



Sample Job List Week December 28 – Jan 1

This list is compiled from a variety of sources and is only a small representation of the open positions in our area. This list in no way endorses any of the employers listed but is simply to be used as a resource for those in job search. *

POSITIONS

Sales Support Rep 1565734 FT AT&T, WEST DES MOINES, IA <http://connect.att.jobs/>

Do you have a passion for customers and technology? Put your energy and enthusiasm to work as one of our retail experts, connecting our latest products and services with millions around the globe in a fast-paced, fun work environment. It's an important job with lots of room to learn, grow and advance with the number one wireless company in America. Multiple roles to ensure extraordinary customer experience, from welcome to troubleshooting/resolving customer issues. Responsible for Inventory management, cash management, point of sale paperwork/recordkeeping, assisting in meeting store merchandising standards, and the safety and security requirements in the store. Operate various internal tools and systems, terminal consoles and peripheral devices, and maintain time sensitive records with a high degree of detail and accuracy. Act as the operational liaison between agents, vendors, customers and various AT&T departments. Answer inbound calls and assist sales representatives and customers by performing quick hit sales transactions. Must be able to work flexible schedule; stand for long periods; lift up to 25 lbs.; operate PC, wireless equipment, copier, and fax; work other locations as needed; and wear a uniform. Associate degree; 1+ years relevant work experience; telecom knowledge; and excellent communication, research, and computer skills. Competitive base pay, medical, dental, vision, 401(k), paid time off, work/life resources -- you'll even get exclusive access to retail perks (like AT&T discounts and tuition reimbursement). Paid training on the latest technologies and devices now and at new rollouts. New store opening soon! \$1,000 sign-on bonus for new hires.

Reimbursement Specialist (JOB ID: 5794) FT/M-F UnityPoint, Central Billing Office, JOHNSTON, IA <https://www.unitypoint.org/job-opportunities.aspx> This is posting/billing/follow up insurance and patient payments/adjustments and projects work. Research and respond to questions regarding claims and serve as staff resource and support/train new employees. Maintain daily reconciliation/balancing documents. Prepare documents for secondary claim filing. Maintain current knowledge of payer specific requirements, Billing Office policies/procedures, and awareness of clinic/department and the organization. Regular and consistent attendance, compliance with government and company requirements, and personnel policies and procedures required. Strive to exceed customer expectations and be a selfless team member. High School or Vocational School graduate. Previous experience coding diagnoses and procedures with ICD-9-CM and CPT. Knowledge of medical terminology, anatomy and physiology; medical billing and collection; and collections governmental legal and regulatory provisions. Strong interpersonal and team member, computer, verbal and written communication skills. Ability to understand and apply guidelines, policies and procedures. Previous medical office experience preferred.

Food Svc Associate-Cafe-M (Job ID: 6729) PT/Eves Methodist Hospital, DES MOINES, IA <https://www.unitypoint.org/job-opportunities.aspx> Schedule could include some days. Prepare, portion, serve, and store food according to specified menu and dietary procedures. Perform proper cleaning and sanitation. Successful performance of this work will result in nutritious, palatable, attractive, and safe food to patients and guests of IH-DM. Requires exemplary customer service skills. Must be able to deliver, set up and serve food to patients, visitors and staff on a limited time schedule and perform specified cash handling duties.



Food Svc Assoc-Tray line-W (Job ID: 6707) FT/11:30am-8pm incl. weekend rotation Methodist West Hospital, WEST DES MOINES, IA <https://www.unitypoint.org/job-opportunities.aspx> Prepare, assemble, deliver and serve meals to patients, families, and guests, working with Host/Hostess, patient room service operators, dietary staff, supervisors and managers to provide the best service for our patients every time. Must be highly self-motivated and customer service focused with excellent communication skills in a time sensitive, fast-paced work environment. Fast-paced position includes reading tickets; stocking and cleaning work areas, equipment, cleaning and sanitation including dish room; performing specified cash handling duties and be able to understand special diets and use critical thinking skills. May also set up food stations in the Café and Café outlets to include cashiering. Consistently utilizes a holistic approach considering physical, psychological, social, spiritual, educational, safety and related criteria appropriate to age of the patients served in the assigned area.

