

Please see the Public Health Job Postings below:

- Please be sure to examine each listing carefully
- Watch for application deadlines

Good luck with your search.

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Administrative Assistant 2		Date Posted: 11.16.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Rush University Medical Center	Type: Full-Time	
	Program: Public Health	
Requirements/ Qualifications: Minimum High School required; 2 years college preferred. 3 to 5 years administrative office experience; 1 year GME or Medical College preferred Experienced in usage of Microsoft Word, Access, Excel, PowerPoint, Adobe Professional, MedHub, ERAS and EPIC Cadence. Familiar with using medical terminology		
Job Description		
Imagine working for Rush University Medical Center, recently ranked as one of “America’s Best Hospitals” and soon to open a new 14 floor state of the arts inpatient facility January 2012. The Division of Digestive Diseases is seeking an Administrative Assistant 2 to assist with the day-to-day management of the administrative office. This individual would assist with special projects, correspondence, scheduling of department meetings, conferences and lectures. Highlights: Support the GI Fellowship Program, including recruitment efforts of fellowship candidates. Management and coordination of the Continuing Medical Education activities for the division. Physician Re-credentialing at Rush University Medical Center, Rush Health, Rush Oak Park Hospital and		

John Stroger Hospital. Conference Planning and Travel Assistance Resident and Medical Student Liaison	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply ONLINE at www.rush.edu	
Application Deadline: N/A	

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Emergency Services Coordinator		Date Posted: 11.7.2011
Salary: Not Specified	Location: Evanston, IL	
Employer/Organization: Saint Francis Hospital	Type: Full-time	
	Program: Public Health	
Requirements/ Qualifications: Candidates must be an Illinois licensed Registered Nurse. Minimum of 3 years emergency room nursing required. One year teaching experience preferred. Must be MICN certified. Must be ACLS certified. AHS CPR instructor, TNS preferred.		
Job Description		
<p>Assists the Emergency Department in meeting EMS System requirements and associate hospital status requirements. Coordinates MICN Certification, recertification and continuing education process for Emergency Department staff. Coordinates CPR recertification in the Emergency Department. Participates in hospital and EMS System Quality Improvement.</p> <p>Compiles statistics relating to EMS activities. Serves on committees both Medical Center wide and externally as part of EMS system. Provides continuing education sessions to paramedics. Serves as a resource to staff. Participates in actual patient care when situations require it, e.g., emergencies, when introducing new techniques and equipment, education of patients or staff evaluation. Develops and maintains effective relationships and promotes positive communications with patients, visitors, co-workers, physicians, and other departments. Maintains confidentiality and privileged communication. Functions as an active member of the Hospital Disaster Planning Committee; acts as a representative to Regional/external disaster planning agencies.</p> <p>Oversees the Volunteer program within the Emergency Department. Assists the Nurse Manager in verifying that the professional staff implements and maintains current MICN and CPR certification. Assists in establishing standards of patient care, policies, procedures and goals. Assists the Nurse Manager in orientation and continuing education of unit personnel. Assists the Nurse Manager as needed, in the evaluation of employee performance.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply Online at www.reshealth.org		
Application Deadline: N/A		

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Receptionist Job		Date Posted: 11.7.2011
Salary: Not Specified	Location: Northbrook, IL	

Employer/Organization: HCR ManorCare		Type: Not Specified
		Program: Public Health
Requirements/ Qualifications: In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare. Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently. High School Diploma or GED.		
Job Description		
HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors. This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team. ·Courteously greeting visitors and directing visitors appropriately. ·Operating switchboard and training others for relief purposes. ·Efficiently processing incoming and outgoing calls. ·Filing and copying documents as needed. ·Typing correspondence, written communication and reports from hard copy as needed.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply ONLINE at http://www.indeed.com/viewjob?jk=44b316fca471b089&q=Receptionistclerical&l=Chicago,+IL&tk=16d4gub8706ag1rb&from=ja&alid=eac8bc8307102234		
Application Deadline: N/A		

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Applications Specialist		Date Posted: 11.1.2011
Salary: Not Specified		Location: Chicago, IL
Employer/Organization: Epic - Electronic Health Record Positions		Type: Full-time
		Program: Public Health Business
Requirements/ Qualifications: Is actively developing expertise in one or more applications or technologies. Experience in Electronic Medical Records Health Care Systems, preferably with Epic Bachelor/Es degree in Computer Science, Math, Finance, Education or Business Management or equivalent experience with High School degree or GED Expertise in Excel required Excellent communication skills		
Job Description		
Contact Information: Contact: Libby Skolnik Job Details: 1-2 years experience is required This Information Services position provides application support for assigned computer applications or designated user groups to meet information services needs. May be assigned to supporting existing applications, could be assigned as a team member in support of one or more projects for system implementation or upgrade, or could be assigned to a mixture of both. Adheres to the standards, policies, procedures, protocols and objectives supplied by Resurrection Health Care.		

