



## **Job List for Week of February 9th**

*This list is also available on our website at [www.nnhouse.org/job-listings/](http://www.nnhouse.org/job-listings/)*

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**Medical Office Assistant, Volunteers in Medicine, Chattanooga, TN 37411, \$16 - \$20 an hour - Part-time**

### **Full job description**

#### **Job Summary**

We are seeking a dedicated and detail-oriented Medical Office Assistant to join our healthcare team. In this vital role, you will serve as the first point of contact for patients and visitors, providing exceptional patient service while supporting clinical and administrative functions. Your expertise in medical

administrative support, and electronic health record (EHR) systems, will ensure smooth clinic operations. This position offers an exciting opportunity to contribute to quality patient care through efficient office management, accurate documentation, and effective communication.

### **Responsibilities**

- Greet patients warmly and manage front desk operations, including check-in and check-out procedures.
- Schedule patient appointments using clinic management software.
- Maintain accurate medical records by reviewing documentation for completeness and correctness in compliance with HIPAA regulations.
- Support clinical staff by updating health information and managing electronic health records (EHR systems).
- Handle multi-line phone systems with professional phone etiquette while managing appointment scheduling and patient inquiries efficiently.
- Maintain a clean and organized office environment by filing documents, managing medical records, and ensuring confidentiality of sensitive health information.
- Support office management and assisting in clinic operations.

### **Experience**

- Previous experience working in a medical office setting is highly preferred.
- Proficiency with EHR systems is beneficial.
- Basic knowledge of medical terminology and coding standards.
- Demonstrated ability to handle clerical tasks including filing, data entry and managing multi-line phone systems efficiently.
- Excellent customer service skills with a focus on patient service excellence in a fast-paced environment.
- Bilingual abilities are a plus to serve diverse patient populations effectively.
- Strong computer skills including Microsoft Office Suite (Word, Excel) are required for daily administrative functions. Join our team to make a meaningful difference in patient lives through compassionate care and efficient office support! We value energetic professionals committed to excellence in healthcare administration while fostering a positive work environment built on teamwork and professionalism.

**Pay:** \$16.00 - \$20.00 per hour

### **Benefits:**

- Paid time off

**Work Location:** In person

[https://www.indeed.com/viewjob?jk=bf302650fce8a388&from=shareddesktop\\_copy](https://www.indeed.com/viewjob?jk=bf302650fce8a388&from=shareddesktop_copy)

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**Assistant General Manager-** Popeye's, 5117 Highway 153, Hixson, TN 37343, Full-time

### **Full job description**

SUPREME CAJUN FOODS, a growth oriented Popeyes Louisiana Kitchen fast food franchisee, is now hiring a full-time career minded Restaurant Assistant General Manager to lead one of our Popeyes Louisiana Kitchen restaurants.

### **Benefits offered include:**

Medical, Dental, Vision, Life and AD&D Insurance

Monthly bonuses

Job Advancement potential for qualified and determined candidates

Paid Vacation

**Restaurant Assistant General Manager duties and responsibilities:**

- o Deliver restaurant guest satisfaction
- o Lead desired restaurant outcomes:
  - Sales
  - Profits
  - Employee Satisfaction and Retention
- o Manage
  - Financial controls
  - Operations
  - People development
  - Guest service
  - Popeyes Louisiana Kitchen Corporate compliance
- o Supervise
  - Team Members
  - Hourly Shift Coordinators

**Job requirements for the Assistant Restaurant General Manager:**

- o Restaurant management experience
- o Pass criminal background check
- o Ability to hire, train, and lead restaurant team and administer corrective action
- o Team shift scheduling

- o Manage record keeping and reporting
- o Follow written and oral instructions and procedures
- o Flexible schedule
- o Interact with:
  - Restaurant Employees
  - Restaurant General Managers from our other locations
  - District Managers
  - Administrative office personnel
  - Members of field operations team
  - Outside vendors

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=searchOnHP&start=90&vjk=5625799c437ccf03&advn=7529229039195049>



**Bus Operator ( Full-Time)-** Chattanooga Area Regional Transportation Authority (CARTA), 1617 Wilcox Boulevard, Chattanooga, TN 37406,  
\$23.35 - \$27.47 an hour - Full-time