BOTH ABOVE JOBS REQUIRE: Basic arithmetic skills. Previous food service experience or class preparation desirable but not required. Silver level NCRC preferred. Ability to read, write, speak and comprehend English fluently. Dept. of Labor Level III (Medium) Work (post-offer tested).

Patient Care Tech <https://www.unitypoint.org/job-opportunities.aspx>

Patient Care Tech-N6 (Job ID: 6210) PT/16 hrs./wk. 11pm-7:30am include every Sun Methodist Hospital, DES MOINES, IA 25 bed Med/Surg unit. Includes post op care for major abdominal surgeries including colorectal, esophageal, liver, and pancreas surgeries. Center of Excellence for Bariatric Weight Loss surgery.

Patient Care Tech-Y4 (Job ID: 6269) PT/16 hrs./wk. Methodist Hospital, DES MOINES, IA

Patient Care Tech-3rd Flr-West (Job ID: 6695) PT/16 hrs./wk. 7a-7:30pm include every 3rd weekend, Methodist West Hospital, WEST DES MOINES, IA 34 bed orthopedic unit. Primarily total knee replacements and total hip replacements.

Patient Care Tech-P3 (Job ID: 6744) FT/Rotate Days+1 Night Methodist Hospital, DES MOINES, IA 28-bed medical oncology unit. May include patients receiving chemotherapy.

ALL JOBS: Perform patient care and treatments under RN supervision. Provides and documents care including daily living, mobility, specimen collection, patient & family teaching, and respiratory support activities. Must be able to lift move, position and transport patients and meet the department work schedule. Demonstrates initiative to improve quality of care, patient and employee safety, and customer service. Must have HS diploma/GED. Minimum (indicated on application) of 120 hour CNA certification required, or completion of at least one clinical rotation of an accredited nursing program. Dept. of Labor Level III (Medium) Work (post-offer tested).

Patient Escort-M (Job ID: 5858) FT/2nd Shift Methodist Hospital, DES MOINES, IA

<https://www.unitypoint.org/job-opportunities.aspx> Transport patients, equipment and material throughout the hospital complex upon request by the department dispatcher. Must have High school diploma/GED completed or in process. Silver level NCRC preferred. Ability to be on feet most of the day with frequent lifting and pushing. Must be able to hear, read, write, speak and understand English. Candidates must successfully complete a post-offer, pre-employment strength and agility test at Medium Level of Work.

Public Safety Officer (Job ID: 6476) FT/2nd shift 2:30pm-10:30pm UnityPoint Health, DES MOINES, IA

<https://www.unitypoint.org/job-opportunities.aspx> The Public Safety Officer provides a safe and secure environment for all of UnityPoint Health-Des Moines (UPHDM) properties. Provides input in developing security procedures, which address the day to day physical security and safety needs of UPHDM. Assists with patients, visitors, and staff as needed or requested. Responds to emergency and routine requests for service. Documents relevant calls, conducts investigations as appropriate, monitors security



cameras, and other equipment as directed. Consistently utilizes a holistic approach (considering physical, Psyche/Social, spiritual, educational, safety and related criteria), appropriate to the age/health of the patients served in the assigned service area. High school education/GED required. Previous safety and security experience preferred. EMT/fire fighter, military, law enforcement or medical background experience desired. Computer knowledge and typing skills required. Must have and maintain a valid Iowa Drivers' License. Must be certified in Cardio Pulmonary Resuscitation (CPR), Automatic External Defibrillator (AED), "Managing Aggressive Behavior" (MAB) course, "Patient Restraint and Seclusion" training course (Mental Health Nursing Unit), ASP and Handcuffs course, Pepper Spray or OC (Oleoresin Capsicum) course, or complete within the first six (6) months of employment. Must be certified in the "Basic Officer Training Course" through the International Association of Healthcare Safety and Security (IAHSS) within the first twelve (12) months of employment. Must be able to read, write, comprehend and speak fluent English.

Clinical Assistant (Job ID: 6865) FT Lakeview OB/GYN, WEST DES MOINES, IA

<https://www.unitypoint.org/job-opportunities.aspx> Assist provider and other clinical staff with obtaining basic vital information preparing patient for examination, treatment and minor surgical procedures. Responsible for tracking system for follow-up appointments related to office visits, laboratory tests and procedures to regularly follow patients monitoring disease status. Schedule referrals for patients with specialist or outpatient as requested by the provider. Complete appropriate forms or requisitions needed for referrals or lab testing, including appropriate CPT/ICD-9 coding. Answer questions and provide teaching to patients and family members. Provide appropriate and timely documentation in the patient's electronic health record using standardized workflows and processes. Provide information to appropriate regulatory agencies (i.e. health department). Must be a graduate of an accredited program for Medical Assistants and possess current AAMA certification. Previous clinical experience in a medical office preferred.

