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1) **Intern, Finance** (La Crosse, WI)

Department Finance

Schedule Part time casual (less than 20 hours per week)

Shift 1st

Hours Monday through Friday 7:30-5:00

Job Details

Job Summary: Perform a variety of accounting duties in the following areas: corporate accounts payable, employee expense report processing, billing, miscellaneous cash application, and general accounting. Provide support in various month end processes including account reconciliations.

Required Qualifications:

- Junior or Senior working towards a Bachelor's degree in Accounting or Finance
- Demonstrated knowledge of general accounting
- Detail-oriented and organized
- Good written and verbal communication skills
- Proficient computer skills with Microsoft Office programs
- Equivalent combination of education, experience and/or applicable military experience will be considered

Preferred Qualifications:

- Experience with integrated accounting systems
- National Career Readiness Certificate

There are 2 open positions for this role.

Applications will be accepted until 5:00 pm on Friday, September 9th, 2016.

2) **Intern, Software Developer – A** (Bensenville, IL)

Department Information Technology

Schedule Part time (20-29 hours per week)

Shift Variable

Hours 29 hours

Job Details

Job Summary: Assist in designing, developing, and maintaining windows, web, and web services based business software applications, systems, components, and database objects using Microsoft .NET technologies based on requirements and specifications to support LHI's business operations. Work alongside Software Developers, Software Development Team Leads, and Software Development Manager.

Minimum Qualifications:

Full-time student enrolled in final year of coursework pursuing an Associates or Bachelor's Degree in Computer Science, Information Technology, Computer Engineering, or related field.

Prior software development experience with .NET technologies, experience with SQL database applications, and experience with n-tier application architectures in a professional environment in addition to a minimum GPA of a 3.0 is preferred.

Equivalent combination of education, experience and/or applicable military experience will be considered. Must have a good understanding of object oriented programming concepts, proven analytical and problem solving skills, good verbal and written communication skills, and the ability to meet scheduled task

requirements within assigned deadlines. Qualified candidates must be detail oriented, highly motivated, and have the ability to be a team player. Microsoft Office Suite experience is required. Knowledge of SQL Server, relational database modeling concepts, Visual Studio 2005/2008, SQL Management Studio 2005/2008, Visual Source Safe, Team Foundation Server, VB.NET, .NET Framework, ASP.NET, and ADO.NET is preferred. National Career Readiness Certificate preferred. This position will support LHI's performance of a United States (U.S.) Government contract and will require the successful applicant to access and/or process Non Critical Sensitive information (Personally Identifiable Information [PII]/Protected Health Information [PHI]) from or contained in a U.S. Government IT system. To fulfill the data and IT system access requirements for this position, the successful applicant will be required to successfully complete a Trustworthy Determination, which will require the successful applicant to: 1) be a U.S. citizen 2) pass a National Agency Check with law enforcement in order to obtain the access privileges required by the position and 3) pass a Credit Check in order to obtain the access privileges required by the position. This position is for our Bensenville, IL location.

Please Note: In order to be considered for this position, you must be able to obtain an SF86 Position of Trust which is only available to U.S. Citizens.

3) **Intern, Software Developer – A** (La Crosse, WI)

Department Information Technology

Schedule Part time (20-29 hours per week)

Shift Variable

Hours 29 hours

Job Details

Job Summary: Assist in designing, developing, and maintaining windows, web, and web services based business software applications, systems, components, and database objects using Microsoft .NET technologies based on requirements and specifications to support LHI's business operations. Work alongside Software Developers, Software Development Team Leads, and Software Development Manager.

Minimum Qualifications:

Full-time student enrolled in final year of coursework pursuing an Associates or Bachelor's Degree in Computer Science, Information Technology, Computer Engineering, or related field.

Prior software development experience with .NET technologies, experience with SQL database applications, and experience with n-tier application architectures in a professional environment in addition to a minimum GPA of a 3.0 is preferred.

Equivalent combination of education, experience and/or applicable military experience will be considered. Must have a good understanding of object oriented programming concepts, proven analytical and problem solving skills, good verbal and written communication skills, and the ability to meet scheduled task requirements within assigned deadlines. Qualified candidates must be detail oriented, highly motivated, and have the ability to be a team player. Microsoft Office Suite experience is required. Knowledge of SQL Server, relational database modeling concepts, Visual Studio 2005/2008, SQL Management Studio 2005/2008, Visual Source Safe, Team Foundation Server, VB.NET, .NET Framework, ASP.NET, and ADO.NET is preferred. National Career Readiness Certificate preferred. This position will support LHI's performance of a United States (U.S.) Government contract and will require the successful applicant to access and/or process Non Critical Sensitive information (Personally Identifiable Information [PII]/Protected Health Information [PHI]) from or contained in a U.S. Government IT system. To fulfill the data and IT system access requirements for this position, the successful applicant will be required to successfully complete a Trustworthy Determination, which will require the successful applicant to: 1) be a U.S. citizen 2) pass a National Agency Check with law enforcement in order to obtain the access privileges required by the position and 3) pass a Credit Check in order to obtain the access privileges required by the position.