**Full job description**

**Job Title:** Bus Operator

**Department:** Fixed Route

**Status:** Full-Time/Non-Exempt

**Rate of Pay:** \$23.35 - \$27.47/Hr

**Reports To:** Transportation Manager

**Company:** CARTA (Chattanooga Area Regional Transportation Authority)

**Location:** Chattanooga, Tennessee

**Summary:**

The Fixed Route Bus Operator is responsible for safely operating a bus on an assigned route while providing excellent customer service to passengers. This role ensures adherence to schedules, assists passengers as needed, and maintains communication with dispatch and other CARTA personnel. The operator must also handle fare collection, operate accessibility equipment, and report incidents or mechanical issues in a timely manner.

**Essential Duties and Responsibilities:**

Other duties may be assigned that are in keeping with the goals and objectives of CARTA.

**1. Bus Operation & Passenger Service:**

- Operate a bus over an assigned route while adhering to schedules and safety regulations.
- Monitor and ensure proper fare collection using the fare box.
- Answer passenger inquiries regarding routes, schedules, and CARTA services.
- Assist disabled and elderly passengers with boarding and exiting as needed.

**2. Safety & Accessibility:**

- Operate wheelchair lifts and ensure securement of wheelchairs when required.
- Make ADA announcements if the automated system is not functioning.
- Communicate with CARTA personnel via two-way radio regarding operational concerns.

### **3. Reporting & Communication:**

- Prepare detailed written reports regarding accidents, incidents, breakdowns, and mechanical issues.
- Maintain a courteous and professional demeanor when interacting with passengers, the public, and fellow employees.

### **Qualifications:**

#### **Education:**

- High school diploma or equivalent preferred.

#### **Experience:**

- Prior experience in commercial driving, transportation, or customer service is a plus.

#### **Skills:**

- Strong communication and interpersonal skills.
- Ability to operate a large vehicle safely in varying traffic and weather conditions.
- Ability to handle stressful situations and provide excellent customer service.
- Familiarity with two-way radio communication procedures.
  - Obtain a Commercial Driver License (minimum class B) with a Passenger endorsement.
  - Maintain a valid Department of Transportation medical examination card.

CARTA is an equal opportunity employer. We embrace diversity and are dedicated to fostering an inclusive environment for all employees.

Job Type: Full-time

Pay: \$23.35 - \$27.47 per hour

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=searchOnHP&start=90&vjk=69f96dc2159bea05>

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**Bus Operator (Part-Time)-** Chattanooga Area Regional Transportation Authority (CARTA), 1617 Wilcox Boulevard, Chattanooga, TN 37406-\$23.35 - \$27.47 an hour - Part-time

#### **Full job description**

**Job Title:** Bus Operator

**Department:** Fixed Route

**Status:** Part-Time/Non-Exempt

**Rate of Pay:** \$23.35 - \$27.47/Hr

**Reports To:** Transportation Manager

**Company:** CARTA (Chattanooga Area Regional Transportation Authority)

**Location:** Chattanooga, Tennessee

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- Prepare detailed written reports regarding accidents, incidents, breakdowns, and mechanical issues.
- Maintain a courteous and professional demeanor when interacting with passengers, the public, and fellow employees.

**Qualifications:**

**Education:**

- High school diploma or equivalent preferred.

**Experience:**

- Prior experience in commercial driving, transportation, or customer service is a plus.

**Skills:**

- Strong communication and interpersonal skills.
- Ability to operate a large vehicle safely in varying traffic and weather conditions.
- Ability to handle stressful situations and provide excellent customer service.
- Familiarity with two-way radio communication procedures.
  - Obtain a Commercial Driver License (minimum class B) with a Passenger endorsement.
  - Maintain a valid Department of Transportation medical examination card.

CARTA is an equal opportunity employer. We embrace diversity and are dedicated to fostering an inclusive environment for all employees.