Pt Access Assoc-Pt Reg-W (Job ID: 6509) PT/20 hrs./wk. Methodist West Hospital, WEST DES MOINES, IA <https://www.unitypoint.org/job-opportunities.aspx> Perform computerized patient registrations for admission to hospital/clinic or outpatient procedures and order/entry functions. May also perform other miscellaneous receptionist and clerical duties. Requires High school diploma/GED, typing skills of 40 wpm (tested at interview). Previous medical office, GPMS, and third party payor experience is desirable. Medical terminology is required or must complete class within first year of employment. DMACC Patient Access Certificate preferred. Persons interested in enrolling or finding out if they qualify for tuition assistance for this certificate can contact DMACC Workforce Training Academy at 515 697-7710. Ability to read, write, and speak fluent English.

Secretary-Occ Med Lvmp (Job ID: 6552) FT/Days Lakeview Medical Park, WEST DES MOINES, IA

<https://www.unitypoint.org/job-opportunities.aspx> Front office clerical position. Work with a teammate to greet patients, answer phones, schedule appointments, prepare paperwork, scan medical records and do data entry. Work will be up and down approximately 50% of the time. Also provide occasional front office coverage at our Ankeny and Penn clinics. Customer service experience, preferably in a front office medical setting, is required. Team player with strong organizational skills, adaptability/flexibility, and proficiency with English grammar and spelling. Typing minimum of 50 wpm with working knowledge of Microsoft Word. Prefer two years medical front office experience or equivalent. Flexibility, multitasking, problem solving is essential. Must be able to read/ write / speak fluent English.



Unit Clerk-4th Floor-W (Job ID: 6769) FT/18 hrs./wk. 7am-7pm, include every 4th weekend Methodist West Hospital, WEST DES MOINES, IA <https://www.unitypoint.org/job-opportunities.aspx>
Will be responsible for all clerical and receptionist duties on the unit. Transcribes information and maintains patient records. Delivers and obtains information, specimens, and supplies within the medical center. High school diploma/GED required. Unit clerk experience, or experience in a medical office setting preferred. Medical terminology needed. Must be able to read, write, and speak fluent English and type 40 wpm. Must be personable with good phone etiquette. Must be able to transport patients by wheelchair or stretcher.

Produce Assistant (15-1094) FT Natural Grocers, CLIVE, IA www.beyond.com
New store opening soon! The Produce Assistant is focused, detail-oriented and responsible for assisting the Produce Manager in the successful operation and profitability of the produce department, maintaining inventory levels and company standards, ordering from correct vendors, performing markdowns, tagging, facing, rotating, ordering, cleanliness, stocking, back stock, and returns. Continuing education to increase product knowledge and customer service is required. This position has limited MOD responsibilities, including assisting with managing department personnel; exhibiting professionalism, organization, encouragement, and leadership; behaving with integrity, responsibility, and excellence; and be hands-on, getting the job done. Previous retail experience in a grocery or retail environment; natural foods and produce background a plus. Must be cashier trained. Background check.

Cashier/Customer Service/Stocker (15-1084) FT Natural Foods, CLIVE, IA www.beyond.com
Under the supervision of the Store Manager general store support employees provide World Class Customer Service to customers by providing support to the operations of the store and ensuring that all assigned tasks are performed with great attention to detail and in a timely manner. Will perform Cashiering duties and store support (grocery/produce/bulk/vitamin/body care), including tagging, facing, rotating, ordering, cleanliness, stocking, back stock, and returns according to store policies with excellent product knowledge. Previous retail experience in a grocery or retail environment and natural foods background a plus. Must have excellent customer service skills and be task-focused with a sense of urgency.

