

JOBLINK



"linking people & positions!"

January 22, 2010

The Society of St. Vincent de Paul
#13 Vieux Carre, Suite 2

PO Box 3310 East St. Louis, IL 62203
618-394-3568



Housekeeping/ Laundry Supervisor

Full Time, Working Supervisor.

5+yrs exp. managing a housekeeping/laundry department.

Healthcare experience a plus. Apply in person or Send resume to:

Columbia Convalescent Center
253 Bradington Drive Columbia, IL 62236
618.281.6800

Enthusiastic, dedicated individuals wanting to be part of a team to work with developmentally disabled adults in a ICF DD 16 bed facility.

Weekend staff needed.

Potential for full-time with benefits.

High school diploma or GED required.

21+ yrs old or DSP certificate a plus.

Apply in person at: Royal Living Center,
200 S. Ninth, New Baden, IL.

TIG and MIG welders and Amada punch/laser operator positions

are available. TIG welder needed to weld stainless steel sheet metal.

MIG welder needed to weld tubular and sheet metal.

Laser/Punch Operator needed to set up and run automated punch press and laser.

All positions require prior experience.

Positions are available immediately.

We offer a Full benefit package including 401K, paid health insurance and bonus program.

Mail, fax or email resume or Applications are accepted in person M-F 7:30Am - 3:00Pm.

No phone calls please.

MAC Medical, Inc. 820 South Mulberry Street,
Millstadt, IL 62260

LEASING AGENT for busy apartment complex. Mon-Fri. Must be energetic, some office exp preferred.

Fax resume to 345-7330 or apply in person:
125 Idlerun, Collinsville or call 345-8589

Certified Nursing Assistants Full-Time & part-time - 2nd and 3rd Shift - CNA's

Location - Green Park Senior Living Community is located in South St. Louis county near highway 55 & Lindbergh. Coming from highway 55 you would exit at Reavis Barricks and go East to Union and then go south on Union to Green Park and go west. Our location is approximately a half-mile down on the left.

Please go to the second entrance and report to the administrative offices (first left as you enter the building) for an application.

The qualified candidate:

- Provides patients' personal hygiene by giving baths, backrubs, shampoos, and shaves; assisting with travel to the bathroom; helping with showers and baths.
- Provides for activities of daily living by assisting with serving meals, feeding patients as necessary; ambulating, turning, and positioning patients; providing fresh water and nourishment between meals.
- Maintains patient stability by checking vital signs and weight; testing urine; recording intake and output information.
- Provides patient comfort by utilizing resources and materials; transporting patients; answering patients' call lights and requests; reporting observations of the patient to nursing supervisor.
- Updates job knowledge by participating in educational opportunities; reading professional publications; participating in professional organizations; maintaining licensure.

Requirements **Skills/Qualifications:**
Multi-tasking, Medical Teamwork, Bedside
Manner, Infection Control, Nursing Skills, Health
Promotion and Maintenance, Creating a Safe,
Effective Environment, Informing Others,
Judgment, Pain Management, Acute/Critical Care

**Come Be a Part of
Our Growing Team!
PAYROLL CLERK/ BOOKKEEPER**

Hospice of Southern Illinois is seeking a
full-time Payroll Clerk/Bookkeeper. Primarily
responsible for processing bi-weekly payroll
for employees, maintains computerized
personnel and payroll records, provides
written verification of employment, honors
and processes all types of garnishments and
court orders, keeps up to date with payroll
changes and laws.

Requirements: High school graduate
with a minimum of 2 years recent payroll
experience, familiar with FLSA, experience
in processing computerized payroll with
strong knowledge of Excel spreadsheet
applications. Advanced skills in Excel
required. Great Plains experience preferred.
Benefits package included. (EOE)

To apply forward resume to:
Hospice of Southern Illinois, Inc.

305 S. Illinois St. - Belleville, IL 62220
1-800-233-1708 - Fax 1-618-235-3130

Help at Home, Inc.

Homemakers\$9.35/hour starting wage,
seniority honored,
Mileage & Travel Time reimbursed
Insurance, Holiday and Vacation available
Call or visit our Fairview Heights
office to apply:
1-877-355-9612
4612 N. Illinois St. - Fairview Heights,

**Cedar Ridge
Health & Rehab Center**

- RNs
- FT Cook
- Transportation CNA
- CNAs

Come work at the CCI facility of the year.
Cedar Ridge is looking for those who want
to truly make a difference in the lives of
our residents!

**APPLY IN PERSON -
One Perryman Lane - Lebanon, IL
or online at:
www.cedarridgehealthcare.com**

The Phone Books Are Coming!!!