Job Type: Part-time

Pay: \$23.35 - \$27.47 per hour

Work Location: In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=searchOnHP&start=80&vjk=4559acadd600dd7b&advn=2521748705420682>

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**Corrugated Box Stacker (Entry Level)- Chattanooga Box Company-2515 Cannon Avenue, Chattanooga, TN 37404- \$16 - \$20 an hour - Full-time**

### **Full job description**

Corrugated Box Stacker (Entry Level)

Full-Time • On-site • Chattanooga, TN

Company: Chattanooga Box

Schedule: Monday–Friday (occasional overtime)

**Pay:** Competitive hourly rate (based on experience)

### About Us

Chattanooga Box is a long-standing, locally owned manufacturing company producing high-quality corrugated packaging. We are growing and looking for reliable team members to join our production department.

### **Job Summary**

We are hiring an Entry-Level Corrugated Box Stacker to support our production lines. This is a hands-on, fast-paced role responsible for stacking, counting, and inspecting boxes as they come off the machine. No experience required — we train.

### **Responsibilities**

- Stack finished corrugated boxes neatly and accurately
- Count bundles and ensure correct quantities
- Inspect boxes for defects and report issues to machine operators
- Assist with feeding sheets into machines when needed
- Maintain a clean and safe work area
- Follow all plant safety rules and PPE requirements
- Perform additional production tasks as assigned

### **Requirements**

- Dependable and punctual
- Ability to lift 25–50 lbs repeatedly
- Able to stand, bend, and move for the full shift
- Works well in a fast-paced environment
- Positive attitude and team-oriented mindset
- Authorized to work in the U.S.
- High school diploma or GED preferred, not required

### **Benefits**

- Competitive hourly pay

- Overtime opportunities
- Health, dental, and vision insurance
- 401(k) with company match
- Paid holidays and paid vacation
- Stable hours and long-term career growth

### **Work Hours**

- Monday–Friday, 1st shift
- Occasional overtime based on production needs

### **How to Apply**

Apply directly through Indeed

**Pay:** \$16.00 - \$20.00 per hour

**Expected hours:** 40 per week

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Opportunities for advancement
- Paid sick time

- Paid time off
- Vision insurance

**Work Location:** In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&from=searchOnHP&vjk=1d57d0aaa25ce910>

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**Process Technician (Nights)- M&M Industries, Inc.**-1435 East 14th Street, Chattanooga, TN 37404- Full-time

### **Full job description**

At M&M Industries, we take pride in producing high-quality plastic packaging solutions that make a difference in everyday life. Our success starts with the people who make it all happen — from the production floor to our technical and engineering teams.

The Process Technician is responsible for performing die, color, and material changeovers while starting up, maintaining, and optimizing injection molding machines. This role ensures that molding processes run efficiently, meet company quality standards, and achieve production targets. The Process Technician also supports troubleshooting efforts, assists with new mold trials, and maintains accurate records of process adjustments and results.

**Schedule: 7:00 PM – 7:00 AM (Nights) — 2 on, 2 off, 3 on rotation**

**Key Responsibilities:**

- Follows all safety policies and Lockout/Tagout (LOTO) procedures to ensure a safe work environment.
- Sets up and adjusts injection molding machines, auxiliary equipment, and tooling for production runs.
- Monitors and optimizes molding processes to ensure consistent part quality and cycle efficiency.
- Troubleshoots and resolves molding defects, process deviations, and equipment malfunctions.
- Performs mold and material changeovers, ensuring proper setup, documentation, and communication with the team.
- Maintains detailed records of process parameters, adjustments, and troubleshooting activities.
- Uses a forklift and/or overhead crane to pull, change, or set molds safely and efficiently.
- Maintains a clean and organized work environment in accordance with 5S principles.
- Collaborates with the Engineering Team to develop samples for new molds and materials.
- Performs machine testing, process validation, and assists in continuous improvement initiatives.
- Utilizes knowledge of processing various grades of plastic to produce quality parts that meet customer expectations.
- Performs other duties as assigned.

**Competencies (Knowledge/Skills/Abilities):**

- Proficient mechanical aptitude and understanding of injection molding processes.
- Strong written and verbal communication skills.
- Basic proficiency in Microsoft Excel and Word.
- Comprehensive understanding of Food Safety, GMP, PRP, and HACCP requirements as they relate to food-contact packaging (where applicable).
- Basic understanding of decoupled molding (preferred).

