

## Career Opportunity Bulletin of 6-28-16

Ivy Tech Community College Bloomington

**HireIvy** – nursing and health care support positions for IU Health Southern Indiana Physicians, IT intern for the YMCA, kitchen manager for Shalom Community Center, HVAC technician for D & S Maintenance, client account rep for Centerstone, executive assistant for Bill C. Brown, enviro tech and supervisor for Harris Services, communications manager for Stone Belt, CMA for Premier Health

**Tour MedExpress** Explore careers within the field of health sciences on the morning of July 27<sup>th</sup>. Contact Katie Anderson at [kanderso@ivytech.edu](mailto:kanderso@ivytech.edu) or call 812-330-6018 to get onboard for a tour of a premier urgent care facility.

**Internships** for the Bloomington Community Orchard: Work & Learn Day Leader, Junior Stewards Program Manager, Event Planner, National Outreach Manager, Social Media, Graphic Designer Apply [Governance@BloomingtonCommunityOrchard.org](mailto:Governance@BloomingtonCommunityOrchard.org)

Create an account; apply for jobs of interest posted on HireIvy <https://ivytech-csm.symplicity.com/>



Come in, call, click for career development at <https://apps.ivytech.edu/AMS/home.seam?siteId=18> → Careers Katie T. Anderson; Career Development; A145; [kanderso@ivytech.edu](mailto:kanderso@ivytech.edu); (812) 330-6018

### ~~~ Business, IT and Public Services ~~~



**Zoning and Long Range Planner** for the City of Bloomington Assists Long Range and Transportation staff in the execution of the long range planning work program including implementing and updating the Comprehensive Plan, and developing neighborhood, corridor and other subarea plans. Collects and analyzes population, census, permit and land use data pertinent to the development of long range planning initiatives. Reviews various petitions requiring Plan Commission, Plan Committee, Board of Zoning Appeals and Hearing Officer action; conducts site plan reviews; performs on-site inspections; researches applicable ordinances and development histories. Proficiency in Geographic Information Systems, Microsoft Office, and Adobe Creative Suite software. InDesign experience desired. Strong writing and presentation skills. Communicate tactfully with a wide range of individuals, including local officials, consultants, development community, and the general public. \$37,318 - \$43,224 Apply by July 6.

**Client Services Manager** for Choice Realty & Management Attend front desk for busy real estate/property management office. Greet customers, data entry, dispatch calls, scheduling,. Administrative support. Full-time (8:15-5:15 M-F). Position open immediately. Please direct cover letter and resume to Lori Todd, Realtor at [Lori@CallChoiceRealty.com](mailto:Lori@CallChoiceRealty.com) [www.CallChoiceRealty.com](http://www.CallChoiceRealty.com)



**IT Internship** for the YMCA Embraces a philosophy of using technology to serve our members and meet their needs. Ensure best practices and compliance with data security, access, network performance, reliability and functionality, while positioning the YMCA to constantly move forward to always be meeting our members' needs and lead future growth in the area of technology. Must have broad knowledge of IT hardware, software, networking, security, disaster recovery and other technologies. Apply via HireIvy / cover letter and resume to Shannon Kane at [skane@MonroeCountyYMCA.org](mailto:skane@MonroeCountyYMCA.org)

**Office Manager** for Indiana University Health Southern Indiana Physicians Initial contact for the entire office. Answering all incoming calls, making patient appointments, relaying messages and directing calls to the appropriate staff. Patient check in and check out responsibilities. Maintains patient schedules by booking, coordinating and rescheduling patient appointments as needed. Obtains and enters patient information, as necessary, in the medical billing system. Verifies that current insurance information is on file for each visit. Pulling charts in a timely manner for appointments, test results, prescription requests, phone messages and any patient information received in the mail. Accurately assigns ICD-10 and CPT codes and posts services as necessary. One year clerical experience required. <http://careers.iuhealth.org/>

**Communications Manager** for Stone Belt Leads the agency's communication and public relations functions and provides support in carrying out agency development functions such as fundraising, events, and providing content for marketing materials. 4 years of experience in communications, marketing, journalism or related field or equivalent experience in a similar communications role. Degree or combination of education and experiences required. Communicate with diverse audiences in various formats. Good eye for photography, design, and video production is a plus. Working knowledge of desktop publishing software such as Adobe InDesign and PhotoShop; proficiency in Windows environment and Microsoft Office. Experience in e-mail marketing software and website content management systems. Ability to travel independent of other staff; flexible schedule. Full-time position with benefits. Direct cover letter and resume to Preston Hughes at [phughes@stonebelt.org](mailto:phughes@stonebelt.org)

**Lab Consultant Supervisor position** Technology Center Consulting (TCC), a division of University Information Technology Services, at Indiana University is responsible for maintaining and operating 50+ student computer labs on the Bloomington campus. Our computer labs contain a wide array of software applications, Macintosh and Windows operating systems and a mix of specialized printing options. Responsible for maintaining network connections for 12,000 campus residents; managing hourly staff; monitoring shift activity; mentoring and completing performance reports and evaluations; supporting printing services including specialized plotter printing; providing customer service to students, staff, and faculty in the Student Technology Centers (STCs). Overseeing work of hourly staff as they troubleshoot and resolve networking issues. Pay \$13.15 per hour; the midnight – 8am shifts receive an additional \$1 per hour. Lab consultant position is also open. Please send a cover letter and resume to [terpears@iu.edu](mailto:terpears@iu.edu)

**Executive Assistant** for Ronald F. Remak Insurance, Inc. Full-time, 40 hour per week position. The primary responsibilities would be to handle communication, schedule appointments and arrange business and personal travel. Must possess excellent verbal and written communication skills and be able to multi-task in a very fast-paced work environment. Please apply via HireIvy.

