



Security Officer

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:

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.

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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Systems Analyst

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:

Review, analyze, and modify programming systems including encoding, testing, debugging, and installing to support the Hospital's application systems.

The System Analyst consults with users to identify current operating procedures and to clarify program objectives.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Minimum of two years experience in the Health Care Information\IT Systems field. Experience with HCIS operating system highly desirable. Help-desk background required. Proficient with Microsoft applications and Operating Systems Exchange 2003, SQL 2000. Hardware knowledge of workstation and server builds and configuration. Networking knowledge of Switches and Firewalls. Scripting. IIS ,Ghost, Antivirus. Exhibit strong communication and interpersonal skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within the health care 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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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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Mammography Technologist

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Description:

The Mammography Technologist produces breast radiographs to aid in the diagnosis and treatment of disease for both symptomatic and asymptomatic patients. S/he operates x-ray equipment and performs various mammography related procedures. The Mammography Technologist develops and evaluates the film for technical quality such as density contrast, definition, and distortion. S/he explains the procedures and educates women about the role of regular mammography in preventive breast health. Other responsibilities include preparing and maintaining patient records and files and cleaning and adjusting equipment as needed.

EOE "A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA-approved school or the combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. ARRT (American Registry of Radiologic Technologists) certificate in Diagnostic Mammography. Illinois Department of Nuclear Safety License. A minimum of three (3) years of experience as a Mammography/Radiological Technician.

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

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Echo/Vascular Technician

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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.

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RN-Quality Management Coordinator

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Description:

The Quality Management Coordinator is responsible for monitoring and evaluation of hospital-wide quality improvement initiatives; process outcome quality assessment studies; conduct ongoing monitoring and collection of data; compile reports and present findings to medical staff, departments, and hospital committees; complete various statistical reports; and review clinical records and perform department/unit quality and safety surveys.

Requirements:

Registered Nurse license in state of Illinois

Minimum of two (2) years of clinical or hospital experience as a Registered Nurse.

Knowledgeable in Meditech software program preferred.

Working knowledge of Microsoft office programs.

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

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Junior Data Engineer - Chicago

Location: Chicago, IL

Responsibilities:

Provide reporting and performance monitoring to various departments.

Monitor data quality and resolve issues.

Write ad hoc SQL reports.

Conduct data studies to provide new insights for senior management.

Qualifications / Minimum Skills to Apply:

Extensive experience handling large amounts of data and presentation of quantitative and qualitative data.

Intermediate skills in writing SQL (Postgresql preferred).

Excellent technical ability (ability to learn new technology solutions on the fly).

Experience working with a scripting language (Ruby or Python preferred) and working knowledge of OOD principles.

Attention to detail.

Ability to manage multiple projects at a time.

Familiarity or working experience in Agile environment.

Bachelor's Degree in STEM or other quantitative majors.

Compensation and Benefits:

Pay will be commensurate with experience and qualifications

Company 401k

Company cell phone

10 paid vacation days plus 5 days of paid sick time

Flexible work hours & casual dress code

To apply, please visit: <http://careers.pangeare.com/x/>

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Zone Leader - Chicago

Reports to: Regional Manager

Location: Chicago, IL

Responsibilities

Lead, motivate, manage, and direct work for Leasing Agents, Maintenance, Custodial, and Pest Control teams in a geographic area (zone) predominantly in South and West sides of Chicago

Ensure the health and success of 600-1500 scattered site apartment units

Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone

Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition

Ensure smooth interaction between residents, employees, and corporate office

Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending

Oversee the zone's other monthly purchasing costs

Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy

Audit apartment buildings in zone to ensure high level of quality

Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections

Recruit, train, assess, and cultivate talent on all zone teams

Qualifications/Minimum Skills to Apply:

2-year Associates degree

Customer service experience

Management experience

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Property management or entrepreneurial background a plus

Previous experience running/managing a multiple-site retail store/chain desired

Compensation and Benefits

Base pay starts at \$50,000, commensurate with qualifications and experience

Medical, dental, vision, life, and 401(k) available.

Company stock may be available for top performers.

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkj9ikwo>

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Resident Care Rep - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various phone targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Handle dispute resolution and create work orders

Process rent payments

Process rental applications

Follow-up with prospective tenants using email, phones, text, etc

Ensures collections procedures and processes are being followed

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Ability to multitask

Excellent time management skills

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

Must have M-F 9 a.m. – 7 p.m. and Saturdays open in order to apply for this job

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkjz7yfx>

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Maintenance Tech - Chicago

Reports to: Maintenance Supervisor

Candidate must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets.

Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures.

Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim.

Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish.