**Education:**

- High School Diploma or G.E.D. (required)

**Experience:**

- Required years of experience may vary based on qualifications, skills, and level within the role.

**Licenses & Certifications:**

- Forklift Certification (required; in-house training provided)
- RJG Training or Certification (preferred)

**Physical Requirements:**

- Work is performed in a manufacturing environment that may be hot or cold and requires PPE at all times (safety glasses, ear protection, etc.).
- Ability to lift and handle 45–55 pounds.
- Ability to perform work in standing or sitting positions as required.
- Ability to work in tight or confined spaces.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=rnonboarding&start=50&vjk=264fbe89c5e68329&advn=8467309152702616>



**Front of House- McAlister's Deli- 541 Signal Mountain Road, Chattanooga, TN 37405**

### **Full job description**

Our Front of House positions may include a few different positions. Those included are:

**The Busser** duties include: Prepares dining room for guests by cleaning tables and chairs; Maintains table setting by removing plates as completed and being alert to guest spills or other special needs; Maintains dining room by cleaning chairs and tables, sweeping floors and removing trash, and cleaning up spills; Protects establishment and guests by adhering to sanitation and safety policies; other duties as requested by management.

**The Food Runner** duties include: Delivers orders to guests in the dining room and ensures they have what they need; Refill drinks and respond to guest requests after the food has been delivered; Protects establishment and guests by adhering to sanitation and safety policies; Other duties as requested by management.

*This is for a position at a franchised McAlister's Deli location*

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&from=rnonboarding&start=60&vjk=b01640297613e641&advn=5658328058994092>



**Server - Cast Member- CEC Entertainment, LLC -Chattanooga, TN 37415- \$8.00 - \$12.50 an hour - Part-time**

### **Full job description**

At CEC Entertainment, we build careers around great food, family, and fun! Our purpose and our passion is to create the best place for kids and families to eat and play!

### **Compensation Details**

\$8.00 - \$12.50 Hourly

### **Job Description**

**Work Today, Get Paid Tomorrow” program. Don’t wait between paychecks anymore!**

Chuck E. Cheese (CEC) is a great place for a first-time job seeker or a place to build an exciting career. Our Cast Members are empowered to provide the greatest service anywhere through cross-training in a variety of different positions. Over 60% of our managers were promoted from within!

### **Now Hiring Servers**

**Servers provide great service as they deliver food to the guests.**

### **Pay and Benefits:**

- Competitive pay
- 50% discount on meal during shift

- Flexible schedules
- Scholarships
- Perks and Discounts programs
- Employee Referral Program
- CEC Cares Fund (program to assist employees during catastrophes)

**Minimum Qualifications:**

- Be at least 15 years of age
- Available to work various shifts
- Excellent customer service skills
- Energetic and enthusiastic personality

**Essential Job Functions and Work Environment:**

- Must be able to lift or carry objects weighing 0-50 pounds during scheduled shift.
- Must be able to stand, bend, kneel, reach, push/pull, walk and squat during scheduled shift.
- In addition to the essential job duties stated above, the ability to handle job stress and interact effectively with others, including guests and co-workers, are essential functions of the job. The work environment includes flashing and flickering lights, moving mechanical parts, and loud noises.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

At Chuck E Cheese, we care about the safety and health of our guests and employees. We have rigorous health and sanitation standards, and our operational procedures are designed to meet or exceed local requirements and most importantly to protect the health of our teams and guests.

## **#Diversity #Inclusion #Culture**

### **The Company:**

CEC Entertainment, LLC (“CEC”), headquartered in Irving, Texas, is a nationally recognized leader in family dining and entertainment, proudly operating the iconic Chuck E. Cheese, Peter Piper Pizza and Chuck’s Arcade brands.

Chuck E. Cheese celebrates over half a million birthdays annually, dedicated to creating joyful, lasting memories through fun, food, and play. As the place Where a Kid Can Be a Kid®, the brand is committed to safety through programs like Kid Check® and community support, having donated more than \$24 million to schools and nonprofits. In 2025, Chuck E. Cheese received the “Best in STEM” award and was named one of America’s Greatest Workplaces, highlighting its industry leadership both in innovation and employee well-being.

