



Job Title: Corrections Food Service Supervisor III

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/24/15 4:00 PM Central Time

Salary: \$4,649.00 - \$6,970.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CU500

Bid ID#: IDJJ27-17-15-2027

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires three years institution food preparation experience such as could be gained as a CFSS I or CFSS II or supervisory experience in a large scale food service operation; requires completion of a pre-service orientation training course within six months of employment; requires extensive knowledge of institutional rules and regulations and requirements for the control of residents; requires the possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health; requires extensive knowledge of large scale food service procedures and practices; requires extensive knowledge of preparing, serving and acquiring goods on a large scale food service; requires an ability to maintain satisfactory working relationships with other employees and residents; requires the ability to lift and carry boxes/containers of supplies and commodities, merchandise, and/or equipment, weighing up to 50 pounds.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00 a.m. - 3:00 p.m. Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY:

Illinois Youth Center – Chicago, 136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center – Chicago, P.O. Box 12247, Chicago, Illinois 60612

Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Commissioner Assistant

Agency: Commerce Commission

Closing Date/Time: Wed. 04/15/15 5:00 PM Central Time

Salary: \$3,928.00 - \$8,182.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: MC-12 Bid ID#: 31-1501

Description of Duties/Essential Functions Benefits Supplemental Questions

The Commissioner Assistant aids the Chairman with research, analysis, and development of issues and opinions relating to the industries regulated by the Illinois Commerce Commission (ICC); conducts research projects, prepares reports and economic based studies; assists the Chairman in drafting dissenting and concurring opinions; provides expert advice, analysis and research on a variety of issues related to the regulation of energy, telecommunications, water, and the transportation industries; plans and conducts extensive and complex research to determine if economic and policy analyses provided by utilities, industry, and consumer advocates support a proposed action before the Commission; confers and advises the Chairman on controversial problems of statutory interpretation and compliance; assists in the preparation of case summaries, questions, alternative orders, reviews and critiques orders, testimony, staff reports and/or filings and otherwise provides policy analysis to assist the Chairman; researches and drafts letters, memoranda, speeches, articles and legislation as requested by the Chairman; acts as a liaison between the Chairman and Commissioners, ICC staff, governmental agencies, and industry parties; monitors trade and academic literature in order to keep abreast of issues and trends in utility regulation; establishes and maintains a regulatory policy research agenda for the Chairman, as required or directed; and serves as representative of Chairman and/or the Commission at meetings, as required.

Minimum Requirements: The successful candidate will be a law school graduate with academic standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:30 p.m., Mon thru Fri
160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett, HR Analyst

Illinois Commerce Commission, 527 E. Capitol Ave., Springfield, IL 62701

217-557-4206 cbarrett@icc.illinois.gov

How to Apply: Submit a cover letter, resume, and CMS-100 by April 15, 2015 to:
Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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Driver Merchandiser Assistant Seasonal

Talent Area: Warehouse Operations
Location: Chicago, IL, USA
Requisition Number: 00031255
Full or Part Time: Seasonal/Casual FT

Position Description

Responsible for assisting with delivery and merchandising of products.

- Assist driver. - Unload, merchandise, display and rotate products according to company standards. - Maintain customer relationships. - Pick up company property.

- High School diploma or GED preferred..

- 0 to 1 year general work experience required.

- Prior grocery store or consumer product retail experience preferred.

- Ability to operate manual/powered pallet jack or hand truck.

- Ability to obtain manual/powered pallet jack certification. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-assistant-seasonal-chicago-illinois-job-1-5205631>

Environmental Services Tech I

Location: Chicago, Illinois
Job ID: 5036
Facility: ILLINOIS MASONIC MEDICAL CENTER
Status-FTE: Full-Time - 1
Shift: Day

Grade school graduation or equivalent to academic attainment. • None N/A • Job responsibilities involve, walking, standing, bending, climbing and lifting throughout the work day. • Ability to perform medium lifting: lifting up to 20 to 50 pounds occasionally and/or 10 to 25 pounds frequently and/or up to 10 pounds constantly.

Under the leadership of the Housekeeping / Environmental Services Group Leader / Coordinator, performs according to established procedures a variety of Environmental Services duties to maintain the hospital campus in a neat, orderly and sanitary condition.

Apply online at <http://jobs.advocatehealth.com/chicago/housekeeping/jobid7151455-environmental-services-tech-i-jobs>

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General Laborer, Warehouse-(7p to 3:30a M-F)

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV047439

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment.

- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.

- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-7p-to-330a-m-f-chicago-illinois-job-1-5205475>

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Inventory Control Assistant

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00030953

Full or Part Time : Regular Employee FT

Position Description: Responsible for warehouse inventory maintenance and reconciliation on a daily basis. - Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner. - Research and reconcile daily inventory variances. - Reconcile the daily, monthly, and annual inventory to the SAP computer system. - Identify and report close dated product. - High school diploma or GED required. - Associate's degree preferred. - 0-3 years warehouse/inventory experience required. - Prior auditing experience preferred. - Strong computer and database skills. - Strong math skills. - Ability to read and follow directions. - Ability to work with minimal supervision. - Forklift certification is preferred. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-chicago-illinois-job-1-5178555>

ACTIVITIES ASST SR SERV

Facility Presence Nazarethville

Department ACTIVITIES

Schedule Part-time (benefits eligible)

Shift 4 hour shift

Hours 3:00 pm - 7:00 pm

Location Des Plaines, IL

Req Number 137252

Job Details Assist the Director and/or the Activities sCoordinator to plan, organize, develop and direct the overall operation of the Activity Department in accordance with current Federal, State and local standards and as may be directed by the Executive Director to assure that an on-going program of activities is delivered. The program will respond to the interests of the facility residents and enhance their physical, mental, social and psychological well being and be presented in a manner which embodies the mission and core values. HS diploma or equivalent. Prior experience in working with the elderly preferred. Excellent communication skills and basic computer skills preferred. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030627>

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Medical Assistant Cert\Reg INTERNAL MEDICINE

Location: Chicago, Illinois

Job ID: 16318

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Full-Time - 1

Shift: Rotate All Shifts

AMG- SYKES

2545 S. KING DRIVE

CHICAGO, IL

Graduate of a medical assistant program or successful completion of the certification/registration exam. Good communications skills. Experience using a keyboard and computers. Familiarity with equipment used in ambulatory care. Current Medical Assistant Certification/Registration. Current CPR certification Ability to travel locally to multiple sites as needed. Ability to work in stressful conditions and difficult situations. Resilient and flexible in a changing environment. May be exposed to hazardous materials and life threatening diseases. Ability to cooperate and work with others. Ability to make sound and timely decisions. Ability to work rotating shifts any day of the week. Ability to perform lifting/transfer activities related to patients as needed, ability to stoop/bend.

This requirement supersedes any previous lifting requirement effective 08/01/2014. Ability to lift up to 35 pounds without assistance. For patient lifts of over 35 pounds, or when patient is unable to assist with the lift, patient handling equipment is expected to be used, with at least one other associate, when available. Unique patient lifting/movement situations will be assessed on a case by case basis. The Medical Assistant Certified/Registered will support the physician(s), and other providers in delivering quality health care to ambulatory patients and perform a variety of nursing related tasks to promote continuity of care.

Accountabilities: Risk/Safety Compliance

Funding Our Future: Miscellaneous

Clinical Support/Health Outcomes: Provides support in the delivery of quality clinical care. Patient Satisfaction and Service: Provides efficient, high quality service to patients who arrive for appointments or who telephone or visit in person to request appointments or information on tests and procedures, bills and charges, referrals, and other matters. Health Information Management (HIM) and HIPAA standards: A complete and accurate hard copy and/or electronic medical record will be maintained for every individual who is evaluated or treated within the medical group.

Apply online at http://jobs.advocatehealth.com/chicago/medical-assistant/jobid7191701-medical-assistant-cert_reg-internal-medicine-jobs

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Merchandiser Seasonal-Chicago

Talent Area : Merchandising/Merchandiser

Location : Chicago, IL, USA

Requisition Number : HV047835

Full or Part Time : Seasonal/Casual FT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.*
- Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-seasonal-chicago-chicago-illinois-job-1-5163212>

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Job Title: Corrections Leisure Activities Specialist I

Agency: Juvenile Justice

Closing Date/Time: Wed. 03/25/15 4:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ27-17-15-2599

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years with a Bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphics, color and design, therapeutic recreation music, theater or speech and communications; Requires working knowledge of the methods, techniques and purposes of leisure activities. Requires elementary knowledge of leisure activities programs and skills development tailored to individual needs. Requires working knowledge of arts and crafts instruction. Requires elementary knowledge of corrections regulations, policies, and proper channels of communication as applied to the leisure time programming. Requires elementary knowledge of the attitudes, problems and behavior of individuals and groups in a correctional security setting. Requires ability to prepare pertinent records and reports. Requires ability to stimulate interest of institution residents in leisure time activities. Requires ability to carry out leisure activities, and teach leisure skills. Requires ability to work effectively with individuals and groups.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday, Thursday, Friday and Sunday 12:00 p.m. - 8:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m. DAYS OFF: Tuesday and Wednesday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center – Chicago, 136 North Western Avenue, Chicago, Illinois 60612

Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

How to Apply:

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Job Title: Juvenile Justice Chief of Security

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/24/15 4:00 PM Central Time

Salary: \$6,698.00 - \$9,894.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR704 Bid ID#: IDJJ27-17-15-1450

Minimum Requirements: Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of three years' professional staff experience involving the care of youth in a Juvenile Justice Facility, and providing for the safety, security and well being of youth and staff. *Candidates must be over the age of 21. Requires thorough knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors. Requires thorough knowledge of rules and regulations, post assignments, and specific procedures for carrying out work assignments. Requires extensive knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns. Requires extensive knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and youth. Requires ability to remain current on all institution rules and regulations.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago, P.O. Box 12247, Chicago, Illinois 60612

Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

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Job Title: Administrative Assistant I

Department: MSP Med Oncology

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty:

Job Number: 2015-0434

Work/Life: Typical hours: 8:30 - 5pm, no weekends or on call!

Position Responsibilities:

Responsible for Section Directors patient correspondence as well as maintaining Section Director's slide presentations, lectures and published manuscripts.

Acts as the liaison for the Medical Director of Oncology and her Nurse Practitioner in the relation to administrative and clinical issues. Manages multiple physician calendars for administrative meetings, investigators and speaking/presentation engagements.

Updates and maintains medical licenses, promotions, reference, CV's, grants, abstracts.

Ensures that Director of Medical Oncology reviews and signs off on all paperwork in a timely fashion, i.e., insurance and disability forms, tumor registry, pharmaceuticals,

clinical issues, etc. Answers division phone calls, fax and emails for administrative

inquires. Preparation of Manuscripts for Publication

Transcribes general correspondence and abstracts for various meetings.

Acts as a liaison between co-authors and Director of Medical Oncology to ensure

deadlines are met for publication.

Position Qualifications Include:

High School diploma required. Three years plus medical administrative experience, with the ability to transcribe and edit various medical reports accurately and independently.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, and PowerPoint.

Excellent interpersonal communication skills. Ability to communicate effectively when representing the section of medical oncology, and to significant external parties and vendors. Must be able to work independently and in a team environment.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Cashier

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-0166

Job Description:

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

Position Qualifications Include:

High School diploma is required

Ability to read, write, speak English

Bilingual preferred

Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

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Apply online at

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Job Title: Collector - Vyridian

Department: Vyridian P&L

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Billing/Collecting

Job Number: 2015-0010

Position Highlights: Coordinates specified Accounts Receivable activities to ensure that accounts are consistently followed up in a timely manner and that stated goals are met. Serves as the point person to trouble-shoot accounts to maximize reimbursement. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School diploma or GED equivalent required.

Bachelor's degree in business administration or related field preferred.

At least five years of medical business office experience highly desired

Previous experience in accounts receivable process management in a physician environment?

Previous medical billing system experience preferred.

Previous experience analyzing and responding to claim denials and other written correspondence from third-party payors preferred

Ability to demonstrate knowledge of medical terminology preferred.

Ability to demonstrate high level analytical, time management and organizational skills required.

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Apply online at

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Job Title: Paralegal - Contract Specialist

Department: Legal Affairs

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0400

Job Description:

Rush University Medical Center announces its search for a Paralegal (Contract Specialist) to join the Office of Legal Affairs at Rush University Medical Center. Under the direction of the Senior Associate General Counsel and Associate Vice President of Legal Affairs, the Paralegal (Contract Specialist) provides review of contracts and arrangements for Rush and its affiliated entities.

Knowledge, Skills and Abilities:

Associate's degree or certificate in paralegal studies OR a minimum of five years of related in-house or law firm legal experience required.

Must have a working knowledge of intellectual property and contract law.

Professional experience with contracts and form agreements.

Professional experience drafting legal documents.

Software and technology proficiency.

Good interpersonal skills.

Ability to work effectively in a fast-paced environment.

Strong organizational skills and ability to work independently and produce exceptional work under deadlines. Detail oriented.

Excellent written and verbal communication skills.

Ability to exercise sound judgment and appropriately consult with or seek attorney review when necessary. Must possess good common sense and approach projects and assignments practically. Ability to aptly assess potential legal risks or exposure.

