



## Job List – Week of September 8, 2024

**Senior Administrative Assistant (Downers Grove) – Northwestern University.** The SAA provides receptionist and administrative support for the Clinical Skills and Simulation Center; reporting to the Assistant Director. Essential Duties - Administrative support for events, lab sessions, and/or assessments. Assist with pre-event non-technical preparations at the direction of Clinical Skills Coordinators (room set up, supplies, faculty packets, sign in sheets, etc). Restock exam room supplies as necessary. Greet students upon arrival for events, lab sessions, or assessments as assigned. Launder gowns and drapes and restock clean linens. Other duties as assigned for a simulation or lab event. Perform internal administrative duties to include: Assist in preparation for internal department meetings or activities. Provide administrative support for the Interprofessional Education course at the direction of the course director. Reserve rooms for department meetings or activities. Maintain supply inventory and communicate with department staff for ordering when needed. Assist with maintaining the department master calendar in Outlook. Assist with administrative projects, mailings, faxes as needed. Perform external/customer service duties to include: Answer/screen telephone calls to the Clinical Skills and Simulation Center. Greet guests as they enter the Center. Assist in preparation for tours made through the Center. Communicate with customers in a timely and professional manner. Other duties as assigned. Qualifications - The requirements listed are representative of the knowledge and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Be organized and detail oriented, with good oral and written communication skills. Ability to work well under pressure and manage multiple priorities and deadlines. Commitment to customer service/satisfaction. Able to work independently and/or as part of a team once projects/work have been assigned. Maintain the confidentiality of student and department information. Maintain professional attitude and demeanor. Ability to occasionally flex schedule to meet needs of department which includes working late or coming in early. Education and/or Experience - High school diploma or GED and at least 3-5 years administrative support experience in an office or educational setting. Associate degree highly desired. History of working in a team and customer service oriented environment highly desired. Computer Skills - Must demonstrate proficiency in MS Office. Ability to acquire knowledge/skills to utilize new software. For more info on Northwestern University see [northwestern.edu](http://northwestern.edu). Benefits include medical, dental, and vision insurance plans as well as life insurance, short/long term disability and pet insurance. We offer flexible spending accounts including healthcare reimbursement and child/dependent care account. We offer a work life balance with competitive time off package including paid holidays, sick/flex days, personal days and vacation days; a 403(b) retirement plan, tuition reimbursement, child care subsidy reimbursement program, and more. We offer a wellness facility on-site with a fully equipped fitness facility. Northwestern University is an EEO/Affirmative Action employer. Apply - go to <https://recruiting.ultipro.com/MID1016/JobBoard/14e53f57-a561-4a17-e6ef-fbd661b8b6c1/OpportunityDetail?opportunityId=9899ec43-537d-4f88-b5c1-16aba5eed97a> then click "Apply now".