This is an entry level position into the Epic Implementation Team and will be in a supportive role.	
Contact: Libby Skolnik	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply at http://www.reshealth.org/findajob/career_search.cfm	
Application Deadline: N/A	

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Admissions Specialist		Date Posted: 10.24.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Rush University College of Nursing	Type: Part Time	
	Program: Education Public Health	
Requirements/ Qualifications: Requirements include: Bachelor's degree Experience in an academic department or program Excellent working knowledge and experience with MS Office and Excel Excellent knowledge of social media and current educational marketing trends Ability to periodically travel out of state and overnight Ability to work occasional evenings and weekends Valid driver's license and own transportation		
Job Description		
Job Number: 2011-1515 The Admissions Specialist, under the general supervision of the Associate Dean for Admissions and Recruitment, participates in recruitment, advising and admission activities with the purpose of meeting enrollment goals of the academic programs of the Rush University College of Nursing. Collaborate in the development of a yearly recruitment plan to meet college enrollment objectives. Develop and implement online and offline recruitment tactics appropriate to targeted enrollments and diversity goals. Track target enrollments and composition of current student body to measure alignment with college goals. Assist Program Director in program management. Retrieve reporting information, create and run reports, and use the communication management options in the student information system.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply ONLINE at www.reshealth.org		
Application Deadline: N/A		

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Emergency Room Clerical Coordinator 3rd Shift		Date Posted: 10.24.2011
Salary: Not Specified	Location: Not Specified	
Employer/Organization: Rush University Medical Center	Type: Not Specified	
	Program: Public Health	
Requirements/ Qualifications: High School Graduate or GED equivalent		

Computer Skills

One or more years previous clerical experience in a medical environment
Effective communication skills, both verbal and written required
Good interpersonal skills, pleasant customer oriented approach essential.
Good organizational skills.

Job Description

Job Number: 2011-1595

Imagine working for Rush University Medical Center, recently ranked as one of "America's Best Hospitals and soon to open a new 14 floor state of the arts inpatient facility January 2012.

In this role the primary responsibility is to coordinate unit activities by acknowledging, processing and communicating orders of the medical staff and maintaining patients' medical records. This individual would interact with patients, visitors and staff in an appropriate and professional manner.

Highlights

Coordinate patient tracking information in the electronic medical record.

Coordinate and process physician orders

Maintain and updates patients' charts and unit records

Monitor phones

Manages/maintains supplies

Liaison for ancillary services or physicians

Process lab orders

Contact: N/A

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply ONLINE at www.reshealth.org

Application Deadline: N/A

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Receptionist

Date Posted:

10.17.2011

Salary: Not Specified

Location: Glenview, IL

Employer/Organization:

Type: Not Specified

Maryhaven Nursing and Rehabilitation Center

Program: Public Health

Requirements/ Qualifications:

Customer service skills are required

Experience is preferred

High School graduate. Pleasant manner, ready smile, be a good listener, exercise on the- spot judgment when necessary.

Job Description

Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources.

Contact: Christina Costouros

Phone: N/A

Email: N/A

Fax: N/A

Website: N/A

To Apply

Apply at www.reshealth.org

Application Deadline: N/A

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Receptionist Job		Date Posted: 10.10.2011
Salary: Not Specified	Location: Highland Park, IL	
Employer/Organization: HCR ManorCare	Type: Part-time	
	Program: Public Health	
Requirements/ Qualifications: Proficient PC skills. Working knowledge of copier, fax machine, and printers. Ability to operate switchboard, previous experience with multi-line system. Excellent communication skills. Demonstrated ability to interact with a range of people in an open, friendly, customer-oriented manner. Ability to work independently. Job Specific Details: Part-Time every other weekend 9:00am to 7:00pm High School Diploma or GED.		
Job Description		
<p>HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy.</p> <p>The Receptionist is responsible for creating a warm, responsive interaction between the facility and customers, meeting specific administrative needs of residents and families, and providing the full range of administrative support to Directors.</p> <p>This position requires tact, sensitivity, and professionalism due to the constant interaction with residents and families to guarantee their satisfaction. As the Receptionist, you are a member of the Administrative Team. The Business Office Manager is the coordinator of this team.</p> <p>Courteously greeting visitors and directing visitors appropriately. ·Operating switchboard and training others for relief purposes. ·Efficiently processing incoming and outgoing calls. ·Filing and copying documents as needed.</p> <p>Typing correspondence, written communication and reports from hard copy as needed.</p> <p>In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.</p>		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
http://www.indeed.com/viewjob?jk=eb3872ede544032a&q=Receptionistclerical&l=Chicago,+IL&tk=16b9a1q0v069g2rg&from=ja&alid=eac8bc8307102234&jva		
Application Deadline: N/A		

