Job ID: 4328861
Job Title: Driver Courier
Company: UNI-CARRIER,, INC.
Job Type: Full Time, Internship, Part Time
Location: DARIEN, IL 60561
Salary: 12.00/hr + / -
Job Description: Ideal for full & part-time students !!!! Full & Part-time positions available! ALL applicants should apply in person ONLY! DRIVE our vehicles! Please meet the following minimum requirements: *21 years of age minimum. *Read...write speak ENGLISH as primary language. *Knowledge of City & suburbs a plus. *Ability to lift at least 75lbs. without assistance. *Ability to read map(s). *Valid ILL. Driver License PASS DOT physical We offer benefits for Full-Time; grp. medical, dental ins.,; paid vacation & holidays; 401K; uniforms; vehicle furnished & more. APPLY in person ONLY.... UNI-CARRIER, INC. 1000 No. Frontage Rd.-Ste. A DARIEN *EAST of Cass Ave.....NORTH of I-55 (Please no phone calls or e-mails)
Job Requirements: PASS D.O.T. physical Valid ILL. D. L.
Application Instructions: APPLY in person ONLY; UNI-CARRIER, INC. 1000 N. Fronatge Rd.-Ste. A DARIEN East of Cass Ave. NORTH of I-55
Contact:
Address: P.O. BOX 794, westmont, IL 60559
Phone: (630)434-7000
Expires: 02/01/2016

Job ID: 4328862
Job Title: SALES REPRESENTATIVE--female or male
Company: UNI-CARRIER,, INC.
Job Type: Full Time, Part Time
Location: Darien, IL 60561
Salary: competitive
Job Description: We are an established delivery service within the s.e dupage county area. We desire a professional individual for in-outside sales, client maintenance. New leads are furnished, position will be salaried with a commission. Qualifications; High School education (college ideal), valid ILL. driver li. , over 23 years of age, well groomed, write, read & speak english as primary language. We offer good benefits, and salary commensurate with exsperience, will train right candidate. Please apply to; unicarrier@aol.com
Contact: UNI-CARRIER, INC.
Address: P.O. BOX 794, Westmont, IL 60559
Phone: (630)434-7000
Expires: 02/01/2016
Job ID: 4338735
Job Title: CNA/Caregiver
Company: LarLin
Job Type: Full Time, Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: IL
Salary:
Job Description: Larlin has multiple employment openings for caregivers/CNA's. We have several locations hiring caregivers. Employment sites include nursing homes, rehabilitation centers, hospitals, and client's homes. Full and part time positions are available. You do not need to be a CNA to qualify. Hours are flexible to meet your needs.
Job Requirements: -Must have HS diploma or GED -Provide proof of licensure (CNA's, LPN's, RN's)if applicable - Must pass physical, fingerprint background check, TB test -Be eligible to work (I9)
Application Instructions: Please go to our website to print out an application www.larlinhealthcare.com. Completed applications can be faxed to 630 852-1220 or emailed to liz.pacyga@larlinhealthcare.com
Contact: Russ David
Address: 6912 Main Street, Downers Grove, IL 60516
Phone: 630 852-4007
Fax: 630 852-1220

Expires: 02/02/2016
Job ID: 4342647
Job Title: Part-Time Community Service Officer
Company: Village of Oak Brook
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Criminal Justice Administration
Job Target: Any Job Target
Location: Oak Brook, IL 60523
Salary: $22.68 to $30.69, DOQ
Job Description: The Village of Oak Brook Police Department is seeking a Part-Time Community Service Officer, a non-sworn, unarmed position. Duties: preparation of reports, assist stranded motorists, handle general service calls, enforce parking and ordinance violations, provide traffic control for special events or in emergency situations, fingerprint civilians, animal control, clerical duties, provide relief to Records staff, and miscellaneous assignments as directed. Copy of job description is available upon request.
Job Requirements: Required: Valid Illinois driver's license, high school diploma or G.E.D., available to work rotating shifts of up to 10 hours, as well as be able to be called into work in emergency situations.

Application Instructions: Submit Village website application, resume, and cover letter to: Human Resource Generalist Village of Oak Brook 1200 Oak Brook Road Oak Brook, Illinois 60523 kandris@oak-brook.org Fax # 630 368-5025 EOE

Contact: Human Resource Generalist

Address: 1200 Oak Brook Road, Oak Brook, IL 60523

Phone: 6303685000

Email: resume@oak-brook.org

Apply Online: http://www.oak-brook.org/jobs.aspx

Expires: 02/03/2016

Job ID: 4329359

Job Title: Department Manager Training Program

Company: Jewel-Osco

Job Type: Full Time

Degrees Wanted: None Required

Majors Wanted: Any Major

Job Target: Any Job Target

Location: IL

Salary:

Job Description: PURPOSE: To provide friendly, courteous and prompt customer service; to attain budgeted sales and profit goals of the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Departments; to train and supervise Department associates; to direct and participate in all Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities; to communicate with Store Director; to monitor and enforce government and Jewel regulations; to compile and place shop orders. ESSENTIAL JOB FUNCTIONS: * Assists and communicates with customers in a friendly, courteous and prompt manner; receives and records special customer orders via the telephone or in the store utilizing suggestive sales techniques. * Directs and participates in Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department activities, including receiving, designing, preparing, pricing, displaying, maintaining, and ordering product in order to maximize sales, earnings, and customer satisfaction in the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department and the store. Updates Department décor for seasonal merchandising. * Attains budgeted sales and profit goals of the Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar Department. * Prepares weekly work schedule to ensure adequate coverage and service level, while adhering to weekly sales/labor rate. * Trains and supervises Department associates in all Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities, policies, and procedures. Reports incidents requiring discipline to the Store Director. * Evaluates performance and counsels Department associates. * Compiles Department orders and inventories; orders product from the warehouse and direct suppliers using an order guide or the
telephone. * Communicates with Store Director on Floral/Chef's Kitchen/Bake Shop/Farmstand/Market/Coffee Bar activities. * Prepares and completes documentation required by the Company or Store Director. * Monitors, complies and enforces government and Jewel policies and procedures. * Prepares gift baskets, party trays, special orders, floral arrangements, and/or other Department items in keeping with Company merchandising plans, customer requests, and general aesthetic principals. OTHER FUNCTIONS: * Attends Company training meetings. * Performs other duties as assigned by Store Director. SKILLS, PHYSICAL REQUIREMENTS AND WORKING CONDITIONS: * Ability to frequently reach, lift, and maneuver objects of varying dimensions and weights up to approximately 50 lbs. * Ability to stand for long periods of time, walk, move rapidly, bend, stoop, twist and turn frequently. Manual dexterity and good hand-eye coordination are necessary * Exposure to approximately 150 degrees Fahrenheit while handling products in hot cases, 35 degrees Fahrenheit while handling products in cold cases, 28 degrees Fahrenheit while handling products in cooler. Working conditions consist of a temperature controlled store environment. * Available to work nights, weekends and holidays. * Ability to work outdoors. Please complete an online application at www.jewelosco.com. Jewel-Osco is an Equal Opportunity Employer.

Application Instructions: -Visit www.jewelosco.com -Click on 'Careers' - towards the bottom of the screen -Click 'Apply Now' for Retail Management Positions - To help sort through the list of openings, please search by "Trainee" in the Keyword box and then click 'Search for Jobs' - Select 'Apply Now' next to the Management Training position you are interested in. *When completing the application, please enter a valid email address.

Contact: Sarah Loptien
Address: 150 Pierce Road, Suite 200, Itasca, IL 60143
Phone: 630-948-6438
Fax: 630-948-6660
Email: sarah.loptien@jewelosco.com
Apply Online: http://www.jewelosco.com/our-company/employment-positions/

Expires: 02/03/2016
Job ID: 4329409
Job Title: Food Analyst - Sensory and Chemical
Company: Federated Group
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Chemistry, Computer Science
Job Target: Any Job Target
Location: Arlington Heights, IL 60005
Salary: 30K - 40K
Job Description: The individual will conduct sensory and chemical evaluations of private label and competitive brand products, retail audits, new product and category reviews of all product lines, including food and non-edible. Provide technical assistance for consumer concerns and
vendor identifications. Create and revise product specifications for private brands we support. Ensure the organization and continual flow of samples in the Quality Assurance Department, including unpacking, sorting and recording all samples in the tracking system. Participate in continuous quality improvement projects and other related activities as assigned.

**Job Requirements:**
* Prior Food and Food Sensory experience with consumer product goods preferred
* Prior experience with label regulatory review a plus
* Bachelor of Science degree required, preferably in Food, Nutrition or Health Science
* Ability to taste and evaluate a wide variety of food and beverage products; familiarity with product attributes and characteristics
* Familiarity with chemical analysis such as Ph, Acids, Salts, Viscosity, Fats, FFA, moisture
* Knowledge of micro and chemical testing is a plus
* Good communication skills, both written and verbal
* Highly motivated, ability to successfully manage multiple priorities with limited day-to-day directions, coupled with the ability to work well in a team environment
* Collaborate with in-house cross functional teams to enhance the service level of the organization
* Ability to collect data, establish facts, keep accurate records and draw valid conclusions
* Must be able to travel 15% or less; to include overnight travel
* Ability to lift up to 40 pounds
* Proficient in personal computer skills and Microsoft Excel, Word and PowerPoint

**Application Instructions:** To learn more about the position, send your resume and cover letter with salary requirements to careers@fedgroup.com and reference QATec.

**Contact:**
**Address:** 3025 West Salt Creek Lane, Arlington Heights, IL 60005
**Fax:** Federated Group

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**Expires:** 02/03/2016
**Job ID:** 4329713
**Job Title:** Bookkeeper - Shipping and Receiving Coordinator
**Company:** Caterina Foods
**Job Type:** Full Time
**Degrees Wanted:** None Required
**Majors Wanted:** Accounting, Economics, Office Assistant
**Job Target:** Any Job Target
**Location:** 60044, IL
**Salary:** $14 - $18 per hour

**Job Description:** Works within the shipping and receiving department to ensure accurate recording of materials and products moving throughout the manufacturing process. * Records incoming materials and compares information on packing slip with purchase orders to verify accuracy of receipt. * Prepares bills of lading and packing lists and checks items to be shipped against work orders to make sure quantities, destination, and routing are correct. * Participation in monthly physical inventory review. * Responds to customers' inquiries involving shipping and receiving matters. * Provides status reports to customers and managers. * Maintains department database, prepares routine reports, and files shipping and receiving records. * Performs miscellaneous job-related duties as assigned.

Contact: Phil Scott
Address: 927 North Shore Drive, Lake Bluff, IL 60044
Phone: 224-544-5980 ext 211
Email: pscott@caterinafoods.com

Expires: 02/03/2016
Job ID: 4329953
Job Title: Theatre Assistant
Company: Skokie Theatre
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Skokie, IL
Salary: TBD
Job Description: Janitorial services, marquee upkeep, concessionaire, general duties for the Skokie Theatre. Hours completely flexible! Approximately 10 hours week.