**Customer Service Representative I (Wheaton)** Do you like a variety in your work and enjoy working with the public? Are you bi-lingual in Spanish? We are looking for a new team member to join us, at our Central Public Health Center in Wheaton, as a Customer Service Representative. In this role, you will be providing front desk customer service to Health Department clients. You will be preparing and gathering relevant paperwork and data to identify the requested need of the client and providing rapid and accurate screening and referrals. This position is located at our Central Public Health Center and The Community Center, located in Wheaton. Flexibility to travel to other centers, to assist with coverage as needed, is required. The hours are Monday and Friday from 8:00 am until 4:30 pm. Tuesday, Wednesday, and Thursday from 8:00 am until 7:00 pm. Rotating shifts required to cover mid or evening hours. The starting pay for this position is \$15.77 per hour (may increase depending on experience). As a full-time DuPage County employee, you will be eligible for our full comprehensive benefit package which includes, Paid Training, 12 Paid Holidays per year, 2 weeks of paid vacation, paid sick and personal time, Health Insurance through Blue Cross and Blue Shield, Dental, Vision, IMRF Retirement Account, additional Supplemental Insurance available, Flexible spending Accounts, Prescription Plans, Disability Insurance and tuition reimbursement. Responsibilities - Provides general and specific information regarding departmental policies, procedures, and programs to the public. Conducts pre-screening activities; directs individuals to the proper location, resource and/or staff. Checks in customers; schedules follow-up appointments; collects various methods of payment including cash and credit card transactions. Notifies staff promptly when an individual arrives for an appointment; prepares client charts and files. Answers phones; receives and/or identifies and resolves complaints in accordance with department policies, practices and procedures and standards. Screens for eligibility for programs or services; listens and responds to client's concerns and questions to complete the intake process; gathers basic information from the caller including demographics to begin intake process. Processes incoming and outgoing calls through the operations of a call distribution center; provides general information to County residents/clients in response to direct inquiries regarding services, locations, and other matters, or refers questions to appropriate parties. Compiles data on number of calls, follow-up calls, and source referrals for review by supervisor; schedules appointments; answers TDD calls; operates a personal computer. Maintains confidentiality of privileged information and adheres to patient privacy laws. Adheres to department guidelines for attendance and punctuality. Maintains required training, licensure and/or certification. Demonstrates sensitivity and understanding of other ethnic groups and cultures. Participates in emergency response activities as assigned. Apply - <https://www.governmentjobs.com/careers/dupagehealth/jobs/4645586/customer-service-representative-i/apply>

**Security Officer (Burr Ridge)** Starting at \$18/hour. Are you a highly skilled and motivated individual looking for a dynamic role in the protective and security industry? If yes, then Guardian Security Services Inc is the perfect place for you. Come and join our team! At Guardian Security Services Inc, we believe in making smart investments, and that starts with investing in our people. As a Security Officer, you will play a crucial role in ensuring

## Hope's Front Door Job List – Week of September 8, 2024, cont.

the safety and security of our clients. At Guardian we believe our employees to be our most important assets. When selecting our Security Officers, we continually strive to make the most appropriate fit between the applicant and our client's specific security needs. Why Join Us: Competitive pay and comprehensive benefits package, including paid time off, health insurance, dental insurance, vision insurance, IRA, and more. Opportunity for growth and advancement within the company. Enjoy a supportive and collaborative work environment. Receive paid training to enhance your skills and knowledge in the security industry. Be a part of a team that values your contributions and recognizes your hard work. Referral program and employee discounts. Your Responsibilities: Understands and maintains general post instructions for that assigned post. Maintain practical knowledge of all additional and emergency post instructions that are called for by the client. Maintain access control procedures set by management. Effectively utilize access control systems, visitor management systems and CCTV systems as needed. Document and report any property damage and special occurrences. Monitor CCTV's to guard against theft and trespassing. Respond to incidents and document the event accurately. Greet all residents and/or visitors with a professional demeanor. Sign in and out all guests and vendors. Provide excellent Customer Service, Public Relation interactions and have an impeccable image at all times. Requirements: Variety of shifts available including 8-hour shifts, weekends, weekdays, holidays, day shifts, afternoon shifts, and night shifts. Strong attention to detail and excellent observation skills. Ability to remain calm and composed in all situations. Good communication and interpersonal skills. Must be a minimum 21 years of age. Possess a High School Diploma/GED or military service record. Must have a valid Permanent Employee Registration Card (PERC) or willing to apply for one. Must have a 20-hour training certificate or complete within 30 days of employment. All applicants must complete a pre-employment screening process to include drug screening. Maintain an impeccable image and adhere to our professional grooming standards. Must have mature demeanor, personality and attitude. Must possess strong customer service skills, public relation skills and the ability to interact well with people of diverse cultures and backgrounds. Possess strong communication skills, both verbally, written and non-verbal. Basic computer knowledge necessary. Willingness to work in Access Control software programs. Must maintain a working phone at all times. Must have reliable means of transportation. If you are ready to take on this exciting and rewarding opportunity, apply now! Apply – [https://www.workstream.us/j/2b9f7951/guardian-security-services/burr-ridge-71401/security-officer-burr-ridge-il-acd07a0c/apply?locale=en&referer\\_source=https://www.guardiansecurityinc.com/](https://www.workstream.us/j/2b9f7951/guardian-security-services/burr-ridge-71401/security-officer-burr-ridge-il-acd07a0c/apply?locale=en&referer_source=https://www.guardiansecurityinc.com/)