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Administrative Assistant II		Date Posted: 10.3.2011
Salary: Not Specified	Location: Chicago	
Employer/Organization: University of Chicago Medical Center	Type: Full-Time	
	Program: Public Health	
Requirements/ Qualifications: High School diploma or equivalency required. Microsoft Word and Microsoft Excel required. Microsoft Access and PowerPoint helpful, but not required. Ability to type 40-45wpm. Strong organizational and prioritization skills required. Knowledge of health care and office procedures as would normally be acquired through four years previous experience required.		

Ability to work independently and be a self-starter also essential. Needs to be able to handle multiple tasks. General office equipment knowledge.

Job Description

Provides administrative support, including general clerical duties such as copying, typing, data entry, and filing. Performs office support functions such as ordering of supplies, schedule maintenance, and organization for improved efficiency.

Contact: N/A

Phone: N/A

Fax: N/A

Email: N/A

Website: N/A

To Apply

<https://www1.recruitingcenter.net/Clients/UCHospitals/PublicJobs/controller.cfm>

Application Deadline: N/A

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Administrative Assistant III

Date Posted:
10.3.2011

Salary: Not Specified

Location: Chicago

Employer/Organization:

Type: Full-Time

University of Chicago Medical Center

Program: Public Health

Requirements/ Qualifications:

High school diploma required; associate degree or higher preferred.

Minimum five years of increasingly responsible administrative or secretarial experience, preferably in a complex healthcare or industrial setting

Other Job Qualifications:

Strong written and verbal communication skills required

Strong PC or Mac word processing experience required specifically including use of spreadsheet software such as Excel or Lotus 1-2-3.

Must be able to plan, organize and work on various tasks concurrently; must be able to independently prioritize multiple tasks in a professional manner.

Must be able to independently and professionally interact with customers, both internal and external to the Hospitals; strong interpersonal skills required.

Job Description

The Administrative Assistant III is responsible for proactively and with minimal supervision identifying, addressing, and resolving administrative and related issues for areas reporting to the Hospital Administration including, but not limited to, internal Hospitals' and Department BSD issues, physician/senior management, staff and patient issues/complaints, as well as specially assigned projects. May work on various tasks concurrently with the need to prioritize work as dictated by management needs. May work independently or as part of the administrative support team.

Contact: N/A

Phone: N/A

Fax: N/A

Email: N/A

Website: N/A

To Apply

<https://www1.recruitingcenter.net/Clients/UCHospitals/PublicJobs/controller.cfm>

Application Deadline: N/A

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Administrative Assistant

Date Posted:
9.23.2011

Salary: Not Specified	Location: Not Specified
Employer/Organization: West Suburban Medical Center	Type: Full-time
	Program: Public Health
Requirements/ Qualifications: N/A	
Job Description	
Under general supervision and acting on own initiative, performs diverse and advanced administrative and secretarial duties for the Vice President's office. Acts as liaison between the Office organizational interfaces and external contacts. Assignments involve work of a confidential nature and require a thorough knowledge of the practices and procedures of the function. Requires good judgment and initiative to determine the approach/action to take in non-routine situations. Ability to type 60 to 75 wpm required and previous experience with Microsoft Office Products, (Word, Excel, Power Point, Outlook). Transcription skills as well as ability to take meeting minutes.	
Contact: N/A	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
https://www.healthcaresource.com/westsuburban/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=376708	
Application Deadline: N/A	

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Health Information Assistant II		Date Posted: 9.16.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Saints Mary and Elizabeth Medical Center	Type: Not Specified	
	Program: Public Health	
Requirements/ Qualifications: Must have a high school diploma or equivalent and a minimum of one year medical records experience. Must have the ability to type 40 wpm. Customer service skills are required. Experience is required.		
Job Description		
Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply ONLINE at www.reshealth.org		
Application Deadline: N/A		

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Community Health Coordinator		Date Posted: 9.16.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Saints Mary and Elizabeth Medical Center	Type: Not Specified	
	Program: Public Health	
Requirements/ Qualifications: Clerical and/or office experience required. Health care experience preferred but not required.		
Job Description		