Please Note: In order to be considered for this position, you must be able to obtain an SF86 Position of Trust which is only available to U.S. Citizens.

4) **RN, Quality Assurance- Part Time and Full Time available**(La Crosse, WI)

Department Clinical Operations

Schedule Full time (40 hours or more per week)

Shift 1st

Hours Variable

Applications will be accepted until 5PM on Wednesday, September 7, 2016

Job Summary: Evaluate and provide a clear, comprehensive and concise review of a variety of medical exams, assessments and information while utilizing the nursing process. Determine medical fitness, make recommendations regarding the ability to be deployed to an austere environment and capability to perform required job functions in accordance with the applicable regulatory standards. Identify emergent behavioral health issues and initiate intervention when necessary. Evaluate and determine if medical documentation meets contractual requirements for compensation and benefit rating purposes.

Qualifications: Must be a graduate of an accredited nursing program such as a Bachelor's of Science in Nursing (BSN) and/or Associate's Degree in Nursing (ADN) with 4 years of recent clinical experience required. Medical/surgical background preferred. Occupational health, behavioral health and/or military experience a plus. Position requires the ability to interpret lab results. Experience interpreting EKG results preferred. Knowledge of CPT and ICD9 coding and phlebotomy desired.

Candidates must be currently licensed or able to obtain RN licensure in the state of Wisconsin or a compact state. Proficient computer skills including Microsoft Office programs and database experience required.

Applicants must be able to understand regulatory standards and their application to various medical examinations and documents. Must possess excellent verbal and written communication skills. Analytical thinking and team work skills are required. Ability to perform detailed work with a high degree of accuracy is also required.

National Career Readiness Certificate preferred.

Applications will be accepted until 5PM on Wednesday, September 7, 2016

This position is contingent upon award of contract

Please Note: In order to be considered for this position, you must receive favorable adjudication of a NACI level background investigation submitted by the VA Security and investigations Center (SIC). Additionally, you must maintain U.S. citizenship or Allen Registration that authorizes you to work in the U.S. and be able to read, write, speak and understand the English language.

Please Note: This position also requires satisfactory completion and results of LHI's credentialing and/or licensure monitoring process.

5) **Specialist, Customer Support** (La Crosse, WI)

Department Regional Readiness

Schedule Part time (20-29 hours per week)

Shift Variable

Hours Variable

Job Details

This position is only open to current LHI employees.

Applications will be accepted until 5pm CT on Monday, September 5, 2016

JOB SUMMARY

- Assist Account Managers with mid-level (non-buying) Customer requirements and triage of individual end user (SM) inquiries
- Educate mid-level Customers on LHI product processes and expectations
- Monitor mid-level customer readiness in military database(s) and internal database (MedNet) to ensure maximum Program utilization for group and in-clinic services
- Collect and analyze mid-level customer specific data in support of continuous improvement and standardized educational opportunities
- Interface with Event Operations Center and Customer Service to ensure customer requirements are met and provide a single point of contact for mid-level Customer POC efforts including high volume event season planning initiatives
- Provide maintenance and testing of department reports specific to mid-level users to ensure alignment with all other Customer reporting

- Investigate issues with Account Manager(s) to assist in trend identification and standardized approach consistent with all Customer levels
- Ensure processing of actionable items in a timely manner, with the assistance of Account Manager, in order to mitigate overall impact to users
- Travel to on-location events, as requested in support of customer and business need;

JOB QUALIFICATIONS

Required:

- High School Diploma or Equivalent (GED or HSED)
- Minimum of 2 years of client services, customer service or administrative experience
- Equivalent combination of education, experience and/or applicable military experience will be considered
- Must be able to support multiple client relationships at the same time
- Possess the soft skills required for relationship management and excellent customer service
- Strong organization, planning, interpersonal and multi-tasking skills
- Ability to perform detailed work with a high degree of accuracy
- Must be able to problem solve and propose solutions
- Must be self-motivated and able to work independently
- Ability to work in a complex fast-paced environment, flexible and adaptable to changing situations, and a strong commitment to teamwork
- Ability to remain calm in stressful situations and to conduct themselves in a professional manner at all times
- Excellent verbal and written communication skills
- Proficient computer skills including Microsoft Office programs
- Willingness to travel up to 20% including days, nights, and weekends

Preferred:

- Previous experience with LHI customer/program contracts
- Database experience
- Understanding of the Army Reserve customer
- National Career Readiness

Applications will be accepted until 5pm CT on Monday, September 5, 2016

Please Note: In order to be considered for this position, you must be able to obtain an SF86 Position of Trust which is only available to U.S. Citizens.