



Part-Time Driver - Alsip

Job ID 2015-136334

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: Southwest Suburbs

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

This position is based in Alsip, IL and the starting pay is \$8.25 per hour

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

6 months work experience required.

Must have valid driver's license with no more than one moving violation and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record in the past three years.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be able to work on an on call basis :

Monday, Tuesday, Wednesday 8:00am-5:00pm

Apply online at <https://us-erac.icims.com/jobs/136334/part-time-driver---alsip/job>

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Patient Svcs Rep

Location: Chicago, Illinois

Job ID: 13061

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Full-Time - 1

Shift: Day/PM

AMG- BEVERLY 9831 S. WESTERN CHICAGO, IL

* Must be flexible to work any 8 hours shift between the hours of 7am-7pm with rotating Saturdays. High school diploma or equivalent. 2~3 years experience in ambulatory medical office setting. Experience handling difficult callers/customers/patients. Cashier and computer skills preferred.

CRT/PC experience in a customer service setting. Working knowledge of the IDX System preferred. Ability to solve problems posed by callers leaving messages, seeking referrals, appointments, billing issues and clinical information. Ability to meet, greet and use positive customer service skills in working with patients, customers. Good communication skills. N/A Ability to function in a high volume, multiple~task environment. Exposure to ill patients. Possible travel to other sites or to ancillary settings for training programs and/or temporary assignments. Bilingual preferred (especially in Spanish and Polish).

Ensures the provision of efficient, effective, quality customer service and practice support by performing a variety of general office duties: Maximize revenues by accurately entering appropriate charges and collecting payments at the time of service and entering all codes accurately from encounter form, up to date and accurate billing information into the patient accounting system. Assists patients with any problems or concerns and directs them to the appropriate support function for assistance. Coordinates the technical functions of the records department. Ensures that confidentiality is maintained at all times.

Accountabilities:

Patient Reception (Check In Process). Provision of efficient, high quality service to patients who arrive for appointments in person or who telephone requesting appointments or information on tests and procedures, bills and charges, referrals and other matters. Time of Service collection for prior balances and/or converting insurance for fee for service patients or collection of co payments for HMO patients.

Billing Services. Reconciliation of patient accounts on a daily basis

Apply online at <http://jobs.advocatehealth.com/chicago/customer-service/jobid7150806-patient-svcs-rep-jobs>

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Coord Clinical Bed Management

Location: Chicago, Illinois

Job ID: 12901

Facility: ILLINOIS MASONIC MEDICAL CENTER

Status-FTE: Part-Time A - 0.9

Shift: Twelve hour 7a-7p

Bachelor of Science in Nursing (BSN) and certification in your current area of specialty within 2 years or 2,000 hours. 2~3 years of clinical experience. Ability to prioritize work Effective interpersonal communication skills. Ability to problem solve and make timely decisions. Basic computer skills. Knowledge of MS office Current nursing license in the State of Illinois. CPR certification Ability to prioritize independently and respond to multiple simultaneous requests. Ability to work in a fast paced environment with established time constraints and difficult situations. Ability to work flexible hours to provide staffing for the department. The clinical bed management program is a twenty four (24) hour per day, 7 days a week program. Ability to perform rounding to the patient care units in the hospital.

Rounds to inpatient units during critical high census surges to ensure and facilitate discharges and admissions This requirement supersedes any previous lifting requirement effective 04/20/2014. 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 Clinical Bed Management Coordinator RN assumes primary responsibility for the initial assessment, planning, implementation and evaluation of bed placement for patient admissions and transfers within Illinois Masonic Medical Center, external facilities, Physician offices, and the community. Facilitates the timely coordination of quality healthcare services that meet an individual's specific healthcare needs in a cost effective manner through communication and coordination of bed assignments based on patient acuity, medical need, and compatibility (age, sex, and diagnoses). Ensures the most appropriate utilization of resources that meet the health care needs of the patient.