Position is a member of the Community Health and Education department and performs all office functions necessary for the efficient daily operation of the department and it's programs. Provides support and assistance with lectures, screenings, community projects and other department initiatives. Promotes community related health programs and services within hospital. Maintains professional alliances with other allied health care organizations and city and state agencies where applicable.	
Contact: Address: 2233 W. Division Chicago, IL 60622	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply ONLINE at www.reshealth.org	
Application Deadline: N/A	

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Account Bill/ Analyst PFS		Date Posted: 9.9.2011
Salary: Not Specified	Location: Evanston, IL	
Employer/Organization: Saint Francis Hospital	Type: Full-time	
	Program: Public Health	
Requirements/ Qualifications: N/A		
Job Description		
FT position, 40 hours per week. Verifies reimbursement resources and patient financial responsibility for services. Interviews patients and performs financial counseling for outstanding balances. Offers opportunities for payment, secures payment or contract for payment, and initiates application for medical presumptive eligibility (MPE), KidCare and charity care as necessary. Acts as a liaison between the clinic and public assistance case manager. High School plus additional training (KidCare Program) preferred. More than one year of experience required in related field. Strong knowledge of state health care reimbursement programs. Strong Knowledge of insurance plans (e.g. Medicare, Medicaid, KidCare, HMOs, etc.) Experience in hospital based and satellite clinics preferred		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: N/A	
To Apply		
Apply ONLINE at www.reshealth.org		
Application Deadline: N/A		

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Applications Specialist		Date Posted: 9.9.2011
Salary: Not Specified	Location: Des Plaines, IL	
Employer/Organization: Holy Family Medical Center	Type: Not Specified	
	Program: Business, Public Health	
Requirements/ Qualifications: 1-2 years experience is required. Bachelor's degree in Computer Science, Math, Finance, Education or Business Administration or equivalent experience		
Job Description		
This Information Services position provides application support for assigned computer applications or designated user groups to meet information services needs. May be assigned to supporting existing applications, could be assigned as a team member in support of one or more projects for system implementation or upgrade, or could be assigned to a mixture of both. Adheres to the standards, policies,		

procedures, protocols and objectives supplied by Resurrection Health Care. Is actively developing expertise in one or more applications or technologies.	
Contact: Libby Skolnik	
Phone: N/A	Email: N/A
Fax: N/A	Website: N/A
To Apply	
Apply ONLINE at www.reshealth.org	
Application Deadline: N/A	

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Health Information Assistant II		Date Posted: 9.9.2011
Salary: Not Specified	Location: Chicago, IL	
Employer/Organization: Saints Mary and Elizabeth Medical Center	Type: Part-time	
	Program: Public Health	
Requirements/ Qualifications: Customer service skills are required Experience is required		
Job Description		
Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry. Must have a high school diploma or equivalent and a minimum of one year medical records experience. Must have the ability to type 40 wpm.		
Contact: N/A		
Phone: N/A	Email: N/A	
Fax: N/A	Website: www.reshealth.org	
To Apply		
Apply ONLINE at www.reshealth.org		
Application Deadline: N/A		

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Clinical Coordinator		Date Posted: 8.16.2011
Salary: \$49,914 - \$67,697	Location: N/A	
Employer/Organization: Richard J Daley College	Type: Full Time	
Requirements/ Qualifications: Associate's degree in a Certified Medical Program required; Bachelor's degree preferred. At least 3 years experience in a health care environment for individuals possessing an Associate's degree; 2 years in a health care environment with completion of a Bachelor's degree. Additional experience in a clinical setting and/or experience in an academic setting preferred. For the Nursing Program, Bachelor's degree in Nursing required, Masters preferred. Above average verbal and written communication required. Ability to communicate complicated information to varied audiences. Must conduct interactions in a polite and courteous manner. Ability to maintain confidential information on the program and student records. Proficiency in various software programs including word processing, spreadsheet applications, and database management. Must be self-directed and able to prioritize work. Must be able to meet deadlines in a timely manner. In addition, must be able to participate and interact as a team player on many projects throughout the District. Must be able to work varied hours which may include evening and/or weekends.		
Job Description		

This position plans and develops clinical education experiences for the clinical phase in an Allied Health/Career Program. The position monitors supervised clinical practice experiences and modifies them as necessary to ensure expected learning outcomes will be met by each student by program completion. Performs other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Contact: N/A

Phone: N/A

Email: jobs@ccc.edu

Fax: N/A

Website: www.ccc.edu

To Apply

Position will be posted until filled.

For consideration, all interested candidates, including current CCC employees, must submit their resumes, a legible copy of your college transcripts, if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at a later day), and letters of interest in MS Word format by electronic mail only to:

Senior Recruiter jobs@ccc.edu or www.ccc.edu

Application Deadline: December 31, 2011

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