Earn extra \$\$Money\$\$
Help Deliver The New AT&T Telephone
Directors TODAY!
Flexible Hours-Daily work.
Deliver in Your Own Neighborhood Belleville,
Metro-East South areas.
800-733-9675
You must be at least 18 have a current drivers
license, insurance & vehicle.

Maintenance Technician

The ROHO Group seeks a 2nd shift Maint. Tech.
3-5 yrs exp and/or Tech Schl. PLC helpful.
Apply at [www.therohogroup.com/corporate/
careers.jsp](http://www.therohogroup.com/corporate/careers.jsp)
or fax: 618-234-5917

HOUSING SPECIALISTS

#984 P/T weekend positions available in
residential setting serving indiv. w/ severe mental
illnesses and/or co-occurring disorders.
Must be supportive of working in recovery-
oriented environ.
Must possess clinical/case mgmt. skills, work
from team approach, have evidence of displaying
positive interactions w/ colleagues and other
community reps.
H. S. diploma w/ minimum 5 yrs human service
experience, or HS diploma + 2 yrs mental health
experience. and Cert. of Psych. Rehab. from DHS-
approved proram., or Cert. Recovery Support

Spec.(CRSS) in good standing w/ State of IL, plus 1 year exp. in providing mental health services, or bachelors degree in helping prof. w/ relevant exp. req. Current/former consumers of mental health or co-occurring services strongly encouraged to apply.

Valid drivers license req.

Send cover letter and resume to: DEPT. H, #984
50 Northgate Ind. Dr. Granite City, IL 62040

Lube & Oil Tech

Must have own tools.

Experience needed.

Bring resume & apply at: Brent Bergheger
Chrysler Dodge 220 W. Main St. Mascoutah, IL
62258

SECRETARY RECEPTIONIST

Part time position (approx. 20 hrs. wk) for mental health and substance abuse agency in Belleville.

May involve travel to other offices.

High School diploma or equivalent required along with valid drivers license.

Ability to communicate clearly and professionally.

Good judgment and discretion needed.

General knowledge of standard office routines, office equip., computers, multi-line phone, clerical skills, along with interpersonal and organizational skills essential.

Send cover letter and resume to DEPT. T, #1019
50 Northgate Ind. Dr. Granite City, IL 62040

Lube Technition

Newbold Toyota in O'Fallon, IL has an opening for a Lube Technician with advancement possibilities. Duties include oil changes, tire rotations and inspections.

Please send resumes to jbelzer@
newboldtoyota.com

Public Safety Officer needed.

Military or security experience a plus. Must be 22 years of age or older. All candidates must be able to successfully complete the physical fitness "P.O.W.E.R." test mandated by the Illinois Law Enforcement Training and Standards Board.

Shifts will include nights, weekends, and holidays. Salary and benefits competitive. Send letter of application referencing job #PSO04.

Resumes should be sent to:

Shirley A. Rentz

Director of Human Resources

McKendree University

Well established Metro East Auto Dealer needs **Office/Clerical help.**

Requires dealership experience in posting documents, accounts receivable & payable.

Evening & Saturday hours required.

Benefits included.

Please reply to Drawer: 5454, Belleville News-Democrat, PO Box 427, Belleville, Illinois 62222.

PLUMBER

Are you happy? Plumbers with our company earn \$45-\$65,000+ per year. Are you enthusiastic? Work for a company who cares! We offer year round work and full benefits pkg. Must have 2+ years exp. and be clean -cut and drug free. Call 618-288-6480

CNAs Certified Nursing Assistant

Columbia Convalescent Center has an opening for CNAs on the day, evening and night shifts.

Previous experience in a long term care facility is a plus. Apply in person or

Send resume to: Columbia Convalescent Center
253 Bradington Drive Columbia, IL 62236
618.281.6800

Laborer

G&S Foundry in Red Bud, IL is now hiring general laborer positions. Those interested need to fill out an application or send a resume to be considered for open positions. 210 Kaskaskia Drive Red Bud, IL 62278 618-282-4114 (P) 618-282-6286 (F)

Local Driver

LTI TRUCKING is looking for local driver for the midnight - 8 am shift. Must have 2 yrs verifiable work exp.

Please contact JoAnn www.LTItrucking.com or call 800-338-8965 x7752. EOE

River City Casino

South Broadway in Lemay, MO

Jobs: For info call the Office on Broadway

Phone: 314-0735-1200

Casino jobs; restaurant jobs; smaller restaurant jobs; hostess/host maintenance etc