Job Requirements: Easy going personality Capable of following instructions
Application Instructions: Please send cover letter and Resume to wendy@madkapproductions.com. No phone calls, please.
Contact: Wendy Kaplan
Address: 7924 N. Lincoln Avenue, Skokie, IL 60077
Phone: 8479472155
Fax: na
Email: wendy@madkapproductions.com

Expires: 02/03/2016
Job ID: 4330031
Job Title: Part Time Program Staff and Drivers
Company: Northern Suburban Special Recreation Association
Job Type: Part Time, Seasonal, Volunteer
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Northbrook, IL 60062
Salary: 10.00 - 14.00 an hour

Job Description: NSSRA is looking for creative, enthusiastic and motivated Program Staff, Inclusion Companions and Drivers for recreational programs for people with disabilities in Chicago's northern suburbs. Interested applicants should enjoy helping/assisting our participants that range in age from preschoolers, youth and teen through adults and seniors. In our programs you will directly impact the quality of life of every participant you work with, by assisting them with learning new skills, communicating with others and enjoying sports and recreation!!!! These positions are ideal for you if you: * Enjoy having fun with others * Enjoy working directly with people with disabilities * Want to make a difference in someone's life, everyday * Are highly motivated and enthusiastic Program Staff must be 16 year of age. No prior experience needed. We provide training for all our employees. Drivers must be 21 years of age, have a valid Illinois driver's license, pass a pre-employment physical, drug test and maintain a driving record with no more than one moving violation in the past 12 months. Drivers operate agency vehicles to transport participants and assist in care of the vehicles. All drivers need to be able to work programs. All positions are part-time and work schedules may range from a minimum of 1 hour per week up to 28 hours per week. Scheduling is assigned by program season, and hours are flexible and can be adjusted per season. Reliable transportation is required to ensure attendance at all scheduled programs. When committing to work a program you must be able to work all meeting dates for entire season. Northern Suburban Special Recreation Association (NSSRA) offers more than 800 programs and events during the year and serves approximately 1500 different individuals with disabilities in creative arts, sports, drama, dance, cooking and other areas. Participants range in age from 3-99. Programs are offered at park district facilities, school, and other locations throughout the northern suburbs. Ready to have fun? Complete an online application at www.nssra.org/jobs to be scheduled for an interview. NSSRA is an Equal Opportunity Employer.

Contact: Darleen L Negrillo
Address: 3105 MacArthur Blvd, Northbrook, IL 60062
Phone: 847-509-9400
Email: hr@nssra.org
Apply Online: http://www.nssra.org/jobs/

Expires: 02/03/2016
Job ID: 4330246
Job Title: Line Cook (Driving)
Company: Chicago Zoological Society / Brookfield Zoo
Job Type: Seasonal
Degrees Wanted: None Required
Majors Wanted: Culinary Arts
Job Target: Any Job Target
Location: Brookfield, IL 60513
Salary:
Job Description: While you just may know that Brookfield Zoo is a major player in the global effort to preserve and support our animal kingdom, you may not know that we provide world-class culinary delights, impeccable presentation and amazing surroundings for various events from weddings, birthday parties, business meetings, black-tie events, fundraisers, ceremonies, picnics and countless others. It truly is an exotic venue and no place can compare to Brookfield Zoo! As a back of the house position, the Line Cook contributes to creating these memorable events by skillfully carrying out food preparation and presentation activities by working closely with the Chef to following his/her directives and the prep list. The Line Cook assists the Chef with food production by butchering meats and fish, prepping sauces, grilling, frying, plating up food, etc., ensuring that all food is prepared according to standard recipe and presented in a consistent manner. Following food service sanitation practices, you will also plate up food ensuring that all food is prepared according to standard recipe and presented in a consistent manner, all serving and cookware are properly washed, and maintain a clean and safe work area at all times. Your attention to detail and focus on customer service will make certain that we provide a high-quality event. This is a seasonal entry-level position that requires a flexible, creative person. Incumbents receive training and mentoring from qualified staff.

Job Requirements: As Brookfield Zoo is open 365 days a year and events are scheduled during mornings, afternoons, evenings, holidays, and weekends, the Line Cook position requires flexible availability to work non-standard hours. Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. and may be required to work a 10-hour day or longer. The peak operating months for this position are from April - October and again in December. The typical work schedule consists of mainly Fridays/Saturdays/Sundays and can average approximately 20 hours per week. Due to the driving requirement, a valid driver's license is required. This is a temporary (seasonal) position. Starting wage: $9.30 per hour. The requirements for this position include: * Must be at least 18 years of age. * Knowledge of safety and food handling guidelines and procedures. * Understanding of proper use and maintenance of all major kitchen equipment including grills, stoves, refrigeration, slicer, knives and dish machine. * Strong customer service and organizational skills required. * Ability to work in a team environment and take direction. * Able to work calmly and effectively under pressure and meet strict deadlines. * Able to stand and exert fast-paced mobility for entire shift. * Must maintain a physical presence in the kitchen during dining hours. * Must be punctual in attending scheduled shifts. * Experience and/or ability to work and interact effectively with a diverse, multicultural audience. * Valid driver’s license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. The desirable/preferred qualifications include: * High School graduate or (GED) equivalent preferred. * Current enrollment in a culinary degree program strongly desired. * Experience as a line cook in a restaurant, banquet or catering environment preferred. * Multilingual ability, Spanish fluency a plus. Additional Information The Chicago Zoological Society is an Equal Opportunity Employer / Affirmative Action Employer - Minorities / Women / Veterans / Disabled. The Chicago Zoological Society is a VEVRAA federal contractor. We desire priority referrals of protected veterans. The Chicago Zoological Society located at 3300 Golf Road, Brookfield, IL 60513 is the hiring location for the organization. The Human Resources contact person for the organization is Wendy Larsen, Director of Talent Acquisition, email: wendy.larsen@czs.org.
Application Instructions: If interested in being considered for this opportunity, please visit the CZS Career Center at www.czs.org/careers to obtain more details about the position and to apply by submitting your profile to Requisition Number 1049BR.

Contact: Wendy Larsen
Address: 3300 Golf Road, Brookfield, IL 60513
Phone: 708-688-8400
Apply Online: http://www.czs.org/careers

Expires: 02/03/2016
Job ID: 4330263
School Job ID: RVC-HEALTH
Job Title: Clinic Nurse (LPN)
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate, License
Majors Wanted:
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: Graduate of an accredited school of Nursing. CPR certification required. RN or LPN (Illinois) required. At least 2 years of professional nursing experience. Provides nursing care for patients utilizing the nursing process including assessment, planning, education and evaluation. Maintains standards of professional nursing practice. Documents complete and accurate patient information in compliance with Department policy and regulatory agency requirements. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Graduate of an accredited school of Nursing. At least two years of professional nursing experience. Current LPN licensure from State of Illinois. Bi-annual CPR certification required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Good interpersonal, organizational and critical decision-making skills required. Ability to effectively communicate orally and in writing in a caring, considerate and concerned manner. Willingness to accept responsibility and leadership skills essential. Computer experience required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330265
School Job ID: RVC-HEALTH
Job Title: Chaplain
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Provides pastoral care services to patients and their families and staff members assuring support and care throughout the continuum. Participate in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Occasional on call overnight coverage is also required in rotation with the other department staff members. Must have graduated college and seminary, be ordained and in good standing with his or her faith tradition. Must have completed at least one unit of Clinical Pastoral Education with more preferred. Membership (or eligibility for membership in) the Association of Professional Chaplains or the National Association of Catholic Chaplains. APC Board Certification preferred. Must have verifiable record of at least three years of successful post graduate pastoral care, preferably as a chaplain in a healthcare setting. Must have proved ability to provide highly professional spiritual care in a variety of stressful situations, working skillfully with a diverse population of patients, guests, and staff. Must demonstrate keen sensitivity for assessing spiritual and emotional needs with a respectful awareness of differing cultural traditions, responding with appropriate intervention. Focused experience in Labor and Delivery, Mother Baby, and Women's Services preferred.
Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330266
School Job ID: RVC-HEALTH
Job Title: Case Manager
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate, License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Bachelor's Degree in Nursing CPR certification required RN (Registered Nurse) in State of Illinois Provides comprehensive nursing assessment of patient with chronic diseases including planning, implementation, coordinating, monitoring and evaluation of a plan of care. The plan of care will have an emphasis on communication, facilitating transitions across the continuum of care, and aligning resources within the community or health system in order to meet population needs. Functions as a practitioner, consultant, role model, and educator, ensuring quality patient care and outcomes. Coordinates chronic disease programs outside of the health system provided by payer sources. Participates in continuous quality improvement activities and educational experience in support of departmental and divisional nursing philosophy and objectives, as well as, Health System initiatives such as diabetes and hypertension. Current Registered Nurse licensure from the Illinois Department of Professional Registration. Graduate of accredited Bachelor of Science in Nursing program. Certified case manager preferred or must obtain within 12-24 months of hire. Current CPR certification required. Bi-lingual (Spanish) preferred. Excellent interpersonal skills and ability to effectively deal with all levels within the organization and community. Emphasis on telephonic and strong verbal and written communication, organizational and critical decision making skills. Successful completion of annual clinical, age specific and job specific competencies and skills validation tools.
Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330278
School Job ID: RVC-HEALTH
Job Title: Case Manager
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Bachelors, Certificate, License
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Bachelor's Degree required RN (Registered Nurse) in State of Illinois At least 4 years clinical experience in direct patient care Serves as a patient advocate, guiding patients through the health system in a timely and cost effective manner while maintaining a high standard of care. Monitors admissions establishing medical necessity, ensuring the appropriate
level of care and facilitating the transition to an alternate post-acute care setting when appropriate. Coordinates care by leading daily rounds on unit(s) and coordinating the communication among nurses, ancillary staff and MDs focuses on daily goals and outcomes. Meets with every patient to understand their needs and their own goals. Communicates with nurses and MDs regarding core measure and other evidence-based practice compliance. In conjunction with the patient, support network, and members of the multidisciplinary team, formulates an appropriate discharge plan. Bachelor of Science in Nursing or related healthcare field required. At least four years recent clinical experience in direct patient care with diverse patient population experience. Current Registered Nurse licensure in the State of Illinois required. Annual BLS. Case Management certification preferred but not required. Successful completion of annual age and job specific competencies and skill validation tools. Good interpersonal skills and ability to relate well with all levels within the organization and community. Flexibility and excellent verbal, written, organizational and critical decision-making skills required. Ability to analyze and evaluate information from multiple sources. Demonstrated ability to consider the specific needs of different age groups in all interactions.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** [http://swedishamerican.org/careers/job_opportunities/index.cfm](http://swedishamerican.org/careers/job_opportunities/index.cfm)

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**Expires:** 02/03/2016

**Job ID:** 4330280

**School Job ID:** RVC-HEALTH

**Job Title:** Care Coordinator

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Bachelors, License, Masters

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL

**Salary:**

**Job Description:** Bachelor's Degree required Provides counseling and discharge planning for patients who are in need of ongoing medical/psychosocial care following discharge. In collaboration with other members of the healthcare team, assesses medical needs of the patient and offers suggestions regarding follow-up care options. Completes appropriate documentation including nature of discharge needs, resources available, patient and family response and discharge plans arranged. Provides resource information to patients and families as appropriate for future care needs. Participates as key member of care coordination rounds. Bachelor's degree required and Master's degree preferred in Social Work or related Human Services discipline. At least two years experience in a healthcare setting preferred. Current license or certification from the State of Illinois and/or the ACM or the CCM case management certification required.
Licensed clinical social worker preferred. Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Good interpersonal skills and ability to work with patients, physicians, families, managers and members of the community under varied conditions. Excellent organizational, critical-thinking and conflict resolution skills required. Flexibility, including ability to re-prioritize, is required in role that requires a professional level of knowledge. Ability to verbally communicate with patients and families with skills in providing advice and counsel in situations requiring judgment, timing and sensitivity for the needs of others.