Accountabilities: Provides ongoing assessment, planning, implementation and evaluation of customer needs to enable proactive planning of admissions, discharges and transfers. Facilitates and coordinates assignment of the patient to the most appropriate bed. Participates in performance improvement activities. Responsible for professional behavior and growth.

Apply online at <http://jobs.advocatehealth.com/chicago/nursing/jobid7150789-coord-clinical-bed-management-jobs>

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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).

Option 1 - General

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Job Title: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

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: Social Services Career Trainee - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

Minimum Requirements:
Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Location: Varies Statewide in Division of Rehabilitation Services.
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and one line application or a CMS100 Employment Application to the address listed above. Non State employees must apply below.

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: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 03/26/15 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly Job Type: Full-Time

Location: Sangamon County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: CS3152

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, participates in an agency-sponsored child support services training program of up to twelve months in duration; calculates financial obligations and support balances related to child support accounts; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); establishes, modifies, and enforces financial and medical support obligations of Non-Custodial Parents (NCPs) and/or putative fathers; manages the establishment, modification, and enforcement of court orders.

Minimum Requirements: Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services

Centralized Enforcement Accounting/Team 2 (51)

509 South Sixth Street, Springfield, IL 62701 (Sangamon County)

Agency Contact: Leslie Guennewig

509 South Sixth Street, Springfield, IL 62701

Work #: (217) 557-3900 Fax #: +1 (217) 557-1676

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: Human Resources Representative

Agency: Central Management Services

Closing Date/Time: Fri. 03/27/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CMS 10272

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, carries out professional responsibilities providing technical advice and assistance to personnel offices for assigned agencies subject to the Personnel Code. Reviews and approves personnel transactions assuring compliance with the Personnel Rules, Pay Plan, collective bargaining agreements, policies and procedures. Certifies payrolls and assists in administering the overall payroll certification program.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources or satisfactory completion an approved training program. Prefers working knowledge of the State personnel and payroll systems. Requires ability to use independent judgment in analyzing and evaluating a variety of records, documents and types of transactions. Prefers the ability to establish and maintain effective working relationships with agency personnel and payroll offices.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Central Management Services

Personnel/Transactions, Records, & Back Wage Claims/Transactions

401 S. Spring, Springfield, IL (Sangamon County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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: Human Resources Specialist

Agency: Central Management Services

Closing Date/Time: Fri. 03/27/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CMS 10472

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with coursework in business or public administration and two years of professional human resources experience. Requires extensive knowledge of the Payroll Certification process, Eligible list process and system, personnel transactions process, the Transactions Manual, the Personnel Code, Personnel Rules, Pay Plan, other personnel guidelines and departmental policies, procedures and processes.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Central Management Services

Personnel/Transactions, Records, & Back Wage Claims/Transactions & Records
401 S. Spring, Springfield, IL (Sangamon County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110

Springfield, IL 62702

217-782-6239 217-782-9925 Fax

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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CATERING ASSISTANT

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Casual/ Part-time (no benefits)
Shift Day/Night rotation
Hours varies
Location Joliet, IL
Req Number 134689

SUMMARY: Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.
Education and/or Experience: High school diploma or general education degree (GED)
PREFERRED: 6 months prior food service experience

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029369>

CASH APPLICATION REP I

Facility Presence Health - Corporate Office
Department PFS CASH APPLICATIONS
Schedule Full-time
Shift 8 hour shifts
Hours Mon - Fri 8:00 am - 4:30 pm
Location Chicago, IL
Req Number 137120
Job Details This position is located in Bolingbrook, IL.

Summary: Post daily bank deposits, lock box deposits, perform data input for all payments and adjustments onto appropriate patient accounts.
Required qualifications: High school diploma or equivalent. Six months of experience in hospital billing. Basic computer experience. Strong customer service skills. Excellent verbal and written communication skills (ability to communicate clearly and professionally). Excellent interpersonal skills. Able to work in a fast paced environment.