**Front Office Associate** for Center for Diagnostic Imaging, a national provider network of medical imaging and related services. Hours for the position are three days a week, 3:00pm - 8:00pm and every other Saturday, 8:00am - 12:00pm. Provides services to patients and referring professionals by answering

phones, cheerfully greeting and registering patients. Creates a positive experience for every patient. Greets and checks-in patients scheduled for imaging services; registers demographic information and processes payment plans and copays; Answers phones and handles calls in an efficient and friendly manner; Fields calls appropriately for center associates; Acts as liaison between technologists and the patients waiting for exams and relays messages regarding scanner status and other clinic information. Knowledge of and adherence to HIPAA and safety guidelines; basic level computer skills; medical office experience; medical terminology and office background. Apply via HireIvy

**Food Services Manager** for Cook Pharmica Oversee the daily operations of the cafeteria, manage cafeteria personnel, manage the cafeteria inventory, and oversee the catering services for internal meetings. Plan menus including healthy choice options; estimates food costs; control costs by reviewing portion control and quantities of preparation; minimizing waste; ensuring high quality of preparation. Ensure that all entities conform to the regulation of the state and local board of health. Maintain safe and healthy environments by establishing, following safe working practices and enforcing sanitation standards and procedures. Prepare and maintain records, reports and statements concerning the financial outcomes of each venue. Review and evaluate existing operational methods and procedures of food and nutrition services program for effectiveness and efficiency, initiating changes as necessary to ensure healthy options and legal compliance with state and local boards of health. Degree in Hospitality, or related program; [Click here to apply!](#) or visit [www.cookpharmica.com/careers](http://www.cookpharmica.com/careers).

**Kitchen Manager** for the Shalom Community Center (a resource center for people experiencing extreme poverty) Full-time (35-40 hours per week) Responsible for overseeing the food service operations of the Center, including coordinating volunteers and staff in meal preparation and food distribution, assessing inventory and equipment needs, ensuring safe food handling practices and compliance with public health regulations, managing a budget, writing policies and procedures, and developing a food service training program. An associate's degree or higher in culinary arts will be highly preferred; 2+ years experience in a large-scale food service operation; ServSafe certified; Good basic administrative and culinary skills; \$15.00 /hour + benefits PLEASE SUBMIT A COVER LETTER AND RESUME BY EMAIL ONLY TO: [forrest@shalomcommunitycenter.org](mailto:forrest@shalomcommunitycenter.org)



**FRENCH LICK RESORT**  
FRENCH LICK & WEST BADEN · INDIANA

**Pastry Chef, Sous Chef, and Cook** positions are now open. Please direct resume and cover letter to; Josh Miers; Recruiter; Miers, Josh [jmiers@frenchlick.com](mailto:jmiers@frenchlick.com); French Lick Resort; 8670 W. State Rd. 56; French Lick, IN 47432; O- 812-936-5815

### ~~~ Technology and Applied Sciences ~~~

**CNC Operator** for Lake Chapman Instruments Opportunities to learn machine setups, metrology and blueprint reading. A CAD/CAM background would be very helpful but is not required. Abrasive blasting, polishing, assembly and perhaps laser welding. Please contact [kanderso@ivytech.edu](mailto:kanderso@ivytech.edu) for an application.

**HVAC / Maintenance Technician** for D & S Maintenance An Ivy Tech alumnus is looking for individuals seeking employment in the HVAC/Maintenance field. Perform basic maintenance needs on several student rentals, apartments, condo's and personal homes around town. Commercial maintenance needs for local businesses. Full time opportunity to gain experience and improve your skills. Fill out app in person at 1412 S. Monon Dr. Bloomington, or direct resume to [dsmaintenanceinc@yahoo.com](mailto:dsmaintenanceinc@yahoo.com)

## ~~~ Health Sciences ~~~

**RN** for Bloomington Meadows Hospital Delivers, coordinates, and evaluates patient care through collaborative efforts with health team members in accordance with the nursing process and the standards of care and practices. Demonstrate the knowledge and skills necessary to provide care, based on physical, psychosocial, educational, safety and related criteria, appropriate to the age of the patients served. Fill out an application, <http://www.bloomingtonmeadows.com/contact/careers.shtml>

