



**Job Title: Maintenance Equipment Operator**

Agency: Human Services

Closing Date/Time: Thu. 04/09/15 11:59 PM Central Time

Salary: \$35.61 - \$35.61 hourly

\$5,786.00 - \$5,786.00 monthly

Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: 10-44-89699

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direct supervision of the Transportation Coordinator, performs a variety of semi-skilled manual tasks involving the operation of automotive and related equipment in connection with the maintenance of the Center. Operates other equipment used in general maintenance. Transports multiple disabled students to and from school and various appointments.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school plus one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license, Class B with P endorsement.

Work Hours & Location/Agency Contact: 8:00 a.m. - 4:30 p.m. (Monday - Thursday)

Illinois Department of Human Services

DRS/Illinois Center for Rehabilitation and Education - Roosevelt

1950 W. Roosevelt Rd., Chicago, IL 60608

Benjamin Davis 312/433-3147 – Office 312/433-3056 - 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](http://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](mailto: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](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Office Associate - Opt 2**

Agency: Lottery

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

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: LOT 10395

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction performs highly specialized and sensitive clerical processing of customer complaints against Lottery Agents; processes Electronic Fund Transfer replacement checks; prepares and edits instant and on-line winning claims; performs a variety of complex typing functions for the Regional Office; receives, stores, and distributes promotional and sales materials.

**Minimum Requirements:**

Option 2 - ability to type accurately 45 w.p.m. Requires valid class A Drivers License. Requires lifting of 25-50 pounds. Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires extensive knowledge of office practices, procedures and programs; requires working knowledge of basic mathematics, requires element knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions; requires ability to operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of the Lottery

Finance/Budget/Des Plaines Checkwriting Center

9511 Harrison Street, Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 – Typing**

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Office Associate - Opt 2 (NRC Rec Office)**

Agency: Corrections

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

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0382

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direction of the Assistant Record Office Supv. (Executive I), performs complex sentence calculations for the Stateville Reception & Classification Records office; researches records; processes court and medical authorization forms; types documents; updates the Offender Tracking System (OTS).

Position Number: 30015-29-82-442-36-01

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations. Requires ability to type accurately at 45 wpm.

**Work Hours & Location/Agency Contact:** WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

**LOCATION/AGENCY:** IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434.

**CONTACT:** Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434, Phone: 815-727-3607 extension 6693, Email: [diana.wysocki@doc.illinois.gov](mailto:diana.wysocki@doc.illinois.gov), Fax: 815-727-0838.

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Youth Care Workers/ Maryville Academy**

Job Type: Full Time

Location: Des Plaines, IL

Program: St. George

**RESPONSIBILITIES:**

Responsible for the day-to-day teaching and guidance, and treatment of the youth of Maryville Academy residential Programs. Implements individualized treatment plans or specialized treatment strategies. Assists with the management of the living environment of the program and promotes the learning of desirable behavior patterns by youth in a safe and nurturing environment. Ensures the consistent implementation and application of the Maryville philosophy and Model of Youth Care.

- Studies, learns and performs in accordance with the policies, standards, rules, regulations and procedures of the Agency and its primary regulatory bodies, i.e. DCFS, Child Welfare League of America, the Council on Accreditation of Services for Families and Children.
- Participates in staff meetings and communicates with other members of the staff.
- Completes daily log in accordance with supervisory direction. This includes providing summaries of individual and group behavior. Monitor the self-administration of psychotropic and non-psychotropic medication as directed by the prescribing psychiatrist and/or physician. Successfully complete training in Crisis Prevention Institute (CPI); successfully complete all requirements to maintain certification in CPI. Effectively intervene in residents' disruptive behavior, both verbal and physical; including using CPI prescribed methods to de-escalate critical situations.
- Will provide and bill for Medicaid services under Rule 132 as a Mental Health Professional. Completes daily Medicaid requirements per Agency policy.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's Degree in Human Service related field or a Bachelor's Degree in any field with at least 2 years of supervised clinical experience in a mental health setting. Have the ability to work a flexible schedule including weekends.
- Must be 21 years of age or older
- Valid Illinois Driver's license that is passable through DCFS standards (no suspensions in the last 3 years, no more than 2 moving violations within a 12 month period, no DUI's, reckless driving or homicide within the last 3 years, and must be able to certify that he/she has not through unlawful operation of a motor vehicle, caused an accident which resulted in death within the last 5 years).

