



RN-UR Clinical Case Manager

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

This position is responsible for coordinating the continuum of care activities for our patients from admission to discharge as well as reviewing for optimum utilization of resources. Efficient collaboration and communication with physicians, nurses, and other members of the health care team will be used to achieve desired patient outcomes.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Registered Nurse license in state of Illinois

Minimum of 2 years of clinical utilization review experience in acute care setting.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Administrative Assistant

Agency: Executive Inspector General *

Salary: \$2,500.00 - \$5,000.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 101

Minimum Requirements:

- high school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school;
- minimum of two years of college or business education is desirable;
- prior administrative experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact:

NOTE: The position may be based for either Chicago or Springfield. 9:00 am - 5:00 pm

Office of Executive Inspector General

69 W. Washington St., Suite 3400, Chicago, IL 60602

OR

607 E. Adams, 14th Floor, Springfield, IL 62701

How to Apply: Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Educator - Opt B

Agency: Juvenile Justice

Closing Date/Time: Continuous

Salary: \$4,311.00 - \$7,969.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDJJ-27-17-15-0015

Minimum Requirements:

Requires a bachelor's degree and a valid Illinois Standard secondary teaching certificate with endorsement in the area of specialization appropriate to the subject matter; requires elementary knowledge of behavior modification principles; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

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

312-633-5219 x-4080

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION; CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE; AND BID FORM IF A CURRENT STATE OF ILLINOIS EMPLOYEE; BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Human Services Caseworker

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Meat & Poultry Inspector

Agency: Agriculture

Salary: \$3,654.00 - \$5,113.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDOA 1592

MUST RESIDE IN COOK COUNTY (South of I-290) - AT TIME OF HIRE. Only those interested that have successfully completed an agency approved MPI trainee program are eligible to apply at this time. If you have not completed the training program, you must take written exam @ CMS for MPI Trainee.

Minimum Requirements: Requires the successful completion of an agency approved meat and poultry inspection training program. Requires a valid Illinois driver's license. Requires ability to lift materials weighing up to 20 pounds. Requires physical ability to access licensed establishments to perform inspections. Requires ability to perform carcass examinations. Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology or chemistry. Requires working knowledge of the methods and techniques of ante-mortem and postmortem inspections involving meat producing animals and poultry. Requires working knowledge of applicable laws, rules and regulations governing the inspection and processing of meat and poultry products.

Work Hours & Location/Agency Contact: Day Shift - Monday - Friday
Cook County (South of I-290) residency required at time of hire
When testing for the MPI Trainee at CMS, be sure to indicate Region VI to be considered for this position

Contact: IDOA/Bureau of Human Resources
PO Box 19281 - IL State Fairgrounds, Springfield, IL 62794-9281 217-785-5099

How to Apply:

For those that have completed the MPI Trainee program with IDOA, submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Psychologist III

Agency: Human Services

Closing Date/Time: Thu. 04/23/15 4:00 PM Central Time

Salary: \$5,441.00 - \$8,318.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-70-15-0025

Description of Duties/Essential Functions Benefits Supplemental Questions
Develops behavior intervention programs for the residents at Kiley. Serves as member of habilitation team that establishes habilitation plans including goals and objectives for each resident. Provides guidance and training of staff implementing programs.

Minimum Requirements:

Knowledge, skill and mental development equivalent to a doctoral degree in psychology from a recognized college supplemented by two year of professional experience in psychology OR a master's degree in psychology supplemented by five years professional experience.

Work Hours & Location/Agency Contact:

Monday - Friday, 8:00 am - 4:30 pm includes one early and one late day each week, plus one weekend day per month.

Contact: Dawn English

Ann M. Kiley Center, 1401 W. Dugdale Road, Waukegan, IL 60085 fax: 847-249-0722

How to Apply:

Non-State employees submit CMS100 application to Kiley Center and to CMS (address on application) to obtain a qualifying grade.

Current State employees submit a CMS100B to Kiley Center and send a copy to CMS (address on form) to obtain a qualifying grade. Send Bid Form with your application.