**Dishwasher (Lagrange)** Lucca's Pizzeria and Ristorante is hiring a Dishwasher. Evenings 4-close. 108 w. Burlington Ave., Lagrange IL, 60525. Please apply in Person. Compensation: Hourly Pay depends on experience. Employment type: employee's choice.

**Line Prep Cook - Cellar Door Wine Bar/Bistro (Downers Grove)** Cellar Door is a vibrant, casual restaurant located in the heart of Downers Grove. We pride ourselves on delivering a laid back atmosphere with an excellent kitchen and diverse selection of drinks. The Cellar Door is a family owned business looking for the right person to fit into our well rounded staff. We are looking for someone to work full time that includes weekends. We are located on 5150 Main Street, Downers Grove. 630 241 2030. The menu is primarily small plates, appetizers, flatbreads, sandwiches and cheese/meat plates. Our current menu can be found at [www.cellardoorwine.com](http://www.cellardoorwine.com) Line/Prep Cook Qualifications: 1. Prior cooking experience needed 2. A great attitude and ability to work in a small compact kitchen with others. 3. Must be dependable and be able to work evenings and weekends. Apply onsite or email us at [ryan@cellardoorwine.com](mailto:ryan@cellardoorwine.com), 5150 Main Street, Downers Grove. We open at 11 AM. 630-241-2030. Ask for Ryan or Nick. Compensation: \$17/hour.

**Maintenance Technician (Bolingbrook)** Homeowners Association in Bolingbrook Illinois, consisting of 672 homes, is looking for a qualified maintenance technician. Qualities we are looking for this candidate to possess are a strong work ethic, honesty, dependability, dedication and must be able to work well with others. This hourly position requires a minimum of 40 hours per week (Monday through Friday) and being on call 24/7 for association-related emergencies and snow plowing as needed. Candidates must have the ability to perform day-to-day operations of the maintenance department with experience in various skill sets, excellent interpersonal skills, and attention to detail. The maintenance department consists of 3 Maintenance Technicians who report directly to the Community Association Manager. Duties include but are not limited to the following: Work with other Maintenance Technicians on all repairs & preventative maintenance projects for the entire community and ensure that all work is addressed and noted in a detailed manner. Prior experience in carpentry, electrical, plumbing, concrete, roofing, siding & painting is required for this position. Additionally, potential candidates must have prior snow removal experience, operating a truck mounted snowplow & salt spreader. These requirements are mandatory for consideration for this position. Applicants should be comfortable standing for extended periods of time and with lifting equipment and supplies. Candidates must agree to be on call in inclement weather for snow removal and emergency situations. Since this is an hourly position, overtime is available for any additional hours worked over 40 hours per week. Other duties are as instructed by the Management Office. Compensation: Maintenance Technician has an hourly rate of \$23. Winston Village Association contributes \$300 per month towards health-related benefits either through the open insurance marketplace or the association sponsored supplemental insurance plan (\$3,600/Annually). A \$150 work boot allowance is provided after ninety (90) days of employment and provided annually (1X per year). Paid vacation is accrued after completion of six (6) months of service. Sick time is accrued at a rate of ½ day per month of employment up to a maximum of five (5) days per calendar year immediately after hire date. Requirements: Background check and drug test - At the association's expense applicant must agree to have this done by the association, prior to being offered a position. Driver's License - Applicants must have a valid Illinois driver's license in good standing to operate association trucks. Employment References - Work experience will be verified. Must supply references for verification. Please respond with a phone number and a resume. \*\*Only serious candidates need apply\*\* Pay: From \$23.00 per hour. Expected hours: 40 per week. Schedule: 8 hour shift, Day shift, Monday to Friday, Overtime. Experience: Basic carpentry skills: 1 year (required). Snow plowing: 1 year (preferred). Maintenance: 2 years (required). License/Certification: Driver's License (required). Work Location: In person. Contact info: Winston Village Association, 168 Joy Drive, Bolingbrook, IL 60440 (Boughton Road near Route 53), (630) 739-1530.