Preferred qualifications:
Microsoft Office, EPIC, McKesson and Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030523>

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CALL CENTER OPERATOR

Facility Presence Health - Corporate Office
Department CALL CENTERS
Schedule Full-time
Shift Night shift
Hours 11:00 pm - 7:30 am
Location Chicago, IL
Req Number 135030

Job Details An effective Call Center Operator must have prior experience in handling telephones, and must be competent in handling normal phone answering services (main line and operator assist). They will be trained on handling Emergency Codes, Physician Express and Answering Service functions and will be called upon to handle these calls periodically.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029754>

CLERICAL COORDINATOR

Facility Presence Health Partners
Department RHCP-ADMINISTRATIVE
Schedule Full-time
Shift Day shift
Hours 8:00 am to 4:30 pm
Location Chicago, IL
Req Number 137506

Job Details: Under supervision of Presence Health Partners Care Coordination Director and acting on own initiative, performs diverse clerical duties within the department. Assignments may involve work of a confidential nature and require knowledge of the practices and procedures of the function. Position handles differing situations, problems, and deviations in the work of the office according to the general instructions, priorities, policies and program goals. Work will entail direct phone contact with members. Will also interface with payers and providers offering care, coordination services and setting up follow-up appointments.

Education and/or Experience: High school diploma or equivalent. Minimum 2 years of medical terminology, medical assistant, medical office, or medical claims experience. Computer Skills: Microsoft Outlook, Word, Excel and Power Point experience required
EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030764>

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CNA/UNIT SECRETARY

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH PROG CARE UNIT
Schedule Part-time (benefits eligible)
Shift Day shift
Hours 0700-1530
Location Elgin, IL
Req Number 132657

Job Details Presence Health form the largest Catholic healthcare system in Illinois, encompassing 12 hospitals, 29 long term care and senior residential facilities, numerous outpatient services and clinics, home health services, hospice, private duty, comprehensive Behavioral Health services and more.

Presence Saint Joseph Hospital in Elgin has been a leading care provider in the Fox River Valley. With more than 400 physicians on staff, 1,200 employees and 300 volunteers, we are known for providing leading-edge care and technologies to the communities we serve.

If this is what you are looking for in an organization, we welcome you to apply. We are looking for people who want more than just a job. We want the best talent - individuals that are looking for a career with a place where you can hang your hat and feel at home. A place that develops a sense of ownership and pride in everything you do.

Responsibilities:

Performs various direct patient care activities under the supervision of a Registered Nurse. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. We prefer candidates with Unit Clerk experience.

Qualifications:

We are looking for energetic team players join our staff. This position requires someone with excellent communication skills, patient service skills, and most importantly someone who truly has compassion for all people. Previous Hospital C.N.A. experience STRONGLY preferred. Illinois C.N.A. Certification required. CPR/BLS required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=572720>

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CUSTOMER SERVICE OFFICER

Facility Presence Holy Family Medical Center
Department SECURITY
Schedule Part-time (benefits eligible)
Shift Day shift
Hours 7:30 - 4:00pm
Location Des Plaines, IL
Req Number 136964

*CUSTOMER SERVICE OFFICER
MORTON GROVE FACILITY
PART TIME - 40 HOURS EVERY 2 WEEKS
BENEFITS ELIGIBLE
7:30 AM - 4:00 PM*

Presence Holy Family Medical Center is a specialty hospital caring for medically complex, multi-diagnosis patients requiring extended acute level care to bring them to their next level of recovery. While the average patient stay is 25 days, they can be here from 25-100 days. We have developed the reputation as a facility offering superior care and top notch outcomes. Learn how you can be part of excellence at Holy Family Medical Center. We are located in Des Plaines, Illinois at the corner of Golf and River Roads.

GENERAL JOB SUMMARY:

The Customer Service Officer performs a variety of duties associated with visitor screening and providing information to employees, patients and visitors entering the facility and assists Security Officers in maintaining a safe and secure environment by reporting unusual activities and occurrences.

