

Open Positions

6/7/19

Maintenance Technician

Full Time

Benefits

Primary electrician: bending conduit, running and tracing circuits, pulling data cable, pulling phone lines, rewiring spaces, maintaining air conditioning systems. Assist with all general maintenance including: lighting, plumbing, boiler, grounds, carpentry, preventive maintenance, installation and repair.

Education: High school or GED.

Experience: Previous experience in plant operations required.

Shift: Monday-Friday; 8:00 am – 4:30 pm.

Other Requirements: Carpentry and plumbing knowledge a plus. Buildings and grounds are maintained by Maintenance staff. Lifting requirement of 60 pounds. Must be available for weekend and nights on-call rotation. Good attitude and willing to work with others.

Registration Clerk

Full Time

Benefits

Register patients, answer switchboard if covering night/weekend shifts. Provide excellent customer service.

Education: High school or GED.

Experience: Minimum of one year Registration experience preferred.

Shift: Monday-Friday; 2:30 pm – 11:00 pm

Other Requirements: Must be customer service oriented, caring and friendly. Organized, accuracy and attention to detail while multi-tasking. Keyboard skills required. Registration experience or knowledge of CPSI and AccuReg software a plus. Must be available and flexible to work when needed for vacations or illnesses.

Primary Care Clinic Receptionist

Part Time

No Benefits

Fill in for the Receptionists when needed. Answer phone, greet patients, schedule appointments.

Education: High school or GED.

Experience: Minimum of one year experience in a medical office preferred.

Shift: Days. May need to work an occasional evening shift, 5:00 pm – 8:00 pm.

Other Requirements: Customer service oriented, computer skills, detail oriented, able to multitask.

Dietary Aide**Part Time Benefits**

Prep food, may assist with preparation of breakfast, lunch and dinner for patients and cafeteria, serve food, operate cash register. Other duties as assigned.

Education: High school or GED.

Experience: Previous kitchen experience preferred.

Shift: Days/Evenings; 22 hours per week.

Other Requirements: Must be able to work all shifts including weekends and holidays. May work additional hours to cover vacations. Some lifting required. Will be required to complete and pass the sanitation certification exam.

RN – Primary Care Clinic**Part Time No Benefits**

Will cover shifts for Primary Care Clinic nurses. Obtain health history/vital signs and enter into EMR system, assist physician with exams and procedures, pre-cert insurance.

Education: Illinois RN License.

Experience: Previous experience preferred.

Shift: Days/Evenings. 8:00 am – 4:30 pm or 4:30 pm – 8:00 pm

Other Requirements: Possibility of covering an evening in the Acute Care Clinic.

Radiologic Technologist**Part Time Benefits**

Responsible for providing diagnostic radiology procedures under the principles of ALARA. Must have CT experience and able to perform routine CT procedures with and without contrast as well as CT Angiography Studies.

Education: ARRT, Illinois License with IEMA. AART in CT preferred or required 2 years after hiring.

Experience: Two years radiology experience and two years CT experience preferred.

Shift: 32.5 hours/week. 10:30 pm – 6:30 am during week and every other weekend
7:30 pm – 7:30 am.

Other Requirements: Excellent customer service and communication. Must be available to fill in for extra shifts during vacations and holidays. No call.

Radiologic Technologist**Part Time No Benefits**

Responsible for providing diagnostic radiology procedures under the principles of ALARA.

Education: ARRT, Illinois License with IEMA

Experience: Previous experience preferred.

Shift: Varies.

Other Requirements: Will be trained in CT. Excellent customer service and communication. Must be able to work any shift, weekends, holidays. No call.

Physical Therapist**Part Time No Benefits**

Administer physical therapy treatment to patients.

Education: High School/GED

College: Illinois License

Experience: Preferred

Shift: Days; 7 am – 3:30 pm

Other Requirements: Will fill in for current Physical Therapist as needed.