You must be deemed qualified by CMS grading and examining. Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Assistant Civil Engineer

Summary of Duties:

Reporting directly to the Director, Construction Engineering, assists with small construction projects. Reviews design drawings, specifications and estimates prepared by outside agencies for accuracy and constructability. Conducts on-site inspections of construction sites throughout the Metra system. Monitors mandated FTA QA/QC program for assigned projects. Reviews contract modifications, contract change orders and monthly pay applications. Prepares and updates spreadsheets and databases for tracking costs, budgets, and documentation for the Construction division.

Minimum Acceptable Qualifications:

Must have a Bachelor of Science in Civil Engineering or related degree.

Must have good oral and written communication skills.

Must be proficient in all Microsoft Office Suites.

Must possess and maintain a valid driver's license.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information:

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only resumes with salary history will be considered.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Assistant Conductor

Qualified applicants must possess at least one of the following requirements to proceed to the assessment/interview process:

High School Diploma or GED and a minimum of two (2) years of train service experience with a railroad; OR

60 college level credit hours from an accredited college or university and must pass a preliminary operating rules assessment; OR

Minimum of two (2) years of active Metra employment, with operating rules qualification or minimum of two (2) years of active Metra employment and must pass a preliminary operating rules assessment; OR

Minimum of two (2) years of active duty Military service and must pass a preliminary operating rules assessment.

No assessments or interviews will be scheduled until all official documentation is received, which includes, proof of eligibility (college, military or previous experience) AND letters of recommendations. Must submit a copy of your college transcripts and/or diploma (if applicable); OR Must submit Military DD Form 214 (if applicable); AND Must provide three (3) letters of character and/or work-related letters of recommendations.

The interview process will evaluate the candidate's ability to:

Be a self- starter; able to work independently; and have an excellent work record;
Be on 24-hour call (which includes working any District and any shift within the Metra region which could require traveling long distances with two (2) hours notice); and
Deliver excellent customer service with detail to handling cash transactions.

Selected applicants will be assigned to a training course of approximately twelve (12) weeks. Successful completion of the training course is mandatory in order to work as an Assistant Conductor.

Failure to complete the course may result in termination of employment with Metra.

Other Important Information: External candidates are subject to a physical examination/drug test, verification of a valid driver's license and background check to verify information regarding education, employment and criminal history. This position is subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations. Only qualified candidates will receive consideration. Relocation is not available for this position.

If you are interested in being considered for the Assistant Conductor position, please send all of the above requested documentation to: Email: jobs@metrarr.com

Metra is an Equal Opportunity / Affirmative Action Employer

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Electrician

Employment opportunities are not currently available for this position. However, Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

General Responsibilities:

This position maintains electrical equipment on diesel/electric locomotives, self-propelled coaches and passenger railcars including propulsion systems, electronic controls, lighting, generators, battery charging systems, CAB signal systems, heating & air condition systems, and industrial wiring.

Responsible for the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations. Promotes safe work practices as well as maintains and fosters a safe work environment.

Performs all other duties as assigned.

Minimum Acceptable Qualifications:

The selected candidate will be a Journeyman Electrician or possess a minimum of four years of experience working on similar equipment. Must be able to read schematic drawings. Must be available to work all shifts and work at various locations in the six county metropolitan area.

Other Important Information:

May be subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations.

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.

Only qualified candidates will receive consideration.

Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Sheet Metal Worker

Employment opportunities are not currently available for this position. Metra solicits and accepts resumes for this position on an ongoing basis in order to recruit and subsequently hire for future anticipated vacancies.

General Responsibilities

Repairs, maintains and inspects diesel locomotives, passenger coaches, electric train cars and performs other duties recognized as Sheet Metal Worker's work. Performs oxyacetylene, MIG, TIG and Heli-Arc electric welding assignments. Fabricates sheet metal parts. Must possess or be able to obtain a Type II A/C Certification.

Minimum Acceptable Qualifications

Qualified candidates will possess a Journeyman's card in the Sheet Metal Workers' International Association or possess a minimum of three (3) years of experience performing the work of a Sheet Metal Worker, preferably with a railroad.

Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only qualified candidates will receive consideration. Relocation is not available for this position. If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Administrative Assistant I

Department: OFFICE OF STUDENT LIFE

Shift: 1st

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

Job Number: 2015-0609

Job Description: Are you a well-organized and proficient Administrative Professional with experience working in a University setting? Are you looking for a new opportunity and ready to join a great team? If this describes you, you may be the right candidate for the Administrative Assistant position supporting the Offices of Student Life & Engagement and Student Diversity & Multicultural Affairs!

Position Highlights: Work/Life: 8:00am – 4: 30pm Monday – Friday

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

Award Winning: Rush University Medical Center is a three time Magnet facility located in Chicago, IL - www.rush.edu

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

Position Highlights: The Administrative Assistant I will provide administrative functions within the Office of Student Life & Engagement (SLE) and Student Diversity and Multicultural Affairs. The Administrative Assistant I interacts effectively with students and student leaders of clubs and organizations, university staff, and faculty. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: High school diploma/GED required; Associate's degree preferred. A minimum of two years' experience as an administrative assistant working in a University setting preferred. Ability to work independently on multiple tasks simultaneously, focus and perform well under pressure, effectively prioritize, meet deadlines, and maintain confidentiality. Familiarity with the Microsoft Office Suite including Word and Excel. Database management skills; familiarity with Blackboard and Fatwire preferred Ability to maintain a collegial working relationship with prospective and current students, faculty, and support staff.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413132233&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Administrative Assistant III

Department: MSP Int Med Admin

Shift: 1st

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

Job Number: 2015-0649

Position Highlights: Work/Life: 8:30am – 5pm, no weekends or on call

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

Award Winning: Rush University Medical Center is a three time Magnet facility located in Chicago, IL - www.rush.edu

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

This highly visible position provides a full range of administrative support to a Vice President of Rush University Medical Center. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

A High School diploma is required. Bachelor's degree is preferred

Minimum of 5 years administrative experience in a healthcare setting, preferably for senior level leaders.

Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently.

Must possess strong project and time management skills.

Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel.

Intermediate to advanced computer skills in Word, Excel, PowerPoint

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413132517&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Case Management Liaison

Department: JRB Older Adults Program

Shift: 1st

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

Specialty: Case Management

Job Number: 2015-0577

POSITION IS PART-TIME BENEFITS ELIGIBLE

General Summary: The Case Management Liaison (CML) applies a collaborative approach in working with physicians, patients, case managers, community providers, payers and internal/external agencies to provide case management support services related to effective utilization of services and transition planning for adult/ geriatric patients. Liaison activities and processes include patient interviews, screenings, referrals, follow-up calls, discharge planning, payer certification, denial avoidance and customer satisfaction.

Transitions in Care: Provides liaison services including: patient centered interviews, transitions in care screenings, identification of potential post discharge needs and the presentation of patient resource folder and documentation. Supports processes related to care transitions including discharge central and/or unit/team centered provider referral communications. Ensures compliance with HIPPA and ROI regulations and protocols. Manages Medicare processes. Works with CM and Patient Access to ensure hospital compliance with federal mandates. Coordinates post discharge care transition referral communication.

Qualifications:

High School diploma, GED or equivalent and a minimum of two years of related experience required. Bachelors or associates degree (health related area) preferred. Demonstrated knowledge and/or experience with case management-related service functions. Excellent written and verbal communication and interviewing skills. Expertise with information systems and Microsoft Office Suite
Ability to travel throughout Medical Center and to work weekends if needed.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413132657&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: EMG Tech

Department: Pediatric Neurology

Shift: 1st

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

Specialty: Neurology

Job Number: 2015-0656

Position Highlights: Prepares patients for electrodiagnostic testing; performs nerve conduction studies and based on level of expertise, autonomic studies, on patients: collects this information for interpretation; assists in maintenance of electrodiagnostic equipment; and works under the supervision of the RN Clinic Manger.