REQUIREMENTS:

Must have good computer skills with Microsoft Word and Outlook.
Ability to speak and write English to the extent necessary for safe and efficient performance of the job.
Security experience, or strong customer service experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=100306>

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DIETITIANS ASSISTANT

Facility Presence Saint Francis Hospital
Department FOOD SERVICES
Schedule Registry/PRN/Flex
Shift Rotation
Hours 6:00 am - 8:00 pm
Location Evanston, IL
Req Number 133599

Job Details

Performs activities relative to patient menu selection and correction based on the need to comply with medically prescribed diets.

Checks the tray line during meal periods as directed.

Ensures that all patient menus are brought down to the department from the patient floors and processed to ensure patient satisfaction.

Maintains communication with the dietitians regarding patient concerns.

Responsible for all tasks related to patient menu processing and the coordination of menus and meals served to patients.

Good organizational, communication, interpersonal and customer relations skills required.

Must have good analytical skills, basic clerical skills, and be able to write grammatical sentences.

Requires the ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

Ability to follow directions and work under time constraints.

1-3 years experience preferred. High school diploma or equivalent required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=201677>

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HEALTH INFO ASST II

Facility Presence Saint Joseph Hospital - Chicago
Department HEALTH INFORMATION MANAGEMENT
Schedule Full-time
Shift 8 hour shifts
Hours 9 to 5:30 M-F
Location Chicago, IL
Req Number 134358

*SAINT JOSEPH HOSPITAL- CHICAGO
HEALTH INFORMATION ASSISTANT II
FULL TIME 9AM-5:30PM*

Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry.

Will typically specialize in one or more of the essential duties and responsibilities.

Requirements:

- +Must have a high school diploma or equivalent.
- +Minimum of one year medical records experience.
- +Must have the ability to type 40 wpm.
- +Previous experience with processing birth certificates.
- +EPIC experience in an acute care situation preferred.
- +Spanish speaking a plus.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=762940>

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MARKETING REPRESENTATIVE

Facility Presence Bethlehem Woods Retirement Community

Department ADMINISTRATION

Schedule Full-time

Shift Day shift

Hours 9:00 am - 5:00 pm

Location La Grange Park, IL

Req Number 137495

Job Details

Manage Department information related to Marketing and Customer Service for Long-Term Care Facilities.

Maintain referrals and community contacts. Prepares, monthly, weekly and daily reports.

Develops Marketing strategy for the facility. Conducts facility tours and orients new residents.

One to two years previous Marketing and/or Public Relations experience in Senior housing.

Knowledge of management of Long Term Care Facilities.

Bachelor's Degree in Marketing or Social Science preferred, one two years' prior experience in senior related housing desirable.

Marketing and/or public relations experience desirable

Proficiency in work processing, spreadsheet and data management

Working knowledge of issues related to senior living.

Understanding of customer service and quality improvement processes

Works well with the elderly

Communicates clearly and effectively with a range of customer groups.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030786>

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Coordinator-Part-Time (Grant-Funded) - MAL0000511

Job: Office/Administrative Support
Primary Location: Malcolm X College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF

Duties and Responsibilities

Malcolm X College is currently seeking a Part Time Coordinator in the Office of Instruction. This position is responsible for the overall direction, day-to-day operation and growth of a specific program at the College. Provide direction in the development, management, coordination and operation of the program.

- Works closely with the administrative staff at the college to determine the goals and objectives of the program.
- Recruits, interviews and recommends the hire of additional staff in support of the program.
- Performs calculations and compiles pertinent data required for budgetary and fiscal reports. Prepares mandatory reports related to program funding.
- Retains a compilation of statistics, written reports and correspondence related to program activities. Prepares monthly mandatory reports for management review.
- Participates in program assessment and review to ensure the viability of the program.
- Attends monthly staff meetings and serves as liaison to community and state agencies for the purpose of receiving appropriate students services and maintaining good public relations.
- Markets the program and recruits students for the program at Chicago Public Schools and other supporting agencies.
- Adheres to CCC Customer Service Excellence.
- Performs other duties as assigned.