Application Instructions: Apply Online

Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330285
School Job ID: RVC-HEALTH
Job Title: Cardiology RN
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate, License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Graduate of an accredited school of Nursing ACLS certification required BLS certification required RN (Registered Nurse) in State of Illinois At least 2 years of cardiovascular nursing or related experi Utilizing the nursing process coordinates and provides specialized cardiac nursing care to patients in an Ambulatory Care setting. Works collaboratively with the Cardiologist to serve as a case manager and functions as a liaison between the patient and physician to provide and ensure the highest quality of care. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health system initiatives. Graduate from an approved School of Nursing Program. At least two years of cardiovascular nursing or related experience. Current RN licensure to practice in the State of Illinois. BI-annual ACLS and BLS certification required. Successful completion of annual clinical, age and job specific competencies and skill verification tolls required. Ability to effectively communicate orally and in writing in a caring, considerate and concerned manner. Ability to direct ancillary and assisitive staff and organize work assignments. Teaching and leaderships skills essential to the position

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330288
School Job ID: RVC-HEALTH
Job Title: Biomedical Technician
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: Associate's Degree Required At least 2 years technical experience Repairs, tests, calibrates, modifies and installs patient care equipment. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Associates Degree in Biomedical Equipment Technology or Electronics or equivalent. At least two years technical experience. Certification by the International Certification Commission preferred. Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Knowledge of equipment concepts and applicable codes and standards. Good interpersonal skills and ability to work with patients, physicians, families, managers and members of the community under varied conditions. Excellent organizational and critical-thinking skills required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330290
School Job ID: RVC-HEALTH
Job Title: Application Specialist
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Associates
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: Assist Coordinator in analyzing workflows for the efficient design of all applications. Act as a liaison between assigned applications and customers to identify ongoing enhancements, troubleshoot problems to further utilize application efficiently. For all assigned applications, build, test and maintain software including: master files and training environment. Develop training materials and resource manuals. Train new employees and ongoing training of established employees. Report writing from assigned applications as required. As needed may need to work evening/weekend hours and On-Call Help Phone duties. Three years experience with a variety of software applications and report writing experience preferred. Associate Degree preferred. Working knowledge of Windows, MS office, spreadsheets and PC interfaces. Knowledge of hardware, software, data communication, programming and languages. Ability to gather information, interpret customer needs and prepare organizational data processing procedural recommendations. Strong problem solving abilities. Successful completion of annual job specific competencies and skill verification tools required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330292
School Job ID: RVC-HEALTH
Job Title: Application Analyst - Clinical/Finance
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Bachelors
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: Bachelor's Degree required Participates in the collection and organization of clinical/financial data. Provides technical expertise for programs that require the collection of clinical/financial information. The analyst assists with planning, designing, and launching efficient information systems and operations systems in support of programs utilized. Acts as a liaison between multiple application vendors, MSO, SAMG, SAHS, IS, Medical Staff and Quality Resource Department insuring proper system functioning and effective use of applications. The individual applies analytical and problem solving skills when identifying.
communicating, and resolving systems issues. Submits data files in correct formats via secure communication lines. This individual collects, synthesizes, and organizes healthcare information for the use by the administration, medical, quality and financial. Report writing, maintaining databases, and executing projects according to strict deadlines are all required functions. Works with end users to understand and analyze workflows for the efficient design of all reports. For all assigned applications, responsible for building, testing and maintaining software including master files and assigned environments. Bachelor's Degree or greater with clinical health related experience preferred. Experience working with electronic data management applications preferred. Epic reporting experience preferred. Epic certification preferred. Working knowledge of Windows OS, MS office and PCS interfaces. Knowledge of SQL, Crystal Reporting, Business Objects Enterprise, and Epic Clarity structures. Knowledge of hardware, software, data communication, programming and languages. Proven analytical skills and excellent verbal and written communication skills. Ability to interpret computer manuals and write organization specific protocols for software. Proficiency in keyboarding skills. Ability to effectively communicate with all levels of staff. Strong problem solving abilities. Successful completion of annual specific competencies required. Knowledge of hospital coding guidelines and process. Ability to work under a broad, general direction.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330294
School Job ID: RVC-HEALTH
Job Title: Advance Practice Nurse - Palliative
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate, License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Completion of an approved Advanced Practice Nurse program APN License in Illinois BLS certification required RN (Registered Nurse) in State of Illinois Collaborate with supervising physician to provide hospital-based palliative care in an inpatient hospital setting including palliative care management, hospital rounds, progress notes, treatment planning, and discharge planning and summaries. Perform initial evaluation, differential diagnosis and treatment plans, and medication management. Provide patient, family and staff education on palliative and end-of-life care. Coordinate marketing of program and services to community and referring providers. Participate in continuous quality improvement activities and educational
experiences in support of the departmental philosophy and objectives, as well as Health System initiatives. Completion of an approved master's level Advanced Practice Nurse program. Successful completion of annual clinical, age and job specific competencies and skill verification tools. Current RN and Advance Practice Nurse licensure in Illinois and certification by a national credentialing organization. Mid-level Illinois practitioner controlled substance and DEA licensure BLS required. ACLS and/or PALS as indicated per job requirements in specialty area. Certification in Palliative Care strongly preferred. If not present upon hire, successful candidate must obtain within 24 months of starting the position. At least five years of nursing experience in an acute care setting and/or two years of experience in Palliative Care, Hospice, Holistic medicine or related field preferred. Good interpersonal skills and ability to relate well with patients, families, physicians and staff within the organizational and community. Excellent verbal, written, organizational and critical decision-making skills required.

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**Phone:** 779-696-4400

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**Expires:** 02/03/2016

**Job ID:** 4330296

**School Job ID:** RVC-HEALTH

**Job Title:** Occupational Therapist (inpatient)

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Certificate, License

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL 61104

**Salary:**

**Job Description:** Graduate of an accredited Occupational Therapy program. CPR certification required. Plans, evaluates and administers Occupational Therapy services and care to patients upon physical referral. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Coordinates family involvement in assessment and treatment of the patient. Graduate of an accredited Occupational Therapy program. Participates in educational programs on an ongoing basis and complete mandatory CEUs as required. Current license from the State of Illinois or in the process of acquiring licensure per department policy. CPR certification required. Successful completion of annual clinical, age, and job-specific competencies and skill verification tools required. Familiar with the indications, and use of equipment. Willingness to accept responsibility. Guides, teaches, and supervises students. Must be skilled in a broad range of modalities with clear understanding of indications and contradictions for each. Ability to effectively communicate orally and in writing in a caring,
considerate and concerned manner. Ability to direct technical and assistant staff and organize work assignments. Leadership skills essential to the position.

**Application Instructions:** Apply Online

**Contact:** Human Resources

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**Expires:** 02/03/2016

**Job ID:** 4330302

**School Job ID:** RVC-HEALTH

**Job Title:** OB Technician

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL 61104

**Salary:**

**Job Description:** CPR certification required. Sets up, scrubs and assists physician during surgical procedures. Provides a variety of Unit support including, stocking supplies, handling instruments and transporting patients and materials. Participates in continuous quality improvement activities and educational experiences in support of departmental and divisional nursing philosophy and objectives, as well as, Health System initiatives. Certification as a Surgical Technologist or eligible for certification or successful completion of other education program, which includes aseptic techniques and operative procedures. CPR certification required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Good communication, interpersonal, organizational and critical decision-making skills required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

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**Phone:** 779-696-4400

**Apply Online:** [http://swedishamerican.org/careers/job_opportunities/index.cfm](http://swedishamerican.org/careers/job_opportunities/index.cfm)

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**Expires:** 02/03/2016

**Job ID:** 4330310

**School Job ID:** RVC-HEALTH

**Job Title:** Nursing Assistant
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted: Nurse Assistant
Job Target: Any Job Target
Location: Rockford, IL 61104
Salary:
Job Description: Certified Nursing Assistant (CNA) CPR certification required Must have valid Illinois State Driver's license Swedish American Home Health Care (SAHHC) opened in 1985. Its purpose is to provide continuous, high quality clinical care from the hospital to the home. Under the direct supervision of the Manager/Supervisor, RN or ancillary health care professional provides client care according to written directions and in accordance with Agency policies and procedures. Participates in continuous quality improvement activities and educational experiences in support of Agency philosophy and objectives, as well as, Health System initiatives. Graduate from an approved training program and competency through the Illinois Department of Public Health. CPR certification required and recertification every two years. Valid State driver's license and proof of automobile liability insurance. Initial Certification for CNA.
Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330316
School Job ID: RVC-HEALTH
Job Title: Nurse Practitioner - Women's Health
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Rockford, IL 61104
Salary:
Job Description: Completion of an approved Nurse Practitioner program BLS certification required In collaboration with physician, provide outpatient care to obstetric and gynecologic patients including physical and diagnostic exams and testing; pre- and post-natal care; contraception management; treatment planning and medication management. Perform obstetric and gynecologic procedures including but not limited to non-stress fetal testing, Nexplanon and
IUD insertions, colposcopy, endometrial biopsy, and pap smear. Serve as surgical first-assist and provide hospital inpatient care as directed by physician. Provide comprehensive patient education, health promotion and preventive care. Participate in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System initiatives. Completion of an accredited master's level nurse practitioner training program. Mid-level Illinois practitioner controlled substance and DEA licensure required. BLS required and ACLS and PALS as indicated per job requirements. At least two years of nursing experience with one year of advanced practice experience preferred. At least one year of surgical first assist experience required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