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**School Bus Driver (Westmont)** - Kids Kab Inc. hiring Now! Drivers needed to safely transport children To and From school. Monday thru Friday Morning and Afternoon (minimum 4 hrs/day). Mid-Day rides may also be available. Assigned a set schedule for the school year. Paid holidays. Clean driving record is required. Company van provided daily, up to 6 students per vehicle. Does not require a CDL. No experience necessary; training is provided. We are a family business; we strive to have a great rapport with the parents and schools that hire us to safely transport their children/students. \*For more information, email [KidsKab2@yahoo.com](mailto:KidsKab2@yahoo.com) or call Kids Kab at (630) 493-9543. Job Type Part-time, Employee. Salary \$16–\$18 per Hour.

**Wound Care/Treatment Nurse (Hinsdale)** Join The Pearl of Hinsdale! We are seeking a Wound Care Nurse with competitive wages, medical benefits; we invite you to join our dedicated team! Are you a Registered Nurse or a Licensed Practical Nurse looking for a meaningful opportunity? You came to the right place. At Pearl Healthcare, YOU are our greatest asset! We offer these competitive benefits: · Competitive wage · Affordable: Medical, Dental, Vision · Free Life Insurance · Paid Vacation/Sick Time · Personal Days · Employee Referral Bonus · Tuition Reimbursement · 401K · Meaningful and rewarding work environment · Plus much more. Inquire with us today! Description: The Wound Care Nurse is responsible for providing primary skin care to residents under the medical direction and supervisor of the residents' attending physician, the Director of Nursing, or the Medical Director of the facility, with an emphasis on treatment and therapy of skin disorders. Responsibilities for Wound Care Nurse: Confer with the Director of Nursing and/or other licensed nursing personnel regarding the dermatologic disorders of residents in the facility. Examine the resident and his/her records and charts, and discriminate between normal and abnormal findings, in order to recognize when to refer the resident to a physician for evaluation, supervision, or directions. Provide assessment and diagnostic services to residents. Perform an assessment evaluation using techniques including observation, inspection, and palpation. Initiate requests for consultation or referral. Respond to requests from the resident, physician, or nursing staff. Identify, manage, and treat specific skin disorders and primary and secondary lesions, such as skin abrasions, foot problems such as corns and calluses, decubitus ulcers, bacterial, parasitic and viral skin infections, scaling popular diseases, and benign tumors. Assist in resident rehabilitation activities. Where require, perform range of motion, assist in ambulation, provide emotional support. Monitor the results of physical therapy activities. Provide preventative health care services. Make recommendations to the resident concerning nutrition, prevention of common skin disorders, etc., Make written and oral reports/recommendations to the attending physician, Medical Director, or the DON concerning the status and care of the residents. Implement and maintain established policies and procedures relative to skin care treatments. Interpret these to the physician, resident family members, and public as appropriate. Performs other duties as assigned. Qualifications for Wound Care Nurse: LPN/RN with current Illinois state licensure. (Required). Wound Certification from accredited institution preferred. Must have, as a minimum, two (2) years of experience as an LPN/RN. Apply in person at: The Pearl of Hinsdale, 600 Ogden Ave. Hinsdale, IL 60521. (630) 325-9630. Apply today for immediate consideration!! At Pearl Healthcare, our unique approach to post-acute rehabilitation places the patient at the center, curating a plan of care that understands the specific needs of each individual. We are committed to providing a sophisticated level of support to achieve exceptional quality care. Pearl Healthcare is an equal opportunity employer.