Qualifications

- Completion of a Bachelor's Degree from an accredited college or university in the field most appropriate for the assigned program or certification in a field associated with the assigned program.
- A minimum of three year's previous work experience in providing services to special populations.
- Previous experience in the organization and execution of daily operations of a department.
- Must be self-directed, innovative and able to assess current operations in an effort to develop practical action programs to improve the functioning of the department.
- Must maintain an effective liaison among agencies, staff, administrators and the community to promote overall responsiveness to the program.
- Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Cashier at Potbelly Sandwich Shop in Chicago

520 N Michigan Ave Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Neighborhood: Near North Side

GENERAL DESCRIPTION

A Potbelly Associate's job is to make our customers really happy. Since they are the primary point of customer contact, it is up to them to provide our customers and excellent experience by providing fast, friendly and efficient service and by delivering a quality and consistent product every time, in a clean and inviting environment.

PHYSICAL FUNCTIONS

Ability to stand/walk a minimum of 3 hours or as needed.

Must be able to exert well-paced and frequent mobility for periods of up to 3 hours or as needed.

Be able to lift up to 10 pounds frequently.

Will frequently reach, feel, bend, stoop, carry, finely manipulate and key in data.

Able to work in both warm and cool environments, indoors (95%) and outdoors (5%).

Must be able to tolerate higher levels of noise from music, customer and employee traffic.

Must be able to tolerate potential allergens: peanut products, egg, dairy, gluten, soy, seafood and shellfish.

EXPERIENCE, EDUCATION AND BEHAVIORS

Must represent Potbelly Advantage and Our Values.

Must be at least 16 years of age.

Must be friendly and customer service-oriented.

Strong verbal communication skills.

Must possess neat and clean hygiene.

Ability to handle a knife confidently.

Must be able to work in a fast-paced environment and have a sense of urgency.

Ability to work as a team-player.

Ability to comprehend and communicate in English via verbal and written communication.

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/cashier>

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Executive Receptionist - DIS0000549

Job: Office/Administrative Support
Primary Location: District Office
Employee Type: Full Time | Regular
Union Code: N/A
Job Posting: Mar 13, 2015, 8:44:51 AM

The District Office is searching for an Executive Receptionist. The Executive Receptionist supports the handling of confidential, high level administrative and executive tasks that involve effective communication and interaction with executive level employees. The Executive Receptionist must have a strong professional demeanor and must be reliable and trustworthy. This individual is expected to carry out all of the duties of the position in a manner consistent with the mission, strategic plan, and goals of City Colleges of Chicago.

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Qualifications

- Bachelor's degree or equivalent combination of education and/or experience required.
- Five years progressive business/office experience which includes administrative duties; researching and writing reports and other correspondence; and verbally disseminating information.
- Extensive computer and software skills, including MS Office suite. Must be able to adapt to computer and software changes as the District continues to upgrade automation.
- Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail.
- Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.
- Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines.
- High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

Chicago residency is required for all full-time employees within six months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Supervisor I - Registrar Office - HAR0000358

Job: Office/Administrative Support

Primary Location: Harold Washington College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Mar 17, 2015, 10:53:31 AM

Duties and Responsibilities

Under general supervision, performs and supervises a small group of employees performing responsible clerical and record keeping duties in a college administrative or department office; and performs related duties as required.

Qualifications

- Graduation from high school or an equivalent is required; supplemented by two years of progressively responsible experience in general accounting and bookkeeping work; or an equivalent combination of training or experience.
- Good knowledge of basic accounting principles and techniques. Good knowledge of accounting and auditing terminology. Some knowledge of accounting software preferred.
- Ability to prepare and maintain accounting records; write simple financial statements and reports; and supervise work of student assistants.
- Good organizational skills. Good verbal and written communication skills. Basic computer skills needed.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

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