."

The Illinois JTED-SNAP Program Specialist under the direct supervision of the Illinois Department of Human Services, Division of Family and Community Services, JTED-SNAP Project Manager. Works with staff across the state agencies to meet project administration and reporting requirements. Assists with project planning and in resolving operations issues. Because this is a grant-funded position the duties and or requirements of the position may be modified as required by the federal agency.

Coordinates the scheduling of all project meetings, site visits, inter agency meetings, and maintains and organizes all project files. Prepares draft reports as required. Assists in development of project reports. Provides assistance where required to insure program administration, reporting, and presentation, requirements are met.

Minimum Requirements: Requires knowledge, skill, mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization, preferably in project management. Must have good written and oral communication skills. Must have excellent problem solving skills. Must have at least two years of experience in project management.

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

Work Location: IDHS, Family & Community Services  
Bureau of Workforce Development 1308 W. 105<sup>th</sup>, Chicago, IL 60643

**How to Apply: Applications should be mailed directly to:**

Illinois Department of Human Services  
Bureau of Workforce Development  
1308 W. 105th Street, Chicago, IL 60643  
ATTN: Katherine Staten Phone: (773) 881-2932 Fax: (773) 881-2939

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**Job Title: NONCODE EXECUTIVE 2**

Agency: Human Services  
Closing Date/Time: Thu. 08/27/15 5:00 PM Central Time  
Salary: \$32.00 / Hour  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 10-90-92155

Description of Duties/Essential Functions Benefits Supplemental Questions  
"This Is A Part-Time Contractual Position - Interested Applicants Must Submit A CMS 100 To Contact Person Listed Below. Do Not Submit Application to CMS For Grading."  
The Evaluation Coordinator is under the direct supervision of the Illinois Department of Human Services, Division of Family and Community Services, Illinois JTED-SNAP Project Manager. The position is responsible for inter-agency coordination required to support the national evaluation. The position provides supervision to project activities and components related to the data analysis, evaluation, performance measurement and assessment. Provides oversight to all grant related evaluation and data activities and contracts. Because this is a grant-funded position, the duties and or requirements of the position may be modified as required by the federal agency.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of responsible administrative experience in a public or business organization. Requires professional experience in the application of analytic procedures, excellent oral and written communication skills. Requires the ability to create reports and communicate results that are understood by diverse audiences. Knowledge regarding the implementation and evaluation of employment and training projects. Experience in development and utilization of performance measures for management and program evaluation.

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

Work Location: IDHS, Family & Community Services  
Bureau of Workforce Development, 1308 W. 105<sup>th</sup>, Chicago, IL 60643

**How to Apply: Applications should be mailed directly to:**

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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](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

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326 West 64th Street

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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

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### 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.

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

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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

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#### 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:

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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

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### 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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Email: [employment@stbh.org](mailto:employment@stbh.org)

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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

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#### 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:

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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.

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

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

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## Food Service Worker

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:

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](mailto:employment@stbh.org)

Fax: (773) 962-0034

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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

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### 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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Fax: (773) 962-0034

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### **Bi-Lingual Outpatient Pharmacist Technician**

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:

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

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#### Requirements:

Must be bi-lingual English/Spanish

Minimum 1 year of Pharmacy Technician experience including IV and unit dose in a hospital setting.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

Knowledge of Meditech computer software is a plus.

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

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### **Dental Assistant/Expanded Duties**

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#### 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.

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

Email: [employment@stbh.org](mailto: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  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Echo Technician**

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 Echo Technician administers echocardiographic ultrasound to patients for diagnostic purposes. S/he operates the echocardiographic equipment and prepares the examination room for patient usage. The Echo Technician is responsible for clinical monitoring for normal and abnormal rhythms and advises the nurse or appropriate staff of the abnormalities.

EOE

"A Tradition of Caring" since 1904.

#### Requirements:

ARDMS registered in Echo Cardiology.

Completion of an approved Diagnostic Medical Ultrasound Program.

Completion of Basic Arrhythmias Interpretation Program.

Minimum of three (3) years of experience in the echo/vascular field.

Minimum of one (1) year of experience in 2D and M Mode Imaging consisting of measurements.

Minimum of one (1) year of experience in cardiac Doppler color flow imaging.

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](mailto:employment@stbh.org)

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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.

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

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**Job Title: Office Clerk - Opt 1**

Agency: Human Services  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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

Work hours: 8:30 am – 5:00 pm

**Contact:**

Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**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).

**Option 1 – General**

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