Concrete/Roofing: Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications: Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills: HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Compensation and Benefits: Base pay starts at up to \$20/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance. Potential for promotion from within the company. Periodic training and workshops provided.

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkj3hj07>

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Evictions Prevention Rep - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various collection targets

Daily outbound/inbound calls to delinquent tenants

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications

Proven success in a previous collections role

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Compensation

Depends on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

Please submit resumes in word.doc format to: jobs@pangeare.com

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Property Manager - Chicago

Reports to: Zone Leader

Location: Chicago, IL

Responsibilities

Own a geographic area of buildings predominantly in the South and West sides of Chicago and Chicago suburbs (opportunities also exist in Indianapolis and Baltimore)
Show, walk through, and sell units to prospective residents
Manage paperwork flow between prospective residents and corporate office
Follow-up on maintenance / repair requests and ensure properties stays in excellent condition

Address resident complaint phone calls and follow-up, ensuring continuing resident satisfaction

Collect monthly rents and administer collection procedures when needed

Successfully pass annual CHA Section 8 unit screening to ensure continued revenue

Perform routine drive/walk by of properties at various times throughout the day/night

Treat the portfolio and tenants as if they were your own

Qualifications/Minimum Skills to Apply:

2-year Associates degree

Demonstrable conflict management and problem solving skills

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Willingness to invest time outside of normal business hours to ensure the zone prospers

Desired Qualifications

Property management a plus, but NOT required; training is provided

Experience running/managing a multiple-site retail store/chain

Sales or management experience

Face-to-face customer service experience

Compensation

Base pay depending on experience, starting at \$40,000 annually

Bonus plan has potential to pay up to \$3,000 annually

Full benefits available for full-time employees

Gas and phone allowance available for full-time employees

Company stock potential for top performers

To apply, please click here: <http://careers.pangeare.com/x/apply/a26llkjaejpu>

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Financial Analyst - Chicago

Reports to: Financial Manager

Location: Chicago, IL

Responsibilities include but are not limited to:

Produce accounting and financial reporting for multiple business entities

Create and own operational and financial reporting

Interact with all levels of organization to consolidate information sources and analyze trends

Produce eviction/default modeling and maintain similar large datasets

Demonstrate willingness to take on changing daily tasks and build scalable modular processes

Run meetings and take ownership of a functional area or business segment

We give you the autonomy to identify, quantify and solve business problems

What to Expect: This is not an acquisitions/valuation position.

We are currently a data-driven group in terms of using it to build, modify, and maintain reports for use in analyzing the financial and operational performance of our asset portfolio. We ultimately use this data to identify problems and push on different areas of the business, so effective interpersonal communication skills are a must.

At the most basic level, the analyst will first be expected to learn and understand the inner workings of our data, reports, and business as it currently stands. From there, within the first couple months, the analyst will be expected to start driving change, analyzing the reports and trends, and creating and developing new reports to gain visibility into other areas of the organization. The goal is for the analyst to then own their own functional area in support of the overall P&L of the organization.

We are a fast-moving organization and expect the analyst to be hard-working, eager to learn, and driven to take on growing responsibilities as quickly as possible.

Qualifications: Bachelor's degree from top 50 undergraduate university.

Finance/economics, entrepreneurship, or related major preferred. Minimum 3.5 GPA. 1-2 years of experience. Experience in corporate training programs, trading, management consulting, and entrepreneurial activity is highly regarded for this position. Advanced Microsoft Excel skills are a huge plus. VBA a plus; SQL a plus. Must be able to communicate effectively to all departments and levels of the organization. Strong desire to learn and take on responsibility quickly

Compensation: Base compensation and bonus will depend on experience and qualification. Full benefits provided

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Coordinator - Individual Giving

Shedd Aquarium

Location: Chicago, IL

Education: College Graduate

Experience: 1 - 2 Years

Experience Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

Shedd Aquarium is seeking a Coordinator, Individual Giving for our Development department! -- Do you have a passion for animals? Are you committed to Shedd's mission and culture? You could become an integral part of Shedd's Development team!

We are all learners, teachers, and have connections to our collections. Whatever the position, we do it with a sense of stewardship, quality, integrity and respect,

As an integral part of the Individual Giving team, the Coordinator will support the daily operations of the aquarium's programs and individual fundraising efforts. They will also direct activities involved in promoting and marketing alternative giving programs, while also providing support to the Assistant Director in the strategic development of a robust Individual Giving program.

Describe Experience: 1 - 2 Years Experience

The candidate will be an intelligent, articulate and highly organized self-starter who maintains high standards for their work and can work effectively with the Aquarium's diverse constituencies. They will welcome the opportunity to build collaborative relationships with their team and other aquarium-wide staff; will enjoy the challenges of managing and meeting deadlines in a fast-paced environment. An awareness and interest in the conservation of aquatic environments and their inhabitants is also important. Must be a great team player!