Peter Piper Pizza offers a neighborhood pizzeria experience with quality food, engaging entertainment, and lifelong memories because fun isn’t added on-“The Fun is Baked In”! Through amusement and connection, families and communities are brought together every day. Both Chuck E. Cheese and Peter Piper Pizza champion play through different attractions to support physical wellness and strengthen motor skills in kids.

CEC Entertainment and its franchisees operate nearly 600 Chuck E. Cheese locations and over 120 Peter Piper Pizza venues across 45 states and 18 countries. The company proudly fosters a culture of diversity and celebrates fun and play to unite every family. Learn more at [chuckecheese.com](http://chuckecheese.com) and [peterpiperpizza.com](http://peterpiperpizza.com).

### **Benefits:**

CEC Entertainment offers a wide variety of benefits including medical, dental, vision, life, disability, and 401(k) retirement savings plan to eligible U.S. employees as part of their overall employment package. We also offer job training and career growth opportunities. Chuck E. Cheese is a "Work Today, Get Paid Tomorrow" employer.

\* \* \*

At CEC Entertainment, we believe that our workforce should reflect the diverse backgrounds, experiences, and perspectives of many guests we serve. As an Equal Opportunity Employer, we do not discriminate against applicants due to race, ancestry, color, genetics, gender identity, gender expression, sexual orientation, national origin, religion, age, physical or mental disability, pregnancy, veteran status, or on the basis of any other federal, state or local protected class.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&from=rnonboarding&start=100&vjk=9eb1a8f0e9189b9a&advn=2499464295039593>

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**The UPS Store** 

**Sales Associate- The UPS Store 3188- Chattanooga, TN 37405- \$13 - \$15 an hour - Part-time**

## **Full job description**

### **Job Overview**

We are seeking a motivated and enthusiastic Sales Associate to join our dynamic retail team. The ideal candidate will play a crucial role in providing exceptional customer service, driving sales, and maintaining an organized store environment. This position requires a passion for retail and a keen ability to upsell products.

### **Details**

- Greet customers warmly and assist them in finding products that meet their needs.

- Engage in upselling techniques to enhance customer experience and increase sales.
- Operate cash registers and handle transactions accurately using POS systems.
- Maintain stock levels by organizing merchandise on the sales floor and restocking as needed.
- Ensure the store is clean, organized, and visually appealing to customers at all times.
- Utilize basic math skills for cash handling and inventory management.
- Assist with inventory counts and report discrepancies as needed.
- Communicate effectively with team members and management to ensure smooth operations.

### **Experience**

- Previous experience in retail sales or a similar customer-facing role is preferred.
- Familiarity with cash registers, POS systems, and basic math skills are essential for this role.
- A strong ability to sell products through effective communication and interpersonal skills is required.

Join our team today and become an integral part of our retail success story!

**Job Type:** Part-time

**Pay:** \$13.00 - \$15.00 per hour

**Expected hours:** 10 – 36 per week

### **Education:**

- High school or equivalent (Required)

### **Ability to Commute:**

- Chattanooga, TN 37405 (Required)

**Work Location:** In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=rnonboarding&start=50&vjk=f60dc6d24110bd69>



**Shipping and Receiving Warehouse Specialist- ROBBINS & BOHR, LLC- 420 Hudson Road, Chattanooga, TN 37405- \$19 - \$21hr - Full-time**

**Shipping and Receiving Warehouse Specialist**

**ROBBINS & BOHR, LLC – Chattanooga, TN**

### **Company Overview**

Join Robbins & Bohr, LLC, a 75-year-old company headquartered in Chattanooga, TN, and become an integral part of our dynamic team. We pride ourselves on fostering a collaborative work environment where your contributions make a significant impact.

### **Position Overview**

We are currently seeking a dedicated individual to join our shipping and receiving team. This position offers an opportunity to work in a fast-paced environment with a focus on efficiency and accuracy. As a member of our team, you will report directly to the Vice-President and play a crucial role in the day-to-day operations of our 15,000 square-foot warehouse. We are conveniently located with easy access off I-27 near downtown Chattanooga.