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**Expires:** 02/03/2016

**Job ID:** 4330320

**School Job ID:** RVC-HEALTH

**Job Title:** Nurse Practitioner - Primary Care

**Company:** Swedish American

**Job Type:** Full Time

**Degrees Wanted:** Certificate, License

**Majors Wanted:** Nursing

**Job Target:** Any Job Target

**Location:** Rockford, IL 61104

**Salary:**

**Job Description:** APN License in Illinois BLS certification required RN (Registered Nurse) in State of Illinois Under the direction of collaborating physicians, provide primary care to patients of SwedishAmerican Medical Group. Provide case management and coordinate medical care and education of chronic disease patients following SAMG Chronic Disease Management Protocols. Obtain complete medical history and physical data and perform physical exam of patients. Order and interpret diagnostic laboratory tests and radiographic exams as needed to provide accurate diagnosis and treatment plan for routine visits and acute illness. Interpret data to formulate differential diagnoses, develop and initiate treatment plans and follow-up care. Participate in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System initiatives. Completion of an approved master's level Nurse Practitioner program. Current RN and APN licensure in Illinois and certification by a national credentialing organization. Mid-level Illinois practitioner controlled substance and DEA licensure required. BLS required and ACLS and PALS as indicated per job requirements. Ability to effectively interact with a wide range of personalities. Good interpersonal skills and ability to relate well with patients, families, physicians and staff within the organizational and community. Excellent verbal, written, organizational and critical
decision-making skills required. Successful completion of annual clinical, age and job specific competencies and skill verification tools. At least two years of nursing and/or advanced practice experience preferred.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

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**Job Description:** Completion of an ARC-PA accredited master's level PA program APN License in Illinois RN (Registered Nurse) in State of Illinois Collaborate with physician to participate in the acute and chronic treatment of headache patients including physical and diagnostic exams and testing; differential diagnosis, treatment plans, medication management and after-visit summaries. Provide comprehensive patient education including pre- and post-procedure instruction, pain and trigger logs, medication management, etc. Participate in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System initiatives. Completion of an ARC-PA accredited master's level nurse practitioner training program. Current RN and APN licensure in Illinois and certification by a national credentialing organization. Mid-level Illinois practitioner controlled substance and DEA licensure required. At least one year of practice experience in headache, neurology, or psychiatry preferred.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

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**Expires:** 02/03/2016

**Job ID:** 4330488
School Job ID: RVC-HEALTH
Job Title: Nurse Practitioner - Float
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate, License
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Rockford, IL 61104
Salary:

Job Description: ACLS certification required APN License in Illinois CPR certification required RN (Registered Nurse) in State of Illinois Under the direction of collaborating physicians, provide primary care and urgent care to patients of SwedishAmerican Medical Group. Obtain complete medical history and physical data and performs physical exam for patients. Order and interpret diagnostic laboratory tests and radiographic exams as needed to provide accurate diagnosis and treatment of routine, acute, and chronic illness. Interpret data to formulate appropriate diagnoses, develop and initiate treatment plans and follow-up care. Participate in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System initiatives. Completion of an approved Nurse Practitioner program. Prior experience as a nurse practitioner preferred. Current RN and APN license in State of Illinois. CPR certified, ACLS preferred. Flexibility to practice within multiple clinic sites and to effectively interact with a wide range of personalities. Good interpersonal skills and ability to relate well with patients, families, physicians and staff within the organizational and community. Excellent verbal, written, organizational and critical decision-making skills required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Salary:

Job Description: Completion of an approved Nurse Practitioner program APN License in Illinois CPR certification required RN (Registered Nurse) in State of Illinois Collaborate with supervising physician to provide inpatient care in the critical care unit including critical care work ups, hospital rounds, patient orders, progress notes, treatment planning, and discharge planning and summaries. Order laboratory and radiographic exams including, but not limited to, MRI, PET, CT, and Angiograms. Perform diagnostic procedures including, but not limited to, insertion of arterial lines and central venous catheters, thoracentesis, bronchoscopy, and ventilator management. Participate in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System initiatives. Completion of an approved Nurse Practitioner program. At least three years' nursing experience in a critical care setting preferred. Current RN and APN license in State of Illinois. CPR certified, ACLS preferred. Successful completion of annual clinical, age and job specific competencies and skill verification tools. Good interpersonal skills and ability to relate well with patients, families, physicians and staff within the organizational and community. Excellent verbal, written, organizational and critical decision-making skills required.

Application Instructions: Apply Online

Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
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Expires: 02/03/2016
Job ID: 4330492
School Job ID: RVC-HEALTH
Job Title: Nurse Educator
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate, Masters
Majors Wanted: Nursing
Job Target: Any Job Target
Location: Rockford, IL 61104
Salary:

Job Description: Master's Degree from accredited School of Nursing Program ACLS certification required BLS certification required RN (Registered Nurse) in State of Illinois Coordinates the clinical education of staff nurses including, orientation and continuing education programs related to the service specialty and the nursing division. Participates in quality improvement activities in support of departmental and divisional nursing philosophy and objective as well as health system initiatives. Masters Degree from an accredited School of Nursing Program required. Specialty certification preferred through hospital approved certifications. Teaching experience preferred. Current Registered Nurse licensure from the State
of Illinois. Annual BLS or ACLS certification is required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Good interpersonal skills and ability to deal with all levels within the organization and community under varied conditions. Demonstrated teaching and leadership skills. Strong analytical, verbal and written communication, organizational and critical decision-making skills required.

**Application Instructions:** Apply Online
**Contact:** Human Resources
**Address:** 1401 E. State St., Rockford, IL 61104
**Phone:** 779-696-4400
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**Expires:** 02/03/2016
**Job ID:** 4330494
**School Job ID:** RVC-HEALTH
**Job Title:** Nurse Educator
**Company:** Swedish American
**Job Type:** Full Time
**Degrees Wanted:** Certificate, Masters
**Majors Wanted:** Nursing
**Job Target:** Any Job Target
**Location:** Rockford, IL 61104
**Salary:**

**Job Description:** Master’s Degree from accredited School of Nursing Program RN (Registered Nurse) in State of Illinois Coordinates the clinical education of staff nurses including, orientation and continuing education programs related to the service specialty and the nursing division. Participates in quality improvement activities in support of departmental and divisional nursing philosophy and objective as well as health system initiatives. Masters Degree from an accredited School of Nursing Program required. Specialty certification preferred through hospital approved certifications. Teaching experience preferred. Current Registered Nurse licensure from the State of Illinois. Annual BLS or ACLS certification is required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Good interpersonal skills and ability to deal with all levels within the organization and community under varied conditions. Demonstrated teaching and leadership skills. Strong analytical, verbal and written communication, organizational and critical decision-making skills required.

**Application Instructions:** Apply Online
**Contact:** Human Resources
**Address:** 1401 E. State St., Rockford, IL 61104
**Phone:** 779-696-4400
**Apply Online:** http://swedishamerican.org/careers/job_opportunities/index.cfm
Expires: 02/03/2016
Job ID: 4330497
School Job ID: RVC-HEALTH
Job Title: Nuclear Medicine Technologist
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61104
Salary:
Job Description: Performs nuclear medicine procedures and related techniques and produces images for interpretation by and at the direction of a physician or licensed practitioner utilizing radionuclides. Provides appropriate patient care and exercises professional judgement ensuring successful completion of procedure. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Completion of accredited School of Nuclear Medicine Technology. Active nuclear medicine accreditation from the Illinois Emergency Management Agency-Division of Nuclear Safety and current certification and current registration or registry eligible from the American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technologist Certification Board (NMTCB). Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Knowledge of anatomy and physiology. Ability to establish effective working relationships and clearly and calmly communicate in English both verbally and in writing with patients, medical staff and the public.

Application Instructions: Apply Online

Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
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Expires: 02/03/2016
Job ID: 4330747
School Job ID: RVC-HEALTH
Job Title: Medical Receptionist
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61104

Salary:

Job Description: Must be able to type 35 wpm or more. Schedules appointments, takes messages and maintains patient demographic financial information. Greets and directs department patients and visitors and provides assistance as necessary. Contributes to the efficient operation of the department by answering phones and providing a variety of clerical support. Previous receptionist or word processing experience preferred. Must be able to type accurately and the ability to type 35 wpm is preferred. Excellent verbal, written, organizational and critical decision making skills required. Must be able to read, write legibly and communicate effectively. Ability to handle multiple tasks simultaneously. Good interpersonal skills and ability to deal with all levels of staff within the organization and community under varied conditions. Ability to operate a variety of general office equipment and use of a computer. Successful completion of annual job specific competencies and skill verification tools required.

Application Instructions: Apply Online

Contact: Human Resources

Address: 1401 E. State St., Rockford, IL 61104

Phone: 779-696-4400

Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016

Job ID: 4330748

School Job ID: RVC-HEALTH

Job Title: Medical Receptionist

Company: Swedish American

Job Type: Full Time

Degrees Wanted: Certificate

Majors Wanted: Any Major

Job Target: Any Job Target

Location: Rockford, IL 61104

Salary:

Job Description: Must be able to type 35 wpm or more. Schedules appointments, takes messages and maintains patient demographic financial information. Greets and directs department patients and visitors and provides assistance as necessary. Contributes to the efficient operation of the department by answering phones and providing a variety of clerical support. Previous receptionist or word processing experience preferred. Must be able to type accurately and the ability to type 35 wpm is preferred. Excellent verbal, written, organizational and critical decision making skills required. Must be able to read, write legibly and communicate effectively. Ability to handle multiple tasks simultaneously. Good interpersonal skills and ability to deal with all levels of staff within the organization and community under varied conditions. Ability to operate a variety of general office equipment and use of a
computer. Successful completion of annual job specific competencies and skill verification tools required.

**Application Instructions:** Apply Shaw

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** [http://swedishamerican.org/careers/job_opportunities/index.cfm](http://swedishamerican.org/careers/job_opportunities/index.cfm)

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**Expires:** 02/03/2016

**Job ID:** 4330749

**School Job ID:** RVC-HEALTH

**Job Title:** Medical Receptionist

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL 61104

**Salary:**

**Job Description:** Must be able to type 35 wpm or more. Schedules appointments, takes messages and maintains patient demographic financial information. Greets and directs department patients and visitors and provides assistance as necessary. Contributes to the efficient operation of the department by answering phones and providing a variety of clerical support. Previous receptionist or word processing experience preferred. Must be able to type accurately and the ability to type 35 wpm is preferred. Excellent verbal, written, organizational and critical decision making skills required. Must be able to read, write legibly and communicate effectively. Ability to handle multiple tasks simultaneously. Good interpersonal skills and ability to deal with all levels of staff within the organization and community under varied conditions. Ability to operate a variety of general office equipment and use of a computer. Successful completion of annual job specific competencies and skill verification tools required.