Qualifications: Education: Bachelors' Degree

Experience:

- 1-2 Years of experience in development, marketing, sales - preferably at a major institution.
- Tessitura experience a significant plus.
- Cold calling and phone solicitation a must.
- Excellent verbal and interpersonal communication skills.
- Computer literate in Microsoft Office Suite Experience with fundraising/CRM software and advanced Microsoft Excel skills are highly desirable.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Part-time Engagement Assistant

Shedd Aquarium

Location: Chicago, IL Education: College Graduate

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: PART-TIME

Position Summary:

The Part-time Engagement Assistant supports the daily needs of learners the Guest Engagement department serves.

S/he will contribute to logistical tasks that streamline the pathway to an increase in the ability and confidence for learners to connect others to the natural world and to maximize guest impact.

S/he will assist Engagement Specialists in enrichment and training facilitations as needed. This position will serve as the main contact for volunteers and teens in their day to day needs.

Qualifications:

Education: Bachelor's degree in interpretation, science/environmental studies, education, museum studies or a related field

Experience:

- This position must be able to work irregular hours including evening, weekends and holidays
- Minimum 1 year of experience teaching and/or interpretation in either a formal or informal education setting
- Experience working with families and adult learners including teens
- Experience working in team-based environments
- Excellent organizational and time management skills
- Excellent written and oral communication skills
- Experience with program and/or training development

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Manager, Benefits

Shedd Aquarium

Location: Chicago, IL

Education: College Graduate

Experience:

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary: Shedd Aquarium is seeking a Manager of Benefits! -- Do you have a passion for animals? Are you committed to Shedd's mission and culture? You could become an integral part of Shedd's Human Resources team!

We are all learners, teachers, and have connections to our collections. Whatever the position, we do it with a sense of stewardship, quality, integrity and respect.

The Manager of Benefits is responsible for recommending and developing benefits and compensation strategies and plan design including the delivery and communication of these programs. This position has responsibility for health and welfare plans, leave of absence administration, wellness programs, worker's compensation, work/life benefits and other benefit and compensation programs.

Qualifications:

Bachelor's Degree in Business, Human Resource Management or related discipline or equivalent working experience

- Minimum five years benefits & compensation management experience.
- In-depth knowledge of laws and taxation impacting benefits and compensation, including but not limited to the FLSA, Equal Pay Act, Rehabilitation Act, Health Care Reform, FMLA, GINA, HIPAA, and other pertinent regulations
- Reputation as a team player with good negotiating and consulting skills
- Strong mathematical and analytical aptitude
- Evidence of managing a variety of complicated tasks
- Ability to exhibit a wide degree of creativity
- Strong computer proficiency required. Solid experience with word processing, spreadsheet, and database management software, Intranet, and email required. Experience with Microsoft Office suite Outlook, Word, Excel, and PowerPoint and HRIS systems required
- CEBS Certification preferred

Flexible schedule/some remote work available, part-time options also a consideration.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Job Title: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Thu. 08/14/14 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 22

Plan/BU: RC009

Bid ID#: EMHC-14-1908

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center - Training - Forensic Treatment Program

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants must 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 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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Secretary\Receptionist Alsip IL

Fresenius - ALSIP, IL

Job Number177196439

Description

Fulfill the goals of our organization as well as the needs of our patients. Apply your skills to achieve results of a truly rewarding nature. Allow others to live more satisfying lives-and your career to thrive.

Secretary

This is an outstanding opportunity to join a leader in the healthcare industry. The professional we select will perform general office duties: answer phones, greet guests and vendors, sort mail, make photocopies, send/receive faxes, order/maintain supplies, and file documents.

PURPOSE AND SCOPE:

An entry level position performing general office duties incorporating a variety of basic and routine clerical and secretarial duties.

Supports FMCNA's mission, vision, core values and customer service philosophy. Adheres to the FMCNA Compliance Program, including following all regulatory and FMS policy requirements.

EDUCATION: High School Diploma

EXPERIENCE AND REQUIRED SKILLS:

Minimum 6 months relevant experience without a degree - 0-6 months experience with an Associate's degree or secretarial school.

Adequate computer skills with experience with Microsoft Word, Excel and PowerPoint preferred.

Good verbal communication skills.

Pleasant telephone manner.

EO/AA Employer: Minorities/Females/Veterans/Disabled

Apply online at <http://www.beyond.com/job.asp?id=177196439&src=ALRVIEW>

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