Position Responsibilities: Explains the test procedure to the patient to obtain the necessary cooperation in order to perform the electrodiagnostic study. Obtains a focused medical history from the patient and if necessary, from an accompanying family member, friend or caregiver. Checks the patient's medical chart for orders and special needs, with particular attention to patients with pacemakers and defibrillators. Demonstrates basic knowledge of recording electrodes, stimulation electrodes, the recording instrument, and operational and electrical concepts. Accurately records responses from the nerves and muscles with surface recording and stimulating electrodes. Operates electrodiagnostic equipment to conduct nerve conduction studies and prepares recordings and reports of findings for physicians to aid in the diagnosis of neuromuscular disorders. Assists with autonomic studies based on experience and level of expertise. Keeps equipment and rooms clean and in operating condition, detects instrument malfunctions, and makes minor maintenance adjustment or reports the needs for other repairs.

Position Qualifications Include: Associates degree in health science or an equivalent combination of education required; Bachelor's degree preferred. Experience with methods, equipment and materials used in nerve conduction studies and electromyography required. Demonstration of good, competent technical skills and sound judgment in professional practice while caring for child, adolescent, young adult, adult and geriatric patients specific to electrodiagnostic testing.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413132743&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Emergency Department Patient Liaison - Rotating Shift - Part-time

Department: EMERGENCY ROOM (ER) -MER

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Social Work/Human Services

Job Number: 2015-0720

General Summary: The Emergency Department Patient Liaison (EDPL) works with the emergency department (ED) attending physician and nursing staff to promote the effective utilization of services and coordination of care for the geriatric, adult, neonatal, pediatric and adolescent patients. The EDPL contributes to the clinical team by assessing and addressing the patient's psychosocial needs while in the ED. The EDPL functions as a liaison between patients and families to the physician and nursing staff to ensure that the patient's psychosocial needs are met.

This is a part time rotating shift, not eligible for benefits.

Knowledge, Skills and Abilities: Minimum of a Bachelor's degree in social work or related area. Demonstrates the knowledge and understanding of psychosocial implications to adequately address the needs of individuals and families. Experience or desire to work in healthcare field. Ability to multitask independently, prioritize workload, and analyze data is required. Previous experience in crisis intervention is preferred. Excellent verbal and written communication skills, interpersonal and team building skills. Ability to travel throughout the Medical Center and to be standing or sitting most of the designated shift. Computer skills including Word, Excel, and email.

Please note: The Rush University Medical Center Department of Emergency Medicine is a Center of Excellence in Bioterrorism for the City of Chicago, as such, during times of national emergency this position will be required to perform all duties necessary to coordinate needed care.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413132823&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: MRI Tech - Part time

Department: CIRCLE IMAGING

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2015-0697

Job Description: MRI Tech - Part -Time, not eligible for benefits

Position Highlights:

Provides quality patient care in an efficient and cost-effective manner.
Applies knowledge of the modality to produce quality diagnostic images.
Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures including complying with all Rush University Medical Center Customer Service Standards.

Position Responsibilities:

Applies knowledge of the modality to produce quality diagnostic images & exams
Has a working knowledge of the Radiology Information System and PACS
Assist Radiologist in the performance of procedures
Handles, administers and documents medications under the supervision of a radiologist
Maintains logs and documentation as per departmental protocol
Provides patient history or information necessary for proper interpretation of the procedure

Position Qualifications Include:

High School Diploma/GED required
Formal training in an accredited Radiology Technology Program
Valid Illinois Emergency Management Agency (IEMA) license
Registry or Registry-eligible with the American Registry of Radiologic Technologists

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413132917&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Project Coordinator - Alzheimer Disease Center

Department: RES F Alzheimer Cntr

Shift: 1st

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

Specialty: Alzheimer's Disease

Job Number: 2015-0587

Job Description: Are you interested in joining a leading health care organization? We are seeking a highly motivated and dynamic Research Project Coordinator to join the Rush Alzheimer's Disease Center at Rush University Medical Center! This position requires some local travel.