### **Key Responsibilities**

- Receive, label, pick, and ship pre-packaged components.

- Verify part numbers with meticulous attention to detail.
- Enter data accurately into our P21 software program.
- Maintain organization and cleanliness within the warehouse.

- Safely handle packages weighing up to 50 +/- pounds, operate lift trucks, and perform other warehouse duties as required.

### **Requirements**

- Minimum 1 year of experience in a shipping and receiving environment preferred.
- Excellent interpersonal skills and a positive attitude.
- Strong organizational skills with the ability to prioritize tasks effectively.
- Basic computer skills, including experience with inventory management software.
- Ability to operate warehouse equipment, including forklifts and pallet jacks.

### **Benefits**

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan

### **Schedule:**

- Full-time, Day Shift: Monday to Friday, 8:00 AM - 5:00 PM

### **Application Requirements:**

**To apply, please submit your resume. Please note that applicants must currently reside in the Chattanooga, TN region.**

**Work Location:** In-person at our Chattanooga, TN facility.

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&from=searchOnHP&vjk=08f83f509089137c>

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**Customer Benefit Advisor I (On-Site)- Chattanooga- Unum Group- Chattanooga, TN- \$20 an hour - Full-time**

### **Full job description**

When you join the team at Unum, you become part of an organization committed to helping you thrive.

Here, we work to provide the employee benefits and service solutions that enable employees at our client companies to thrive throughout life's moments. And this starts with ensuring that every one of our team members enjoys opportunities to succeed both professionally and personally. To enable this, we provide:

- Award-winning culture
- Inclusion and diversity as a priority
- Performance Based Incentive Plans
- Competitive benefits package that includes: Health, Vision, Dental, Short & Long-Term Disability
- Generous PTO (including paid time to volunteer!)
- Up to 9.5% 401(k) employer contribution
- Mental health support

- Career advancement opportunities
- Student loan repayment options
- Tuition reimbursement
- Flexible work environments

***\*All the benefits listed above are subject to the terms of their individual Plans .***

And that's just the beginning...

With 10,000 employees helping more than 39 million people worldwide, every role at Unum is meaningful and impacts the lives of our customers. Whether you're directly supporting a growing family, or developing online tools to help navigate a difficult loss, customers are counting on the combined talents of our entire team. Help us help others, and join Team Unum today!

**General Summary:**

Minimum starting hourly rate is \$20.00

The Customer Benefit Advisor (CBA) I is the entry level in a three-level career path. A CBA I is a critical first point of contact for our customers.

To be successful in this role, the incumbent is responsible for demonstrating exceptional customer service for business serviced by Unum/Colonial Life. It is critical to provide accurate information on benefits, claims, and or policy administration with minimal operational oversight. Incumbents in this role will be tasked with compiling information for multiple product types, from multiple systems, and providing responses to customers that are thorough, clear, and concise. All work is carefully performed according to established protocols/procedures.

In this role, incumbents must demonstrate a willingness to provide strong customer service – providing accurate information to customers, expressing appropriate empathy, and resolving customer issues where appropriate. This position requires the use of multiple system applications and administrative

processes. While service is focused on our external customers, this position is responsible for creating detailed/appropriate documentation for our internal cross-functional business partners.

In addition to providing excellent customer service in accordance with established standards, incumbents will need to demonstrate proficiency in individual metrics (i.e. accuracy, post-interaction surveys, average handle time, after call work, schedule adherence, etc.) that are in line with pre-set expectations and drive results for the Customer Contact Center.

### **Principal Duties and Responsibilities**

- Be the customers' first line of sight (advisor) by being available to assist via multiple avenues of communication with timely and accurate information regarding policy and coverage-related questions.
- Meet or exceed company goals and metrics to guarantee the best experience for customers.
- Be open and motivated by feedback and guidance to be at your best for customers.
- Protect customers' privacy (both internal and external) and reassure them with empathy and professionalism.
- Be available to work a regularly assigned shift between the hours of 8:00 am and 8:00 pm Eastern time Monday-Friday.
- Reliable attendance in accordance with contact center attendance guidelines.
- Successfully complete all required training and associated support periods.
- Ability to obtain information from multiple systems and relay to customers in a seamless manner.
- Follow all documented processes/workflow to enhance customer service and reduce customer effort/operating efficiency.
- Utilize resources and tools to accurately respond to customer inquiries.
- Demonstrate a passion for the values outlined in Our Values statements.
- May perform other duties as assigned.