**RN and LPN** positions for IU Health Southern Indiana Physicians Provides professional nursing services through education and patient care. Follows established nursing process including patient assessment, nursing diagnosis and evaluations. Assists providers and staff in coordinating patient care. Functions as a primary liaison between patients, families, staff and providers. Participates in clinical process improvement and the implementation of activities that assure quality of care. Degree; current Indiana Nursing License. Certification required within 60 days of hire. <http://careers.iuhealth.org/>

**Administrative and Clinical Assistance** positions for Planned Parenthood of Indiana and Kentucky Client focused team members to provide assistance in health centers. Full-time; 35 hours per week in Bloomington Center. Scheduled working hours are: Monday: OFF; Tuesday: 10am-7pm; Wednesday: 8:30am-5pm; Thursday: 7:30am-4pm; Friday: 8:30am-4pm; Every other Saturday: 8:30am-4:00pm Appointment scheduling; Greeting patients; Recording vitals; Assisting with minor medical procedures. Resume and cover letter to [shawn.cox@ppink.org](mailto:shawn.cox@ppink.org)

**Nursing** position for the Stieglitz family Please apply via HireIvy

**LPN** for Landmark Family Practice Patient education, assisting patients, scheduling appointments, obtaining vital signs, medication refills, reviewing medication lists, calling patients with test results and assisting the provider with procedures as needed. Be responsible for keeping the rooms stocked and clean. **Mon-Friday. No weekends.** Apply for Licensed Practical Nurse using: [https://workforcenow.adp.com/jobs/apply/posting.html?client=prehc&jobId=19851&lang=en\\_US&source=CC4](https://workforcenow.adp.com/jobs/apply/posting.html?client=prehc&jobId=19851&lang=en_US&source=CC4)

## ~~~University / Announcements / Internships~~~

**Campaign Assistant** for the United Way Resource Development Director and Assistant Director. The primary role of this position is to assist with the IU fundraising campaign as well as several events throughout the year. This paid internship begins in the Fall of 2016 and lasts through the academic year. Ivy Tech students are encouraged to apply by cover letter and resume to [darci@monroeunitedway.org](mailto:darci@monroeunitedway.org)



**Sous Chef** for the Story Inn Reports to Executive Chef; Responsible for the oversight of all daily kitchen operations, including the following tasks: • Embraces the Story food culture, and shares vision and ideas to propel Story into the future; Contributes ideas for streamlining current kitchen systems (ie: cleanliness, organization; Assists Executive Chef with creating new dishes for ever-changing seasonal, and event menus. Must have a current ServSafe certification; Culinary Arts Degree preferred; 2-5 years cooking in a fine dining setting; Please direct application to Jacob Ebel; General Manager | Co-Owner; 812-988-2273

**Internship Opportunity** for PROJECT INTRODUCTION The I-69 Section 5 project is one of six planned sections that comprise the I-69 expansion from Evansville to Indianapolis. The I-69 Section 5 project will convert approximately 21 miles of State Route (SR) 37 in Morgan and Monroe Counties, Indiana, into an interstate facility which is designated as I-69 Section 5. As part of this conversion, the existing partially-controlled limited access facility will be upgraded to have fully controlled access and will include four new interchanges at Fullerton Pike, Tapp Road, Sample Road and Liberty Church Road. Apply [i69section5dbe@att.net](mailto:i69section5dbe@att.net); Follow-up: Matti McCormick; (812) 339-6447



**Environmental Supervisor** for Harris Services Perform all functions within the cleaning division. Environmental Supervisor is to do rounds on a daily basis to insure quality is met at each facility. Fill in where and when needed, Environmental Supervisor is to keep Division Manager abreast of any and all concerns, complaints, staffing issues, staffing call-ins, inventory, and equipment issues for repairs. Assist employees in ongoing training; daily reporting and tracking; evaluate enviro techs on a regular basis performance, uniform, attitude, team work. Tech 1 and 2 positions are also open. Shifts 8AM - 4:30PM, as well as our 6PM - 230AM shifts. \$10 to \$12/hr. Please, resume to [Anthony@callharrisservices.com](mailto:Anthony@callharrisservices.com)

**Master Equipment Operator** for the City of Bloomington Drives sanitation equipment and various department vehicles on assigned routes, daily. Regularly checks department trucks to ensure proper fluid levels and mechanical functions. Performs regular maintenance such as washing and greasing. Assists with emptying trash cans and loading trash bags, as needed. Collects trash barrels from designated sites, paints and returns to site. Delivers yard waste bags and recycling containers, as needed. Pick up trash from all city facilities. 20-24 hours/week, 4:30 am to end of route, Monday-Thursday; \$12.32-\$14/hour; Apply by 6-29



Program Director and Residential Assistant positions are now open. All interested applicants may contact Alysia Fornal, Executive Director at [afornal@steppingstones-inc.org](mailto:afornal@steppingstones-inc.org) [www.steppingstones-inc.org](http://www.steppingstones-inc.org)



**Staff Accountant for MPI Corp**, an investment holding company with a unique culture, long-term perspective, and a supporting infrastructure. Degree, and at least 1-3 years of experience in that field along with knowledge of SFAS Rules. Direct resume to Mike Federspill [mikfed@mpicorp.com](mailto:mikfed@mpicorp.com)