Position Highlights:

Individual will assist the Principal Investigator in the maintenance and integration of multiple research projects which share participants among ongoing clinical trials of the Rush Alzheimer's Disease Center.

Responsibilities include setting task expectations and structure for the protocol staff and research assistants, assisting in recruitment of study participants, assuring retention of participants to the parent studies, and serving as a contact person for study participants, other RADC coordinators and Investigators.

Position Qualifications Include:

High school diploma required; College degree preferred

Research coordination experience preferred

Proficiency in word processing and computer generated documents/reports required; proficiency in Microsoft Access or Excel preferred.

Knowledge of data recording and procedures in clinical studies desirable

Bilingual in Spanish preferred

Ability to handle multiple projects simultaneously

Some off-site travel required. Access to an automobile in good working condition required

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413133108&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Summer Temporary Alzheimer Cntr

Department: RES F Alzheimer Cntr

Shift: 1st

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

Specialty: Research

Job Number: 2015-0635

Job Description:

Are you interested in joining a leading health care organization?

We are seeking a dynamic Summer Temporary who exemplifies professionalism to join our Rush Alzheimer's Disease Center team

Position Highlights:

Under supervision conducts a variety of established functions, including providing administrative assistance for RADC education/recruitment team.

Position Responsibilities: Attends and provides assistance with community events, including event setup (catering arrangements, room preparation) presentation support (handing out presentation materials, assisting with other presentation needs), and event teardown. Prepares correspondence to existing and potential research participants. Collects data via in-person and/or telephone interviews with research participants. Enters data on to computerized forms; edits form, which includes checking data for completeness and accuracy. Assists with internal auditing and chart reviews for research participants. Travel offsite around metropolitan Chicago area may occur. Other projects, as requested.

Position Qualifications Include:

High School Diploma/GED Required. Bachelor's Degree preferred.

Good organizational skills required.

Ability to prioritize, good judgment and decision-making skills required.

Ability to demonstrate an intermediate level of proficiency in computer skills required.

Ability to work effectively in a multidisciplinary team required.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413133201&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Transport Specialist - 4th Rotating Shift - Part time

Department: Hospital Transport

Shift: 4th (Rotating)

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

Specialty:

Job Number: 2015-0481

Job Description:

H.E.L.P. Union Vacancy Announcement

Patient Transport Specialist - Hospital Transport Department

This is a part time, 2nd shift, benefits eligible, rotating shift

Position Highlights:

This individual will be responsible for transporting patients to designated areas throughout the Medical Center.

Position Qualifications:

Must have high school diploma or GED

Able to lift 50 or more pounds

Excellent patient contact/customer skills

Able to follow verbal and written instructions.

Physically able to walk majority of work day, transporting patients on stretcher/wheelchair.

Must be able to walk at a fast pace and sometimes run, in a life and death situation.

Must have a minimum of 1 year experience working in a hospital transport setting or equivalent experience.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413133230&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Unit Clerk

Department: 9 North Atrium-Transplant/Gen Surgery

Shift: 4th (Rotating)

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

Job Number: 2015-0503

Position Highlights:

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts.

Position Responsibilities: Greet customers and answer incoming telephone calls promptly and courteously. Collaborate with Patient Placement, Patient Access, Unit Clerical Manager, and Environmental Services to ensure room readiness for patient admits or transfers. Assume accountability for the maintenance of medical records Utilize complex telecommunication systems and trouble shoot all unit based communication equipment; ability to navigate systems to obtain equipment and supplies for patients, staff, and internal customers.

Position Qualifications Include: High school diploma or equivalent required. Must have knowledge of basic computer and Windows programs. Strong problem solving and communication skills required. Able to write legibly and perform basic mathematical calculations. Able to type 25 words/minute or greater. Able to handle internal and external customer interaction with courtesy, diplomacy and discretion. Work requires the ability to move throughout the Medical Center. Work requires lifting or carrying objects up to 25 lbs. Shifts include providing 7 days a week, 24 hours/day, coverage as necessary. Able to respond to and prioritize multiple requests and variable degrees of unpredictability

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150413133321&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others