Customer Service Representative (PSD 122) Product Services Division, Stanley Black & Decker, DES MOINES, IA www.americasjobexchange.com Job entails clerical duties in the service center, completing point-of-sales transactions using POS terminal, and processing customer orders; attracting potential customers by answering product and service questions; driving incremental sales; and handling pricing and item ID and verifying quantity. Also responsible for scheduling incoming product repairs; resolving product or service problems; following up to ensure resolution; and following all safety precautions and policies according to SB&D guidelines. Primary responsibilities are those of a Customer Service Representative but high volume repair times this position may be asked to pick-up and deliver tools to our customers or make other errands as needed. Must have a high school diploma/GED; must be able to demonstrate superior customer service and salesmanship; must have the ability to read and comprehend operations system procedures and computer reports; must be able to perform simple mathematical calculations; must be able to conduct business in a professional manner and maintain appropriate conduct in and out of the service center environment when representing Stanley Black & Decker; must be able to adhere to the company's dress code at all times; must be able to learn our products, their applications, care and proper maintenance as well as become well versed in our discounts, pricing policies, product prices and product programs; and be able to adhere to the company's service policies at all times.



Parts Counter Representative FT Interstate PowerSystems, ALTOONA, IA www.indeed.com

Interstate PowerSystems is a distributor for Detroit Diesel Engines, Allison Transmissions, MTU-Engines, and MTU Onsite Energy Generators. Growth is a critical component of our business plan, and we are currently looking for a Parts Counter employee to help us in that growth by providing excellent assistance to our customers, referencing part numbers, and pulling and shipping orders as well as providing support to the service department. Specifically, you will look up, price, and purchase parts for on highway diesel trucks (all kinds) and off highway equipment; fill requisitions, work orders, or requests for materials, tools, or other stock items and distributes items to technicians; enter and pick customer orders from stock; and drive to local vendors and pick up parts and material for orders. Must keep certifications current, maintain knowledge of inventory control processes plus shipping and receiving, uphold standard work schedule, have good written and verbal communication skills, and have computer experience (MS Office preferred). Must be able to lift up to 50 lbs. and pass physical. Excellent compensation, continuing certification training, uniforms, and generous benefits including insurance options, PTO and holiday pay, and 401(k).

Claims Service Representative I FT/10:30am-7pm M-F +rotating Weekends Farm Bureau Financial Services, WEST DES MOINES, IA www.indeed.com This position is for the talented individual looking for a career growth opportunity to provide immediate and long-lasting impact on our customers in an on-demand, service delivery environment, and 50-75% on the phone, whether you are assisting someone report the first notice of loss on a personal or commercial claim or handling the fast-track claim to settlement. You must establish rapport quickly, be a multitasker who thrives in fast-paced, dynamic work, have the ability to project a positive image of Farm Bureau by fairly and efficiently negotiating and settling claims with all customers including our client/members and third-party claimants, and have good judgment and sound, logical reasoning. Must have two years of college/equivalent plus prior customer service delivery experience. Property and casualty insurance experience is a plus, but we will teach the right candidate to investigate, evaluate and settle auto and property claims that do not require field investigation. Must be MS-Office/Windows literate, embrace continuing education and gain a basic understanding of property and casualty insurance policies. Must learn and comply with all company and governmental rules and regulations. The ability to read, write and speak the English language is required and bilingual language skills are definitely a plus. Training schedule may be different than post-training work schedule.

Administrative Assistant FT LaMair - Mulock – Condon, WEST DES MOINES, IA www.careerbuilder.com This customer service clerical job in insurance sales and marketing administration involves working on a variety of tasks with each day being different. Support the agency -- create and revise sales proposals, create and maintain Excel, PowerPoint and Word presentations and marketing materials. You must be knowledgeable in social media and maintain all aspects of the intranet and internet. You will assist with special projects; serve as a back-up receptionist, and Sales and Service Coordinator. Must have a high school diploma. Core competencies include the ability to anticipate needs and prioritize; be accountable, dependable, creative, flexible, and a multi-tasker. Must foster a positive attitude during all situations, have excellent customer service skills, be a self-starter able to offer suggestions, and have ability to work under pressure with last minute projects. Competitive salary, excellent benefits package, and possibility of profit sharing. includes medical, dental, vision, FSAs, 401(k), long-term care insurance, short-term disability, company paid life insurance, voluntary life insurance, business travel accident insurance, identity theft insurance, free online will preparation service, tuition reimbursement for approved courses, in-house and online training seminars and resource tools, lunch and learns, performance and development plans, compressed work week, PTO, wellness program, EAP, agency



discount, flexible work hours, employee referral bonus, half day off for your birthday, company paid holidays, and service awards.