**House Cleaner (Lombard)** Looking for a great job right now? Want to get started immediately? Looking for something that has regular weekday hours? A job that has a really good starting hourly pay with opportunity to grow fast? MaidPro is Hiring. If you work for a competitor, bring your current pay stub and we will increase your pay. We service homes in Lombard, Villa Park, Elmhurst, Glen Ellyn, Wheaton, Winfield, Carol Stream, Bartlett, Warrenville, West Chicago and Surrounding Areas. Why should you join our team: Hourly wage PLUS, monthly bonuses, tips, travel time and paid training. Monthly bonus opportunities. 401(k) Retirement Plan. Medical, Dental & Vision Insurance Available! Breakfast, Snacks, Coffee and More! A great company culture where everyone is valued and respected. We like to promote from within and opportunity for advancement. Family Atmosphere Monday - Friday No nights, No Weekends! Job Requirements: Likes to clean (no cleaning experience required. We train!) Hard working and reliable. Great attitude - professional and positive. Likes making customers happy & Sharp eye for small details. Comfortable working on your own, but able to work well with others when needed. Comfortable driving your own vehicle to and from client's homes to clean. Willing and able to work in homes that have pets. Must be able to lift up to 25 lbs. as needed. Important Criteria: Must be legally authorized to work in the United States. Must be willing to submit to a Criminal Background Check. Must have own car and insurance. Please feel free to come by any day Monday - Friday between 10am-2pm to complete an application and meet us! You can also call or text us at 630-396-2195 Option 3. MaidPro Lombard, 929 S Main St, Suite 103, Lombard, IL 60148.

**Dental Hygienist (Warrenville)** Description : Anthony Deranian | Account Manager. : (630) 365 3500. E: [aderanian@hirequestthehealth.com](mailto:aderanian@hirequestthehealth.com) . Candidates should have a minimum of one year of experience in general dentistry and be capable of performing routine hygiene duties, including scaling and root planing, FMDs, probing, Arestin application, and taking digital x-rays. Familiarity with online charting is a plus, but not required. Please be ready to provide your dental hygiene license and resume. The practice needs coverage starting September 3 through the end of the year. If you're interested in this position, even for part of the time, please let us know. We look forward to hearing from you!

**Homemakers and Caregivers (Naperville)** We need reliable homemakers today! Seeking motivated individuals who are interested in working in home care. Great experience to add to any resume in the health care industry. Health Care Plus has immediate openings in the Naperville area for home care aides. If you are interested in the healthcare field or have previous CNA experience that is a plus. Please contact 630-948-4040 if you are interested in the position. We have both part time and full time positions available for homemakers. Responsibilities would include homemaker related duties such as grooming, bathing, transferring, light housekeeping, and assistance with activities of daily living. Homemakers have the unique opportunity to work with seniors one on one. Training is provided and all resumes will be considered. No previous experience required, positions are available to start immediately. Call today to find out more about this great opportunity. Bring good health care home today! Health Care Plus Key Philosophies: Fast paced. Growing Demographics. Entry Level. Exciting. Training Oriented. Call today to get started: 630-948-4040.