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**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

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**Expires:** 02/03/2016

**Job ID:** 4330750

**School Job ID:** RVC-HEALTH
Job Title: Medical Laboratory Scientist
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Bachelors, Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL 61104
Salary:
Job Description: Baccalaureate degree from accredited college MT/MLS (ASCP) certification required. Performs, interprets and evaluates routine and complex laboratory procedures applying the principles, theories and techniques of medical laboratory sciences. A baccalaureate degree from a regionally accredited college/university and successful completion on a NAACLS accredited Medical Laboratory Science program. MLS or MLT employees are required to obtain ASCP (or equivalent with director approval) certification within the first year of employment. Extensions to obtain certification may be allowed up to an additional year if the employee is in good standing within the organization. Certification must be maintained by submitting appropriate continuing education documentation to certifying agency. Knowledge of current medical terminology and full range of laboratory tests and equipment. Ability to communicate clearly and effectively with medical staff, patients and staff. Strong problem solving abilities. Successful completion of annual clinical, age and job specific competencies and skill verification tools required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
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Expires: 02/03/2016
Job ID: 4330755
School Job ID: RVC-HEALTH
Job Title: Medical Assistant
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Associates, Certificate
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Graduate of accredited Associate Degree or diploma MA program AAMA Certified or obtained within 90 days of hire CPR certification required. Performs selected skills:
including rooming patient, assisting with treatments and procedures, Phlebotomy, EKG and /or monitoring including documenting complete and accurate information specific to department. Participates in continuous quality improvement and educational support of departmental philosophy and objectives, as well as, Health System initiatives. Graduate of an accredited Associate degree or diploma Medical Assistant program. Effective July 22, 2009, AAMA certification is required upon hire or verification of a passing score on the AAMA certification exam and subsequent AAMA certification obtained within 90 days of hire. Bi-Annual CPR certification required. Active AAMA certification must be maintained. At least one year of professional experience in a clinic setting preferred. Good interpersonal, organizational and critical decision-making skills required. Ability to clearly and calmly communicate in English both verbally and in writing with patients, medical staff and the public. Computer experience required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

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**Expires:** 02/03/2016

**Job ID:** 4330758

**School Job ID:** RVC-HEALTH

**Job Title:** Medical Assistant

**Company:** Swedish American

**Job Type:** Full Time

**Degrees Wanted:** Associates, Certificate

**Location:** Rockford, IL 61104

**Salary:**

**Job Description:** Graduate of accredited Associate Degree or diploma MA program AAMA Certified or obtained within 90 days of hire CPR certification required Performs selected skills: including rooming patient, assisting with treatments and procedures, Phlebotomy, EKG and /or monitoring including documenting complete and accurate information specific to department. Participates in continuous quality improvement and educational support of departmental philosophy and objectives, as well as, Health System initiatives. Graduate of an accredited Associate degree or diploma Medical Assistant program. Effective July 22, 2009, AAMA certification is required upon hire or verification of a passing score on the AAMA certification exam and subsequent AAMA certification obtained within 90 days of hire. Bi-Annual CPR certification required. Active AAMA certification must be maintained. At least one year of professional experience in a clinic setting preferred. Good interpersonal, organizational and critical decision-making skills required. Ability to clearly and calmly communicate in English both verbally and in writing with patients, medical staff and the public. Computer experience
required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

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**Expires:** 02/03/2016

**Job ID:** 4330759

**School Job ID:** RVC-HEALTH

**Job Title:** Medical Assistant

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Associates, Certificate

**Location:** Rockford, IL

**Salary:**

**Job Description:** Graduate of accredited Associate Degree or diploma MA program AAMA Certified or obtained within 90 days of hire CPR certification required. Performs selected skills: including rooming patient, assisting with treatments and procedures, Phlebotomy, EKG and /or monitoring including documenting complete and accurate information specific to department. Participates in continuous quality improvement and educational support of department philosophy and objectives, as well as, Health System initiatives. Graduate of an accredited Associate degree or diploma Medical Assistant program. Effective July 22, 2009, AAMA certification is required upon hire or verification of a passing score on the AAMA certification exam and subsequent AAMA certification obtained within 90 days of hire. Bi-Annual CPR certification required. Active AAMA certification must be maintained. At least one year of professional experience in a clinic setting preferred. Good interpersonal, organizational and critical decision-making skills required. Ability to clearly and calmly communicate in English both verbally and in writing with patients, medical staff and the public. Computer experience required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

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**Expires:** 02/03/2016

**Job ID:** 4330760

**School Job ID:** RVC-HEALTH
Job Title: Medical Assistant  
Company: Swedish American  
Job Type: Full Time  
Degrees Wanted: Associates  
Location: Rockford, IL  
Salary:  
Job Description: Graduate of accredited Associate Degree or diploma MA progra AAMA Certified or obtained within 90 days of hire Performs selected skills: including rooming patient, assisting with treatments and procedures, Phlebotomy, EKG and /or monitoring including documenting complete and accurate information specific to department. Participates in continuous quality improvement and educational support of departmental philosophy and objectives, as well as, Health System initiatives. Graduate of an accredited Associate degree or diploma Medical Assistant program. Effective July 22, 2009, AAMA certification is required upon hire or verification of a passing score on the AAMA certification exam and subsequent AAMA certification obtained within 90 days of hire. Bi-Annual CPR certification required. Active AAMA certification must be maintained. At least one year of professional experience in a clinic setting preferred. Good interpersonal, organizational and critical decision-making skills required. Ability to clearly and calmly communicate in English both verbally and in writing with patients, medical staff and the public. Computer experience required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required.  
Application Instructions: Apply Online  
Contact: Human Resources  
Address: 1401 E. State St., Rockford, IL 61104  
Phone: 779-696-4400  
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm  
Expires: 02/03/2016  
Job ID: 4330763  
School Job ID: RVC-HEALTH  
Job Title: Medical Assistant  
Company: Swedish American  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL 61104  
Salary:  
Job Description: AAMA Certified or obtained within 90 days of hire Performs selected skills: including rooming patient, assisting with treatments and procedures, Phlebotomy, EKG and /or
monitoring including documenting complete and accurate information specific to department. Participates in continuous quality improvement and educational support of departmental philosophy and objectives, as well as, Health System initiatives. Graduate of an accredited Associate degree or diploma Medical Assistant program. Effective July 22, 2009, AAMA certification is required upon hire or verification of a passing score on the AAMA certification exam and subsequent AAMA certification obtained within 90 days of hire. Bi-Annual CPR certification required. Active AAMA certification must be maintained. At least one year of professional experience in a clinic setting preferred. Good interpersonal, organizational and critical decision-making skills required. Ability to clearly and calmly communicate in English both verbally and in writing with patients, medical staff and the public. Computer experience required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** http://swedishamerican.org/careers/job_opportunities/index.cfm

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**Expires:** 02/03/2016

**Job ID:** 4330765

**School Job ID:** RVC-HEALTH

**Job Title:** Massage Therapist

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Certificate, Diploma, License

**Location:** Rockford, IL

**Salary:**

**Job Description:** Current State of IL license for Massage Therapy Delivers age, condition and culturally appropriate care in accordance with the tenets of the National Certification Board for Therapeutic Massage and Bodywork, as well as the Federation of State & Massage Therapy Boards. Functions may include practitioner, clinical expert, consultant, role model, and educator. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System initiatives High school diploma or GED. Certificate of competency from an accredited massage therapy program that required a minimum of 500 hours of didactic and experiential training. Current state of Illinois license for Massage Therapy. Current certification by the National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) or the Federation of State Massage Therapy Boards (FSMTB). Excellent communication, time management, organizational and critical decision making skills required. Ability to effectively interact and communicate with physicians and all levels of staff and members of the community. Proficiency in a variety of computer applications, Internet search abilities and database management skills required. Experience working in a healthcare environment preferred.
**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** http://swedishamerican.org/careers/job_opportunities/index.cfm

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**Expires:** 02/03/2016

**Job ID:** 4330778

**School Job ID:** RVC-HEALTH

**Job Title:** Manager, Hospital Patient Accounting

**Company:** Swedish American

**Job Type:** Full Time

**Degrees Wanted:** Bachelors

**Location:** Rockford, IL

**Salary:**

**Job Description:** Bachelor's Degree required Manages staff ensuring customer and physician satisfaction, compliance and attainment of financial targets. Works closely with all supervisors, coordinators, and staff to establish and implement departmental mission, goals, strategic plans and objectives that support the Health System mission. Bachelor's Degree required and prior Hospital patient accounting experience including supervisory experience Experience in Accounts Receivable management and collection efforts required. Coding and compliance experience preferred. Experience with Government and Managed Care contracts required. Excellent analytical, problem solving. Strong leadership and organizational skills. Proficient computer skills and knowledge of various computer software programs and system applications. Experience with principles of employee development. Ability to effectively interact and communicate with all levels of staff within the organization and community. Ability to multi-task and work well under pressure. Successful completion of annual job specific competencies and skill verification tools required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** http://swedishamerican.org/careers/job_opportunities/index.cfm

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**Expires:** 02/03/2016

**Job ID:** 4330781

**School Job ID:** RVC-HEALTH

**Job Title:** Manager, 9E Nursing Service

**Company:** Swedish American

**Job Type:** Full Time
Degrees Wanted: Certificate, License
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: CPR certification required RN (Registered Nurse) in State of Illinois. At least 3 years clinical experience in an acute care setting. Provides management support and coordinates unit operations with 24-hour accountability. Oversees and manages department staff ensuring the delivery of quality, cost effective patient care with the Health Care System. Establishes unit goals and objectives which support the Hospital's goals, values and mission. Participates in continuous quality improvement activities and educational experiences in support of departmental and divisional nursing philosophy and objectives, as well as Health System initiatives. Bachelor's Degree in Nursing required or must be pursuing and obtained within 3 years of hire. Master's Degree in Nursing or Health Care Administration preferred. At least three years clinical experience in an acute care setting. Current RN licensure in the State of Illinois. CPR Certification Required. Demonstrated leadership and management skills. Excellent communication, organization and critical-decision making skills required. Strong interpersonal skills and ability to effectively interact with all levels within the organization and community. Successful completion of annual clinical, age and specific competencies and skill verification tools required. Demonstrates executive presence. Posses excellent critical-decision making and communication skills. Successful completion of annual health system and unit based skill verification is required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330782
School Job ID: RVC-HEALTH
Job Title: IV/Port Technician
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate, Diploma, License
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: CPR certification required EMT-P (Emergency Medical Tech - Paramedic) Under the direct supervision of a Physician or RN, responsible for port access, IV starts, EKGs; performs selected procedures such as therapeutic phlebotomies and bone marrows. Updates RN with timely information regarding status of patient in compliance with Patient Services Department policy and other regulatory agency requirements. Participates in continuous quality improvement activities and educational experiences in support of departmental and divisional nursing philosophy and objectives, as well as, Health System initiatives. High school graduate Active license in the state of Illinois as an EMT-P. Basic EKG and/or Phlebotomy preferred. Annual CPR certification required. Good interpersonal, organizational and critical decision-making skills required. Ability to communicate in English both verbally and in writing. Computer experience helpful. Basic arithmetic skills required.

Application Instructions: Apply Online

Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330784
School Job ID: RVC-HEALTH
Job Title: IV/Port Technician
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate, Diploma, License
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary: 

Job Description: Under the direct supervision of a Physician or RN, responsible for port access, IV starts, EKGs; performs selected procedures such as therapeutic phlebotomies and bone marrows. Updates RN with timely information regarding status of patient in compliance with Patient Services Department policy and other regulatory agency requirements. Participates in continuous quality improvement activities and educational experiences in support of departmental and divisional nursing philosophy and objectives, as well as, Health System initiatives. High school graduate. Active license in the state of Illinois as an EMT-P. Basic EKG and/or Phlebotomy preferred. Annual CPR certification required. Successful completion of annual clinical, age and job specific competencies and skill verification tools required. Good interpersonal, organizational and critical decision-making skills required. Ability to communicate in English both verbally and in writing. Computer experience helpful. Basic arithmetic skills required.