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Apply online at

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Job Title: Records & Registration Coordinator

Department: RUO Registrar

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Registration

Job Number: 2015-0485

Position Qualifications Include:

Minimum of an Associate's degree required. Bachelors preferred.

Minimum 2-4 years' experience.

Experience working in a university environment particularly in a Registrar's Office setting preferred.

Experience with Student Information Systems and the ability to develop process and utilize technology to increase efficiencies.

Extremely detail oriented possessing a high degree of accuracy with all work performed.

Proficiency in Microsoft Office applications (Word, Access, Excel).
Strong interpersonal skills with a superior commitment to customer service.

Exceptional ability to multi-task in extremely fast-paced and rapidly changing environment.

Strong commitment to professional development and keeping current on best practices of Registrar Office functions.

Values and exhibits a strong commitment to Rush's Diversity goals and objectives.
Proactively resolves conflict and barriers in a strategic and diplomatic manner.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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Lifeguard (Seasonal- Summer) Job ID: 1853

Closing Date: 04/29/2015

Aquatics/Lifeguard

Date Posted: 1/8/2015

Location: Community Recreation - Aquatics

Region: Districtwide

Be sure to review the Chicago Park District Lifeguard Process!

EXAMPLES OF DUTIES: Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 7 Career Service EEO: Protective Service FLSA: Non-Exempt
2015 SALARY: \$13.89 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Intern (Seasonal) - Movies in the Park Job ID: 2018

Closing Date: 04/05/2015

Administrative/Intern (H)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

CLASS SPECIFICATION Title: Intern (S)

Level: 2601

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$15.12 / hour

Career Service EEO: Administrative Support FLSA: Non-Exempt

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Special Project Assistant Job ID: 2030

Closing Date: 03/29/2015

Administrative/Special Project Assistant (H)

Location: NATURAL RESOURCES

Emphasis in promotion of an Ecological Restoration and Volunteer Stewardship. This is a temporary, part-time position primarily assisting in the research, development, implementation and promotion of the Volunteer Stewardship Program.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, assists staff members in the research, development, implementation and promotion of Park District volunteer stewardship program and related special projects. Performs a variety of entry level professional duties in addition to some clerical and administrative duties. Performs related duties as required.

EXAMPLES OF DUTIES: Provides research, writing and communication support on special projects. Performs research duties and field work related to Park District programs and their marketing. Collects and verifies information. Prepares or helps prepare written reports. Follows through with requests for information by compiling accurate data and preparing or providing responses. Summarizes internal departmental reports for general readership. Works with various departmental staff members to gather and convey information. As directed, attends task/project meetings as Park District representative. Helps park managers and supervisors with their marketing activities, consistent with overall Park District promotional and marketing strategies. Helps develop individual displays, publicity and promotional efforts. May maintain records and documentation required for program evaluation and accountability, including budget allocations, itemized costs and expenditures.

MINIMUM QUALIFICATIONS: Training and Experience: Bachelor's degree in Natural Resources, Biological Sciences, or related field or an equivalent combination of education and experience. Experience with a community based agency or program is recommended. Strong knowledge of local flora, fauna, invasive species, and Chicago region ecological community types along with at least one year of experience in ecosystem management and restoration, including work with volunteers is preferred. Knowledge, Skills and Abilities: Knowledge of contemporary public relations practices. Knowledge of public policy principles and practices. Ability to research information and prepare clear written or oral reports. Ability to relate to field personnel and community groups. Creative writing and editing skills. Record keeping skills. Basic computer skills.

Salary \$18.00 per hour

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Intern (Seasonal) - (Events/Night Out in the Parks) Job ID: 2022

Closing Date: 03/29/2015

Cultural/Intern (S)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

Interns will support the Culture Arts and Nature division with various summer arts & nature programs including Night Out in the Parks cultural events and performances.

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities:

Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

SALARY: \$13.76 PER HOUR

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**Program & Event Coordinator (Seasonal) - Theater on the Lake Box Office
Job ID: 2021**

Closing Date: 03/29/2015

Cultural/Program & Event Coordinator (H)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

Program Description: Theater on the Lake: The Chicago Summer Theater Festival showcases plays from a strong cross-section of Chicago's rich off-Loop theater community

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Salary \$16.24 / Hourly

Career Service: EEO: Professional FLSA: Exempt

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Attendant Part-time (South Region) -YEAR ROUND Job ID: 2032

Closing Date: 03/26/2015

Custodial/Attendant (H)

Date Posted: 3/12/2015

Location: Washington Park

Region: South

THIS POSITION IS BUDGETED FOR UP 20 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt Salary: \$14.13 per hour

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