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**Business Process Analyst (Bolingbrook)** We have Contract role for Merchandise Business Process Analyst for our client in Bolingbrook, IL. Please let me know if you or any of your friends would be interested in this position. Position Details: Merchandise Business Process Analyst. Project Duration: 4+ months contract. Pay-rate: \$35-\$40 an hour on W2 with limited benefits. The Business Process Analyst role will work cross-functionally to help in the documentation and execution of existing business processes and collaborate with the training team for training creation on vetted processes. This individual will be responsible for assisting, creating, updating, and maintaining all prioritized procedures/process documentation including process step references, best practices, quick reference guides, and flow charts for Merchandising and Merch Planning & Inventory (MP&I) processes. This role will also be responsible for helping to monitor compliance to business practices and assist MP&I time with process execution as required; in order to drive change management and adoption. Core job responsibilities: Partners Merchandising as well as cross functionally to identify process gaps within the specific area of responsibility and influence process improvement initiatives. Act as an agent of change, owning and promoting continuous improvement initiatives Collaborates and socialize impact as a result of interconnected processes and workflows. Assists in business transformation, streamlines operations, and builds new solutions to simplify business processes Documenting new & existing processes and business rules as they are conceived, determined, and prioritized. Support Merchandising and MP&I performance by identifying ownership, risks, process improvements, assists in the oversight of process execution. Requirements for consideration: Bachelor's degree preferred. 1-3 years relevant work experience, or equivalent combination of work and education experience in retail merchandising and/or planning & inventory. Proven advanced level organizational skills. Critical thinking and creative resolution are a must for this role. Strong collaboration and interpersonal skills to communicate with associates. Ability to motivate others to take action dictated by data. Self-starter and growth mindset approach to skills development. Strong verbal and written communication skills. To discuss this amazing opportunity, reach out to our Talent Acquisition Specialist Ravi Jhamnani email address [ravi.jhamnani@generistek.com](mailto:ravi.jhamnani@generistek.com) ; also can be reached at 630-576-1914. About Generis Tek: Generis Tek is a boutique it/professional staffing based in Chicagoland. We offer both contingent labor & permanent placement services to several fortune 500 clients nationwide. Our philosophy is based on delivering long-term value and build lasting relationships with our clients, consultants and employees. Our fundamental success lies in understanding our clients' specific needs and working very closely with our consultants to create a right fit for both sides. we aspire to be our client's most trusted business partner.

**Warehouse Clerk - Floater (Burr Ridge)** Our client is a reputable, family-owned company located in the Willowbrook/Burr Ridge area that distributes medical equipment to the health care industry. They are looking for a WAREHOUSE CLERK – FLOATER. TEMP-TO-HIRE. Rate: \$17/hour. Hours: 8am – 4:30pm (Mon – Fri). Duties: Unpack and identify inventory received from vendors. Package and label inventory. Assemble Parts and label/package for stock/orders. Disassembling and assembling items such as wheelchair upholstery when stenciling is required. Removes boxes from pallets and places in proper overstock location as well as open boxes and removes single items to re-stock bin Utilize material handling equipment such as hand truck, platform truck, pallet jack and cherry picker (Wave) while following all safety rules and regulations. Cross train to learn other warehouse duties (such as Packing, Shipping, etc.). Qualifications: High School diploma or GED. 1+ years previous warehouse experience preferred. Good written and verbal communication skills. Able to read, write and speak English. Basic computer skills required. Knowledge of material handling equipment. Basic hand & power tools experience (screwdriver, drills, etc.). Ability to work in a fast-paced environment. Detail oriented. Great personality. Willingness to learn. Physical Demand: Regularly lift and/or move up to 50 lbs., occasionally lift and/or move up to 100 lbs. Stand for 8+ hours. Please send your resume to [chicagolandcws@pridestaff.com](mailto:chicagolandcws@pridestaff.com) or call 630-246-7837 if you have any questions. An interview may be required. Numbers & Facts - Company Size: 50 to 99 employees. Website <https://www.pridestaff.com/>

\*\*\*\*\* **JOB OR CAREER FAIRS** \*\*\*\*\*

None this week

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**Many job search sites require online applications. These types of jobs are not posted in this job list. To search these postings go directly to their sites which have many job listings that can be applied for immediately online:**

<http://www.jobs2careers.com/> <http://www.indeed.com/> <http://www.careerbuilder.com/>  
<http://www.snagajob.com/> <http://www.elitestaffinginc.com/> <http://www.simplyhired.com/>  
<http://www.beyond.com/> <http://jobs.advocatehealth.com/downers-grove-jobs> <http://www.jobtonic.com/>  
<http://towniejobs.com/> <http://www.worknetdupage.org/jobs/dupage-county-jobs.html>  
<http://www.linkup.com/> <http://dupagecountyjobs.org/>