Application Instructions: Apply Online
**Job Title:** Infection Prevention Specialist

**Company:** Swedish American

**Job Type:** Full Time

**Degrees Wanted:** Certificate, License

**Location:** Rockford, IL

**Salary:**

**Job Description:** RN (Registered Nurse) in State of Illinois. At least 3 years of clerical experience. Develops and coordinates activities and infection control measures which prevent and control the spread of infectious diseases throughout the Health System. Educates staff and provides ongoing orientation programs relating to infection control and disease prevention. RN with a Bachelor's Degree in Nursing, Healthcare Administration or related field. Current Registered Nurse licensure in the State of Illinois. Board Certification in Infection Control preferred. At least three years clinical nursing experience in a hospital setting. Knowledge of principles of epidemiology and infectious disease. Good interpersonal skills and ability to work with patients, physicians, families, managers and members of the community under varied conditions. Excellent organizational, critical-thinking and conflict resolution skills required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** [http://swedishamerican.org/careers/job_opportunities/index.cfm](http://swedishamerican.org/careers/job_opportunities/index.cfm)
**Job Description:** CPR certification required. Provides support for the Unit functioning. Processes and communicates information utilizing the hospital computer system. Functions as an internal member of the patient care team to enhance smooth Unit operations through communication and teamwork. Assists with coordination and provision of patient care delivery. Serves as unit liaison with inter departmental communications. Medical secretarial experience preferred. Maintain Bi-annual CPR required. Excellent verbal, written, organizational and customer service skills required. Must be able to read, write legibly and communicate effectively in English. Strong phone etiquette skills required. Good interpersonal skills and ability to deal with all levels within the organization and community under varied conditions. Familiarity with medical terminology preferred. Basic knowledge of data entry skills preferred. Successful completion of annual job specific competencies and skill verification tools required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** [http://swedishamerican.org/careers/job_opportunities/index.cfm](http://swedishamerican.org/careers/job_opportunities/index.cfm)

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**Expires:** 02/03/2016

**Job ID:** 4330793

**School Job ID:** RVC-HEALTH

**Job Title:** Food Service Assistant - Trayline

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Certificate

**Location:** Rockford, IL

**Salary:**

**Job Description:** Sets up trayline and/or warewashing station per policies and diagrams. Ensures patient trays are accurate and served in an eye appealing, efficient manner. Maintains a clean and sanitary work environment. Follows departmental sanitation and infection control policies when operating dishwasher and pots and pans machines. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Initiatives. Serve Safe Food Handler certification required to be completed within 30 days of hire. Good oral communication and customer service skills. Ability to effectively and respectfully interact with staff and the public within the organization. Ability to effectively deal with disgruntled customers and resolve complaints. Successful completion of annual job specific competencies and skill verification tools required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330801
School Job ID: RVC-HEALTH
Job Title: Food Service Assistant - Trayline
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate
Location: Rockford, IL
Salary:

Job Description: Sets up trayline and/or warewashing station per policies and diagrams. Ensures patient trays are accurate and served in an eye appealing, efficient manner. Maintains a clean and sanitary work environment. Follows departmental sanitation and infection control policies when operating dishwasher and pots and pans machines. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Initiatives. Serve Safe Food Handler certification required to be completed within 30 days of hire. Good oral communication and customer service skills. Ability to effectively and respectfully interact with staff and the public within the organization. Ability to effectively deal with disgruntled customers and resolve complaints. Successful completion of annual job specific competencies and skill verification tools required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330803
School Job ID: RVC-HEALTH
Job Title: Food Service Assistant - Trayline
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate
Location: Rockford, IL
Salary:

Job Description: Sets up trayline and/or warewashing station per policies and diagrams. Ensures patient trays are accurate and served in an eye appealing, efficient manner. Maintains a clean and sanitary work environment. Follows departmental sanitation and infection control policies.
policies when operating dishwasher and pots and pans machines. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Initiatives. Serve Safe Food Handler certification required to be completed within 30 days of hire. Good oral communication and customer service skills. Ability to effectively and respectfully interact with staff and the public within the organization. Ability to effectively deal with disgruntled customers and resolve complaints. Successful completion of annual job specific competencies and skill verification tools required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330807
School Job ID: RVC-HEALTH
Job Title: Food Service Assistant - Trayline
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate
Location: Rockford, IL
Salary:
Job Description: Sets up trayline and/or warewashing station per policies and diagrams. Ensures patient trays are accurate and served in an eye appealing, efficient manner. Maintains a clean and sanitary work environment. Follows departmental sanitation and infection control policies when operating dishwasher and pots and pans machines. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Initiatives. Serve Safe Food Handler certification required to be completed within 30 days of hire. Good oral communication and customer service skills. Ability to effectively and respectfully interact with staff and the public within the organization. Ability to effectively deal with disgruntled customers and resolve complaints. Successful completion of annual job specific competencies and skill verification tools required.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330819
School Job ID: RVC-HEALTH
Job Title: Environmental Service Associate
Company: Swedish American
Job Type: Full Time
Location: Rockford, IL
Salary:
Job Description: Performs a variety of cleaning and service functions ensuring the safety, health and morale of patient, visitors and employees. Assists patient's recovery by providing a sanitary, attractive, safe environment with minimal interference. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Incentives. On the job training is provided. Ability to understand oral and written instructions. Ability to effectively and respectfully interact with all levels of staff and the public within the organization and community.
Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330820
School Job ID: RVC-HEALTH
Job Title: Environmental Service Associate
Company: Swedish American
Job Type: Full Time
Location: Rockford, IL
Salary:
Job Description: Performs a variety of cleaning and service functions ensuring the safety, health and morale of patient, visitors and employees. Assists patient's recovery by providing a sanitary, attractive, safe environment with minimal interference. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Incentives. On the job training is provided. Ability to understand oral and written instructions. Ability to effectively and respectfully interact with all levels of staff and the public within the organization and community.
Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Job Title: Gymnastics Instructor
Company: Naperville Park District
Job Type: Part Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Naperville, IL 60540
Salary: $9.00 - $12.00
Job Description: Schedule: Weekdays morning and afternoon to evening hours and Saturday 8:30 a.m. to 12:30 p.m. Overview: Under the direct supervision of the Gymnastics Coordinator, the Gymnastics Instructor is a part time position responsible for providing instruction of gymnastic classes at beginning through advanced levels. Essential Duties & Responsibilities: 1. Lead and monitor small class groups. 2. Provide a safe and positive environment for all participants. Instructors must have the ability to inspect and secure gymnastics equipment. 3. Ability to spot participants while performing gymnastics. 4. Ability to demonstrate fundamental gymnastics skills is preferred. 5. Assume responsibility for all participants until released to a parent or designated caregiver. Maintain awareness of each participant at all times. 6. Demonstrate and support park district customer service standards. 7. Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances. Other Duties and Responsibilities: * Work cooperatively with fellow teachers to help obtain the goals and objectives of the program. * Record and retain accident and incident reports. Provide copies to the Program Manager immediately. * Distribute written communications to participants as necessary.
Job Requirements: Knowledge, Skills, and Abilities: * Demonstrate excellent communication skills (i.e., professional ability to attend to customer needs). * Ability to address complaints and resolve concerns as needed. * Ability to relate sensitively to parents and participants. Education and Experience: * Athletic experience is required. * Possession of, or ability to obtain, CPR certification within six (6) weeks of date of hire. Special Considerations: * Must be at least 14 years old. * Must be able to provide a work permit if under 16 years old. * Subject to modified/flexible work schedule. * Ability to lift light to medium weight (20-50 lbs) objects.
Application Instructions: Access and complete the online application using the Apply link provided. Applicants will have the opportunity to upload a resume prior to submitting the application.
Contact: Human Resources
Address: 320 W. Jackson Ave., Naperville, IL 60563
Apply Online: http://www.applitrack.com/napervilleparks/onlineapp/
Expires: 02/03/2016
Job ID: 4330823
School Job ID: RVC-HEALTH
Job Title: Environmental Service Associate
Company: Swedish American
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: Performs a variety of cleaning and service functions ensuring the safety, health and morale of patient, visitors and employees. Assists patient's recovery by providing a sanitary, attractive, safe environment with minimal interference. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Incentives. On the job training is provided. Ability to understand oral and written instructions. Ability to effectively and respectfully interact with all levels of staff and the public within the organization and community.

Application Instructions: Apply Online

Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330824
School Job ID: RVC-HEALTH
Job Title: Environmental Service Associate
Company: Swedish American
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: Performs a variety of cleaning and service functions ensuring the safety, health and morale of patient, visitors and employees. Assists patient's recovery by providing a sanitary, attractive, safe environment with minimal interference. Participates in continuous quality improvement activities and educational experiences in support of departmental
philosophy and objectives, as well as Health System Incentives. On the job training is provided. Ability to understand oral and written instructions. Ability to effectively and respectfully interact with all levels of staff and the public within the organization and community.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** http://swedishamerican.org/careers/job_opportunities/index.cfm

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**Expires:** 02/03/2016

**Job ID:** 4330825

**School Job ID:** RVC-HEALTH

**Job Title:** Environmental Service Associate

**Company:** Swedish American

**Job Type:** Full Time

**Degrees Wanted:** None Required

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL

**Salary:**

**Job Description:** Performs a variety of cleaning and service functions ensuring the safety, health and morale of patient, visitors and employees. Assists patient's recovery by providing a sanitary, attractive, safe environment with minimal interference. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Incentives. On the job training is provided. Ability to understand oral and written instructions. Ability to effectively and respectfully interact with all levels of staff and the public within the organization and community.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** http://swedishamerican.org/careers/job_opportunities/index.cfm

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**Expires:** 02/03/2016

**Job ID:** 4330827

**School Job ID:** RVC-HEALTH

**Job Title:** Environmental Service Associate

**Company:** Swedish American

**Job Type:** Full Time
**Degrees Wanted:** None Required  
**Majors Wanted:** Any Major  
**Job Target:** Any Job Target  
**Location:** Rockford, IL  
**Salary:**

**Job Description:** Performs a variety of cleaning and service functions ensuring the safety, health and morale of patient, visitors and employees. Assists patient's recovery by providing a sanitary, attractive, safe environment with minimal interference. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Incentives. On the job training is provided. Ability to understand oral and written instructions. Ability to effectively and respectfully interact with all levels of staff and the public within the organization and community.