### **Job Specifications**

- 1 year customer service experience preferred, with a strong preference that the experience be in the insurance/healthcare/medical/financial field or equivalent area.

- High school diploma or GED required.
- Successful completion of Contact Center training program, including demonstrating phone proficiency and passing required knowledge checks.
- A passion for helping customers and exceeding their expectations with high integrity.
- Excellent verbal and written communication skills with the ability to flex your communication style to best meet the needs of customers.
- Enthusiasm for working in a fast-paced, structured environment, answering numerous inquiries for customers at their greatest time of need.
- Strong computer and multi-tasking skills as well as the ability to confidently work in multiple systems with dual monitors.
- Familiarity with Microsoft applications such as Outlook, Word, and Excel.
- Intellectual curiosity and a desire to continually learn and grow.
- An excellent work ethic and ability to adapt and work successfully in a continually changing environment.
- Dependability – being available when needed by teammates and customers.
- Comfortable with video communications via MS Teams throughout the day to communicate with teammates and leadership face to (virtual) face.
- Must meet attendance requirements and in office expectations when applicable.

Unum and Colonial Life are part of Unum Group, a Fortune 500 company and leading provider of employee benefits to companies worldwide. Headquartered in Chattanooga, TN, with international offices in Ireland, Poland and the UK, Unum also has significant operations in Portland, ME, and Baton Rouge, LA - plus over 35 US field offices. Colonial Life is headquartered in Columbia, SC, with over 40 field offices nationwide.

Unum is an equal opportunity employer, considering all qualified applicants and employees for hiring, placement, and advancement, without regard to a person's race, color, religion, national origin, age, genetic information, military status, gender, sexual orientation, gender identity or expression, disability, or protected veteran status.

The base salary range for applicants for this position is listed below. Unless actual salary is indicated above in the job description, actual pay will be based on skill, geographical location and experience.

\$36,000.00-\$62,400.00

Additionally, Unum offers a portfolio of benefits and rewards that are competitive and comprehensive including healthcare benefits (health, vision, dental), insurance benefits (short & long-term disability), performance-based incentive plans, paid time off, and a 401(k) retirement plan with an employer match up to 5% and an additional 4.5% contribution whether you contribute to the plan or not. All benefits are subject to the terms and conditions of individual Plans.

Company:

Unum

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=searchOnHP&start=50&vjk=6562bd9a6f487f5c&advn=1667750074046465>

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**Psychiatric Technician**-Moccasin Bend Mental Health Institute- 100 Moccasin Bend Road, Chattanooga, TN 37405-\$2,436 a month - Full-time

### **Full job description**

#### **Overview**

We are seeking a dedicated and compassionate Psychiatric Technician to join our team. In this role, you will provide essential support to patients experiencing mental health challenges, ensuring their safety and well-being in a clinical setting. You will work closely with healthcare professionals to deliver high-quality psychiatric care, assist in crisis intervention, and promote positive behavioral health outcomes.

#### **Responsibilities**

- Provide direct patient care, including monitoring and observing patients' behavior and emotional state.
- Assist in crisis intervention strategies to manage acute care situations effectively.

- Implement behavior management techniques as directed by the treatment plan.
- Maintain accurate medical records and documentation of patient observations and interactions.
- Support patients with disabilities by facilitating their participation in therapeutic activities.
- Collaborate with nursing staff and other healthcare professionals to develop individualized care plans.
- Engage in patient education regarding mental health conditions and treatment options.

### **Requirements**

- Experience or training in psychiatry or behavioral health settings is preferred.
- Familiarity with medical terminology and patient monitoring techniques.
- Knowledge of crisis intervention methods and acute care practices.
- Previous experience working with individuals with disabilities is a plus.
- Strong observational skills for effective patient monitoring and behavior management.
- Background in nursing or corrections facility medical clinic experience is advantageous.
- Ability to communicate effectively with patients, families, and healthcare teams.
- Commitment to providing compassionate care while maintaining professional boundaries. Join us in making a difference in the lives of those we serve through dedicated psychiatric care. Your skills and compassion can help foster healing and recovery for our patients.