Surgery Coordinator (Driving experience) FT/12+mo contract Contact: Arul. A, Senior Technical Recruiter (310) 356-6712 arul.a@mphasis.com; Mphasis Infrastructure Services, URBANDALE, IA www.glassdoor.com www.mphasis.com The Surgery Coordinator is responsible for coordinating and ensuring the timely and accurate delivery of materials needed for surgery. Responsibilities include the safe and timely transportation of inventory to medical facilities and/or locations specified. Coordinate with staff to make sure surgery requisitions are submitted timely and accurately to ensure fulfillment and delivery of product. Check orders for completeness and make recommendations based on previous orders. Fulfill requests accurately and within time constraints. Use Enterprise Resource Planning/Manufacturing Resource Planning software programs to loan, receive, ship, issue and monitor inventory. May also require coordination with shipping companies. Collaborate with departments across functions. Maintain inventory status and return in timely manner. Box, pack, label, ship instruments, and using shipping programs as needed. Deliver/retrieve inventory. Develop and enhance product knowledge through training, webinars, learning modules, interaction and partnership with sales, marketing, sales training, med ed. Organizational and time management skills are essential. Must identify products by major product groupings and familiarity with product lines. Participation in departmental 24 hour emergency on-call service is required as is working some holidays. HS diploma/GED required. Minimum of 2 years experience in logistics, supply chain, sales support or other technical field and/or inventory management. Experience in Supply Chain, Logistics, Information Systems, Engineering or other technical field preferred. Must have valid driver license with an acceptable driving record. Must be able to lift up to 40lbs independently.

Sales Associate/Stock/Supervisor (168127) Gap Adult/Body, Jordan Creek, WEST DES MOINES, IA www.beyond.com At Gap, we aspire every day to bring our optimistic cool, elevated American style to life. Gap Sales Associates thrive in ... More information available by registering at JobCase via www.Beyond.com



Career Fairs or Recruiting Events

Nationwide Talent Mixer

Nationwide is hosting a Talent Mixer January 5th where candidates interested in learning more about Nationwide and our career opportunities are invited to stop by for a networking session. Our associates will share about their experiences at Nationwide and what they love about their job in a "coffee talk" forum. Our hiring leaders will share information about the roles we are hiring for in first quarter. Des Moines is one of the growth locations for our Fortune 100 company, so lots of great opportunities in 2016 (approximately 200 in Q1 alone!). Those candidates who would like a tour of our campus will be offered that following the 60 minute information session. Community partners are welcome to join us as well. Any questions can be directed to Brooke at [515-864-2021](tel:515-864-2021) or mallob2@nationwide.com. We recommend attendees RSVP by January 4, 2016 at www.NationwideTalentMixer.com.

Training Programs:

Transportation, Distribution and Logistics Academy

Central Iowa Works is looking forward to our next cohort of the Transportation, Distribution and Logistics Academy. This is a short term, comprehensive 9 week training for warehousing and logistics careers. Offered completely free to qualified applicants. Funding provided through Jobs for the Future and the WalMart Foundation. We are actively recruiting for the session that starts in February. It is 9 weeks packed full of learning and exploring with a heavy emphasis of employer involvement and connections. If interested email Soneeta at soneeta@centraliowaworks.org or call 515-243-2130 to schedule an intake session. **Accepting applications for Cohort 4 which starts February 8th.**

Direct Care Professional Training

6 Week employer driven training with career opportunities in a variety of settings. Class is February 15 - March 31, Monday – Friday 9:00am - 4:00pm. A majority of class will be onsite at the partner employer's location and additional training will happen at the DMACC Capital Center. This training offers a comprehensive package of material that will give you the knowledge and skills to prepare you to be successful in the direct care industry. Successful participants will receive certifications in: Iowa Prepare to Care curriculum, CPR/First Aid, Medication Management, Mandatory Reporting and more. Also, completers will qualify to take the state exam for the Iowa Direct Care Registry. For application material or inquiries please contact Soneeta at soneeta@centraliowaworks.org or call 515-243-2130. **Class starts February 15, apply now.**