**Application Instructions:** Apply Online  
**Contact:** Human Resources  
**Address:** 1401 E. State St., Rockford, IL 61104  
**Phone:** 779-696-4400  
**Apply Online:** [http://swedishamerican.org/careers/job_opportunities/index.cfm](http://swedishamerican.org/careers/job_opportunities/index.cfm)
COLLEGE CENTRAL JOB BOARD

Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330831
School Job ID: RVC-HEALTH
Job Title: Environmental Service Associate
Company: Swedish American
Job Type: Full Time
Degrees Wanted: None Required
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Performs a variety of cleaning and service functions ensuring the safety, health and morale of patient, visitors and employees. Assists patient's recovery by providing a sanitary, attractive, safe environment with minimal interference. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System Incentives. On the job training is provided. Ability to understand oral and written instructions. Ability to effectively and respectfully interact with all levels of staff and the public within the organization and community.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330838
School Job ID: RVC-HEALTH
Job Title: EMS Educator
Company: Swedish American
Job Type: Part Time
Degrees Wanted: Certificate, License
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:
Job Description: Graduate of DOT approved Paramedic course or Registered Nurs CPR certification required Conducts educational training programs for all levels of EMS instruction
in accordance with the Standards of Swedish American EMS program. Performs a variety of record keeping, information dissemination, quality assessment, curriculum development, field supervision, evaluation, planning and other related activities to support program. Graduate of DOT approved Paramedic course or Registered Nurse. Prefer active EMT-P, RN with current field and teaching experience. At least two years field experience in Emergency Services. Current Illinois Paramedic licensure within the State of Illinois. If a Registered Nurse, must hold current licensure from the State of Illinois. Within first year of employment must attain the following certifications; Advanced Cardiac Life Support Instructor, Pediatric Advanced Life Support Instructor, Pre-Hospital Trauma Life Support Instructor, Basic Life Support Instructor. Bi-annual CPR certification required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** http://swedishamerican.org/careers/job_opportunities/index.cfm

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**Expires:** 02/03/2016

**Job ID:** 4330840

**School Job ID:** RVC-HEALTH

**Job Title:** Emergency Department Clerk

**Company:** Swedish American

**Job Type:** Full Time

**Degrees Wanted:** Certificate

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL

**Salary:**

**Job Description:** CPR certification required Coordinates all communication within the Emergency Department as related to patient services. Performs all clerical and fiscal duties while recording and distributing patient information. Previous hospital or business experience preferred. Must maintain bi-annual CPR certification. Proficiency in a variety of computer applications. Good public relation skills. Successful completion of annual job specific competencies and skill verification tools required. Proficient verbal, written, organizational and critical decision making skills required. Good interpersonal and communication skills. Ability to sort and file alphabetically or numerically. Ability to operate variety of office equipment. Successful completion of annual competencies.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm

Expires: 02/03/2016
Job ID: 4330841
School Job ID: RVC-HEALTH
Job Title: Emergency Department Clerk
Company: Swedish American
Job Type: Full Time
Degrees Wanted: Certificate
MAjors Wanted: Any Major
Job Target: Any Job Target
Location: Rockford, IL
Salary:

Job Description: CPR certification required Coordinates all communication within the Emergency Department as related to patient services. Performs all clerical and fiscal duties while recording and distributing patient information. Previous hospital or business experience preferred. Must maintain bi-annual CPR certification. Proficiency in a variety of computer applications. Good public relation skills. Successful completion of annual job specific competencies and skill verification tools required. Proficient verbal, written, organizational and critical decision making skills required. Good interpersonal and communication skills. Ability to sort and file alphabetically or numerically. Ability to operate variety of office equipment. Successful completion of annual competencies.

Application Instructions: Apply Online
Contact: Human Resources
Address: 1401 E. State St., Rockford, IL 61104
Phone: 779-696-4400
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm
**Job Description:** CPR certification required Coordinates all communication within the Emergency Department as related to patient services. Performs all clerical and fiscal duties while recording and distributing patient information. Previous hospital or business experience preferred. Must maintain bi-annual CPR certification. Proficiency in a variety of computer applications. Good public relation skills. Successful completion of annual job specific competencies and skill verification tools required. Proficient verbal, written, organizational and critical decision making skills required. Good interpersonal and communication skills. Ability to sort and file alphabetically or numerically. Ability to operate variety of office equipment. Successful completion of annual competencies.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104

**Phone:** 779-696-4400

**Apply Online:** [http://swedishamerican.org/careers/job_opportunities/index.cfm](http://swedishamerican.org/careers/job_opportunities/index.cfm)

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**Expires:** 02/03/2016

**Job ID:** 4330843

**School Job ID:** RVC-HEALTH

**Job Title:** Dietitian

**Company:** Swedish American

**Job Type:** Part Time

**Degrees Wanted:** Bachelors

**Majors Wanted:** Any Major

**Job Target:** Any Job Target

**Location:** Rockford, IL

**Salary:**

**Job Description:** Bachelor of Science As a member of the multidisciplinary health care team, screens, assesses, intervenes and educates patients at nutritional risk. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as, Health System initiatives. Bachelor of Science degree in Dietetics or related field from an accredited facility. Registered or registry eligible by the American Dietetic Association Commission on Dietetic Registration (ADA-CDR.) Current license in the State of Illinois or eligible. License and registration obtained within 6 months of hire. Strong organizational and problem solving abilities. Knowledge of nutrition and dietary principles and familiarity with medical terminology common to nutrition. Ability to effectively interact and communicate with physicians and all levels of staff and with patients, visitors and members of the community. Successful completion of annual clinical, age and job specific competencies and skill verification tools required.

**Application Instructions:** Apply Online

**Contact:** Human Resources

**Address:** 1401 E. State St., Rockford, IL 61104
Job Description: The Engagement Specialist will interact with active program participants (called patients or members) or those identified as potential program participants; with the caretakers of, or health decision makers for, potential program participants; and with clients' care management team or identified contacts to support patient/member engagement activities. Job Responsibilities include: Introducing the patient to the concept of healthcare self-management Identifying and addressing patient barriers to program participation or compliance Engaging patients in the use of the Tel-Assurance program Documenting all patient interactions in the appropriate Tel-Assurance database Interacting appropriately and following given instructions of supervisor Performing work responsibilities on a timely basis and as assigned Being aware of and conforming to HIPAA-compliant standards at all times Other duties as assigned Position reports directly to the Vice President, Engagement & Quality. This position will interact with other Pharos staff including the Engagement Supervisor, VP of Account Management and Office Manager/HR Coordinator.

Job Requirements: Position Education/Experience Requirements Minimum: High school diploma or equivalent 1-2 years of successful sales, telemarketing or healthcare program enrollment experience in an outbound telephonic call center Computer literacy and competency English language fluency with clear telephonic articulation skills Demonstrated positive, upbeat, sales-oriented communication style Familiarity with healthcare terminology Familiarity with navigating the Internet Ability to provide flexible hours in response to Pharos' client needs If home-based, demonstrated provision of a HIPAA-compliant environment that is also free of noises and other distractions during work hours Desirable: Bachelor's degree of 2-3 years experience in healthcare or human services work, dealing directly with the encouragement and education of patients/clients Familiarity with chronic disease states: CHF, COPD, Diabetes, Asthma, others Spanish language fluency

Application Instructions: Send resume to Sue Brown, Vice President, Engagement & Quality: sbrown@pharosinnovations.com

Contact: Sue Brown

Address: Two Northfield Plaza Suite 201, Northfield, IL 60093
Job Title: Data Coding Specialist  
Company: Swedish American  
Job Type: Full Time  
Degrees Wanted: Certificate, License  
Majors Wanted: Any Major  
Job Target: Any Job Target  
Location: Rockford, IL  
Salary:  
Job Description: Assigns appropriate ICD-10--CM/PCS; ICD-9-CM and CPT-4 codes to inpatient and outpatient records, calculates the appropriate DRG's and APC's. Abstracts inpatient and applicable outpatient data from the medical record and enters information into Meditech computer system ensuring optimal reimbursement, timely cash flow and accurate databases. Coordinates all billing and charge procedures for Emergency Department patients within established timeframes. Participates in continuous quality improvement activities and educational experiences in support of departmental philosophy and objectives, as well as Health System initiatives. At least two years experience working with a prospective payment system and assigning DRG's or APC's required. Hospital coding experience preferred. Completion of AHIMA approved coding program or class preferred. Certified Coding Associate (CCA), Certified Coding Specialist (CCS), AHIMA Approved ICD-10C/PCS Trainer Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or eligible preferred. Knowledge of ICD-10-CM/PCS and ICD-9-CM diagnoses and procedures and DRGs required. Knowledge of CPT, HCPCS and APCs required. Excellent computer and keyboarding skills required. Effective organizational, analytical, problem solving and interpersonal communication skills. Ability to work independently in an environment with minimal instructions.  
Application Instructions: Apply Online  
Contact: Human Resources  
Address: 1401 E. State St., Rockford, IL 61104  
Phone: 779-696-4400  
Apply Online: http://swedishamerican.org/careers/job_opportunities/index.cfm  
Expires: 02/06/2016  
Job ID: 4336549  
Job Title: Outdoor Living Specialist
Company: Lurvey Landscape Supply And Garden Center  
Job Type: Full Time, Part Time, Seasonal  
Location: Des Plaines, IL 60016  
Salary: $10-$16

Job Description: WORK AS A MEMBER OF THE LURVEY GARDEN CENTER SALES TEAM IN PROVIDING OUR CUSTOMERS WITH OUTSTANDING SERVICE. ASSIST OUR CUSTOMERS WITH PROBLEM SOLVING, DESIGN IDEAS, PRODUCT SELECTION AND NEEDS PERTAINING TO OUR INVENTORY. ABIDE BY AND MODEL-EVERYBODY SERVES! WITH SOME EXPERIENCE IS A PLUS!

Application Instructions: E-mail your resume to Kate Green at KGREEN@LURVEYS.COM or apply online at WWW.LURVEYS.COM

Contact: Kate Green  
Address: 2550 E. Dempster St., Des Plaines, IL 60016  
Phone: (847) 824-7411  
Email: KGREEN@LURVEYS.COM  
Apply Online: https://www.LURVEYS.COM

Expires: 02/06/2016  
Job ID: 4336589  
Job Title: Engineering CAD Technician  
Company: The Burke Group (TBG)  
Job Type: Full Time  
Degrees Wanted: Associates  
Majors Wanted: Engineering Technology/Computer-Aided Design (CAD)  
Job Target: Any Job Target  
Location: Rosemont, IL 60018

Salary:  
Job Description: SPACECO, Inc., a Rosemont based Civil Engineering and Surveying is seeking an Engineering CAD Technician with 0-2 years' experience. This position involves technical support for civil engineering projects working with design team in preparing engineering plan sets, creating exhibits and details. Successful candidate must be able to work efficiently, multi-task, and work in a deadline-driven environment. Microstation experience preferred, but willing to train motivated individuals.

Job Requirements: We seek out experienced and responsive professionals who are committed to personal service. We offer high growth potential and a comprehensive benefits package including medical, dental, life, disability, vacation and sick days as well as an employer matching 401(k) program.

Application Instructions: Interested candidates should send resume to lavila@tbgengineering.com and include the following code 04.121715.ECT.TRITON.