**Job Type:** Full-time

**Pay:** \$2,436.00 per month

### **Benefits:**

- 401(k)
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible schedule
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave

- Professional development assistance
- Referral program
- Retirement plan
- Vision insurance
- Wellness program

**Work Location:** In person

<https://www.indeed.com/jobs?q=&l=Chattanooga%2C+TN&radius=35&from=searchOnHP&start=80&vjk=7946306c4f9861c6>

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**Chattanooga Area Chamber-** Learn about  
Career Opportunities

Find jobs and learn about training opportunities for changing your career.

<https://chattanoogacalling.com/find-a-job/jobs/>



**Samaritan Center Job Board**

List of Chattanooga area jobs

<https://thesamaritancenter.net/job-board/>



## Walk In Wednesday Hiring Event

ARE YOU READY TO DRIVE WITH US ?

Each and Every Wednesday  
10:00 am to 1:00 pm

2501 DODDS AVENUE, CHATTANOOGA, TN 37407

### REQUIREMENTS

Become a professional driver with a leader in school bus transportation

- 25 year of age
- Satisfactory driving history; 3 years acceptable driving record
- Be able to pass drug screen
- Must pass DOT physical
- Must be able to pass background screening

### ON THE SPOT HIRING EVENT

OR

SCAN QR CODE  
TO APPLY ONLINE



Our dedicated employees complete 5 million student journeys per day. At First Student caring for students is our first priority.

**BENEFITS** First Student offers VERY competitive wages.

The starting pay is \$21.63/hr.

Paid training leading to CDL license.

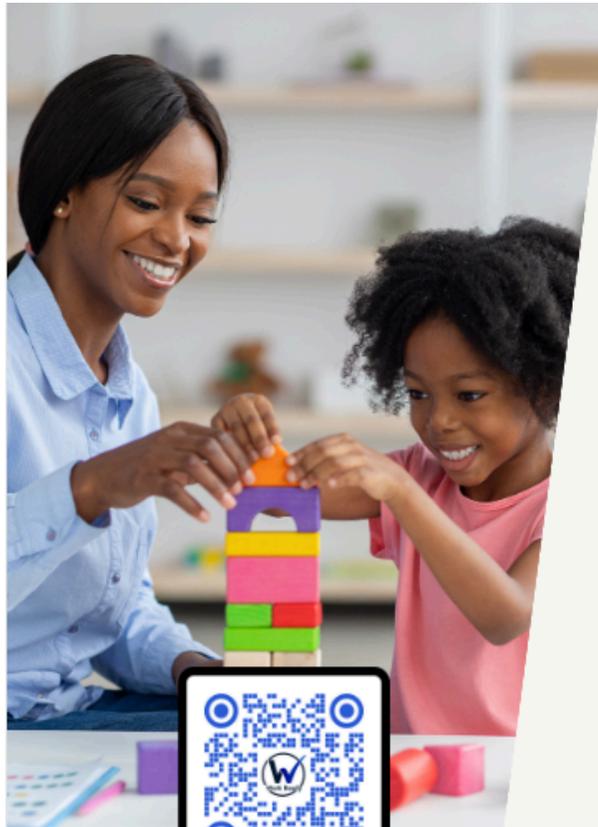
As a FIRST driver, you will never work weekends or holidays and summers are optional.

Ask about our child ride along program.

For More Information  
Rhea Schroeder (423) 463-1042

[www.workatfirst.com](http://www.workatfirst.com)





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**SIGNAL CENTERS**

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to eligible individuals  
interested in  
**EARLY CHILDHOOD  
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**COMPENSATION:  
\$15 AN HOUR**

### REQUIREMENTS

- Must have a child 18 years old or younger**
- High school education or GED/HiSET
- Interested in Early Childhood Education

 **VISIT OUR WEBSITE  
FOR MORE INFORMATION**



This project is funded under a Grant Contract with the State of Tennessee.

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