Contact: Lina Avila
Address: 9575 W Higgins Road Suite 600, Rosemont, IL 60018  
Phone: (847) 823-0500  
Email: lavila@tbengineering.com

Expires: 02/06/2016  
Job ID: 4336686  
Job Title: Retail Sales Representative  
Company: Verizon Wireless  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors  
Location: Schaumburg, IL 60173  
Salary:

Job Description: With a rich understanding of VZW technology and services, you'll leverage this knowledge and expertise to: * Analyze customer needs and present value-added solutions * Inspire and excite customers about how our solutions can impact their lives * Ensure that our customers leave our stores with the best solutions for their needs * Deliver the best product set-up and coaching experience possible * Provide our customers with a basic understanding of the functionality of the products and accessories they purchase so that they can immediately enjoy their new solutions * Attend both formal and informal training to better understand our retail store operations and keep up with company, market, and industry trends * Support daily business operations, including processing customer transactions and auditing cash receipts daily  
As a Verizon Wireless Solution Specialist, you'll use your outstanding sales expertise, passion for VZW technology and customer interaction skills to create the ultimate in-store experience. As the driving force in building customer loyalty and growing our existing customer base, you'll deliver superior customer service and proactively contact existing customers to ensure they're getting the most out of our products and services. 

Application Instructions: For all Chicago area Opportunities Apply @ www.verizonwireless.com/careers  
Contact: Ronald Rodriguez  
Address: 1515 E Woodfield Rd., Schaumburg, IL 60173  
Phone: 847/619-4184  
Fax: 849/706-7998

Expires: 02/06/2016  
Job ID: 4337094  
Job Title: Retail Sales Representative  
Company: Verizon Wireless  
Job Type: Full Time  
Degrees Wanted: Associates, Bachelors, Diploma  
Majors Wanted: Any Major
Job Target: Any Job Target
Location: Norridge, IL 60656
Salary: $44,776 +

Job Description: With a rich understanding of VZW technology and services, you'll leverage this knowledge and expertise to: * Analyze customer needs and present value-added solutions * Inspire and excite customers about how our solutions can impact their lives * Ensure that our customers leave our stores with the best solutions for their needs * Deliver the best product set-up and coaching experience possible * Provide our customers with a basic understanding of the functionality of the products and accessories they purchase so that they can immediately enjoy their new solutions * Attend both formal and informal training to better understand our retail store operations and keep up with company, market, and industry trends * Support daily business operations, including processing customer transactions and auditing cash receipts daily

As a Verizon Wireless Solution Specialist, you'll use your outstanding sales expertise, passion for VZW technology and customer interaction skills to create the ultimate in-store experience. As the driving force in building customer loyalty and growing our existing customer base, you'll deliver superior customer service and proactively contact existing customers to ensure they're getting the most out of our products and services. About Verizon Wireless We believe in the power of technology to solve just about anything. And we've put our sharpest minds to the task. Whatever your passion and expertise, when you join VZW, you'll find a sales team determined to change the world and empower our customers to do the same! You'll tackle challenges that will continually spark your intellect, fuel your passion and drive your professional growth. And we'll provide you with robust training opportunities and outstanding benefits. So you're always supported to realize your goals. Join us, and create an inspiring career with the company that meets every day with one question: "What do we want to build next?"

Job Requirements: Are you a good fit for the Solutions Specialist role? A 2-year degree, or at least 1 year of relevant sales experience, is required for this position. Full time positions also require flexible schedule availability including evenings and weekends. A four-year degree, 1+ years of experience with solutions-based selling in a commissions-based sales environment, and a demonstrated ability to drive sales results are strongly preferred. Additionally, the following skills and attributes will be integral to your success: * Excellent communication skills * Outstanding solutions-based sales skills * Exceptional relationship-building skills * Passionate about technology * Ability to excel in a fast-paced, dynamic environment * Resourceful * Motivated to learn * Professionalism and poise

Application Instructions: Please visit www.verizon.com/jobs to apply.

Contact: Elizabeth Hernandez
Address: 1515 E. Woodfield Rd, Schaumburg, IL 60173
Phone: 8477062489
Email: elizabeth.hernandez4@vzw.com

Apply Online: http://www.verizon/jobs

Expires: 02/06/2016
Job ID: 4337411
Job Title: Summer Camp Counselors
Company: Village of Orland Park
Job Type: Seasonal
Degrees Wanted: None Required
Majors Wanted: Early Childhood Education
Job Target: Any Job Target
Location: Orland Park, IL 60462
Salary:

Job Description: The Village of Orland Park’s Recreation and Parks department seeks enthusiastic, mature individuals to fill a variety of Summer Day Camp Counselor positions for children between the ages of 3 - 14 to implement lesson plans and activities, and provide socialization and assistance to the Program Coordinators for various camps. These positions will strive to provide the campers with a fun environment that is positive, supervised, and safe while providing campers the opportunity to practice and develop appropriate social skills. Must have a genuine interest in working with children. College coursework in elementary education or related field is required. Previous experience working with children is preferred. Orientation begins end of May. Camp begins in early June and runs approximately 7 - 8 weeks. Days: 4 - 5 Days: Monday - Friday OR 3 Days: Monday, Wednesday, and Friday (depending on camp) Hours: Vary depending on camp (8:30 am to 3:30 pm; 8:30 am to 12:30 pm; or 12:30 pm to 2:30 pm) Pay-rate: Starting at $9.00 per hour and based on education and experience. Interested candidates must complete an application and send to Human Resources, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orlandpark.org

Application Instructions: Interested candidates must complete an application and send to Human Resources, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orlandpark.org

Contact: Human Resources
Address: 14700 Ravinia Ave., Orland Park, IL 60462
Phone: 7084036205
Fax: 7083494859
Email: hr@orlandpark.org
Apply Online: http://www.orland-park.il.us/jobs.aspx

Expires: 02/06/2016
Job ID: 4337425
Job Title: Part-Time Program Assistant
Company: Village of Orland Park
Job Type: Part Time
Location: Orland Park, IL 60462
Salary:
Job Description: The Village of Orland Park's Recreation and Parks Department is seeking a Part-Time Program Assistant to assist the Program Coordinator for the Preschool and Young Achievers programs. This position will provide general clerical assistance including but not limited to preparing program materials, filing and copying, coordination of field trip information, maintaining calendars, purchasing supplies/equipment, etc. This position will also attend staff meetings and serve as a substitute instructor for the programs. This position will also be a van driver for the program. High school diploma is required. An associate or bachelor's degree in related field is preferred. A minimum of 3 years of experience working in a preschool or daycare setting is required. Excellent communication skills, organizational skills, and passion for working with preschool age children is required. Must be proficient with Microsoft office. Must maintain a valid driver's license. Must be 21 years of age, be licensed for at least one year, have a clean driving record, and pass physical examination. Days and hours vary based on scheduled classes, field trips and special events. Generally scheduled to work: Monday-Friday 8:00 am to 3:30 pm September to May Approximately 19 hours per week ? Pay rate starting at $14.00 per hour. Interested candidates may complete an application or send a resume with cover letter to Human Resources, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orlandpark.org

Application Instructions: Interested candidates may complete an application or send a resume with cover letter to Human Resources, Village of Orland Park, 14700 Ravinia Avenue, Orland Park, IL 60462, fax to 708-349-4859 or email to hr@orlandpark.org

Contact: Human Resources
Address: 14700 Ravinia Ave., Orland Park, IL 60462
Phone: 7084036205
Fax: 7083494859
Email: hr@orlandpark.org
Apply Online: http://www.orland-park.il.us/jobs.aspx

Expires: 02/06/2016
Job ID: 4337436
Job Title: ASSISTANT MANAGER
Company: CRAFTY BEAVER HOME CENTER
Job Type: Full Time
Location: CHICAGO, IL 60634
Salary: NEGOTIABLE
Job Description: RESPONSIBILITIES INCLUDE OPENING AND CLOSING OF STORE,HIRING OF PERSONNEL,SALES,ALL ASPECTS RELATED TO OPERATION OF RETAIL HOME CENTER. WILL BE WILLING TO TRAIN FOR THIS POSITION.

Application Instructions: WILL INTERVIEW IN PERSON @ SKOKIE LOCATION. PLEASE PROVIDE RESUME UPON REQUEST.

Contact: CHUCK ALLEN
Address: 4810 W. OAKTON STREET, SKOKIE, IL 60076
Expire: 02/06/2016
Job ID: 4337442
Job Title: HARDWARE CLERK
Company: CRAFTY BEAVER HOME CENTER
Job Type: Part Time
Location: SKOKIE, IL 60077
Salary: NEGOTIABLE
Job Description: STOCKING, INVENTORY CONTROL, ASSISTING CUSTOMERS, GENERAL HOUSE-KEEPING. EXCELLENT PART-TIME OPPORTUNITY. CAN WORK AROUND SCHOOL SCHEDULE. HOURS AVAILABLE MORNINGS, EVENINGS, AND WEEK-ENDS.
Job Requirements: We have 4 locations in Chicago--On W. Lawrence, W. Montrose, N. Central, and in Skokie.
Application Instructions: APPLY ON-LINE AT WEBSITE, E-MAIL RESUME, OR APPLY IN PERSON.
Contact: CHUCK ALLEN
Address: 4810 W. OAKTON STREET, SKOKIE, IL 60076
Phone: 8476733000
Fax: 8476733007
Email: c.allen@craftybeaver.com

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Expire: 02/06/2016
Job ID: 4337443
Job Title: DIRECT LOADER
Company: CRAFTY BEAVER HOME CENTER
Job Type: Part Time
Location: SKOKIE, IL 60077
Salary: NEGOTIABLE
Job Description: ASSIST CUSTOMERS ON LUMBER YARD AND INSIDE YARD, RESTOCK LUMBER, GENERAL HOUSE-KEEPING
Job Requirements: WE HAVE 3 LOCATIONS IN THE CITY--W. LAWRENCE, W. MONTROSE, N. CENTRAL, AND IN SKOKIE. EXCELLENT PART-TIME OPPORTUNITY. CAN WORK AROUND SCHOOL SCHEDULE. OPEN DAYS, NIGHTS AND WEEK-ENDS.
Application Instructions: apply on-line, e-mail or in person.
Contact: CHUCK ALLEN
Job ID: 4338923
Job Title: Horticulturist
Company: Premier
Job Type: Full Time, Part Time, Seasonal
Degrees Wanted: Associates, Bachelors, Certificate
Majors Wanted: Floral Design & Greenhouse Management, Landscape Design & Maintenance
Job Target: Any Job Target
Location: IL
Salary: $20.00 - $30.00 per hour
Job Description: Work in field on properties - Various year round duties
Job Requirements: Must be able to work outdoors in all kinds of weather.
Contact: Betty Guerrero
Address: 16 W 179 Jeans Road, Lemont, IL 60439
Phone: 630-321-9530
Fax: 630-321-9540
Email: hr@premierservice.com

You may apply for these positions and more at the following Web address:

https://www.collegecentral.com/triton