How to Apply: Submit a cover letter, and resume to: [Smithe1@maryvilleacademy.org](mailto:Smithe1@maryvilleacademy.org) or [Gastons@maryvilleacademy.org](mailto:Gastons@maryvilleacademy.org)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Unemployment Insurance Adjudicator III**

Agency: Employment Security

Closing Date/Time: Tue. 04/14/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: RCRA 11569

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, serves as a highly skilled specialist engaged in the collection of overpayments from TOP, State Comptroller, payment agreements, checks, credit cards, other state offset programs and any other method of overpayment recovery.

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to completion of four years college with major courses in the social sciences and two years of professional experience in investigation and analysis, adjudication or business math; requires extensive knowledge of those provisions of the UI Act impacting on area of responsibility; requires ability to effectively communicate with employers and clients; provide for the prompt and effective allocation of UI funds and the ability to effectively organize and analyze pertinent information to provide for the determination of claimant benefits. Requires ability to use a PC with related software packages (database, word processing, spreadsheets, e-mail, etc.)

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor Chicago, IL 60603

**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](http://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](mailto: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](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Clerkship Coordinator**

Department: GME A Internal Med

Shift: 1st

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

Job Number: 2015-0640

Work Schedule: Monday – Friday 8:30a - 5:00p Benefits eligible

Position Highlights: Coordinate Clerkship activities based on understanding of Liaison Committee on Medical Education (LCME) requirements.

Continuing Education and training: Self-evaluate and set professional goals  
Develop plans for continuing education and training to meet the programmatic needs.  
Attend job-related training and in-service sessions. Participate in national clerkship coordinators' organizations.

Educational program planning: Coordinate the following medical student activities for 105-M3 students and 30-M4 students. Core Clerkship rotations

Student orientation programs. Student evaluations and course evaluations

Coordinate schedules of all medical student rotations at all affiliated hospitals.

Update and produce student orientation materials. Coordinate all medical student orientation sessions. Ensure faculty, residents, and medical students have the appropriate materials, resources and information to efficiently and effectively participate in the medical student program. Coordinate all medical student education sessions.

Position Qualifications Include: Bachelors Required, Masters preferred. Familiarity with medical terminology is helpful. Must have excellent communication skills both verbal and written. Computer skills (MS Office-Word, Excel, Access; email; desk-top publishing; web based evaluation and survey tools, etc). Testing will be administered for all applicants interviewing (Microsoft Office Suite and Typing. Enthusiasm, patience, initiative, ability to work on a team, and a sense of humor.

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=20150406111219&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150406111219&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Credentialing Coordinator - Rush Health**

Department: Rush Health

Shift: 1st

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

Specialty: Credentialing

Job Number: 2015-0651

**Job Description:**

Under the direction of the Director of CVO Services and Provider Data Management of Rush Health, the Credentialing Coordinator will have responsibility for coordinating, monitoring, and maintaining the credentialing and recredentialing process. This includes facilitating all aspects of appointment, reappointment, and privileging maintenance for managed care, medical staff, and non-physician providers. The Credentialing Coordinator assists in compliance with the contracted managed care payers, accrediting and regulatory agencies (i.e., NCQA, Joint Commission, URAC), in regards to credentialing while developing and maintaining a working knowledge of the organizational guidelines, statutes and laws.

**Position Qualifications include:**

At minimum, two years of collegiate or industry specific training;  
College degree preferred. National Association of Medical Staff Services (NAMSS) certification a plus.

Minimum 2 years in provider credentialing is necessary.

At minimum 1 year experience in healthcare or managed care industry.

NCQA and/or Joint Commission audit experience a definite plus

Proficient in Microsoft Office (excel and word)

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=20150406122123&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150406122123&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Field Tech**

Department: I S Infrastructure  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Specialty: Help Desk  
Job Number: 2015-0030

**Position Highlights:** Provides customer support and incident remediation both on-site and via remote access. Effectively coordinates support tasks and activities in accordance with customer's schedule Assists with Level-1 Help Desk operations, and other Information Services teams with tasks and maintenance when needed. Demonstrates a sense of urgency and knows when to escalate 3rd-level incidents, following appropriate processes and procedures.

**Position Qualifications Include:**

- Undergraduate degree in a technical field highly desired
- Extensive knowledge of Windows 7 and Windows 7 Operating System
- MCSE, A+, and Network+ Certification experience with both technical and customer service interactions are preferred
- 3-5 years of computer-related work experience is required
- Comprehensive knowledge of PC operating systems, printing, networking and application support
- Ability to work some nights and weekends and "on call" as required
- Excellent problem solving skills
- Strong written and oral communications skills, and ability to demonstrate outstanding customer service
- Experience using ticket tracking systems
- Extensive knowledge and application of IT concepts, procedures and methodologies
- Self-motivated, goal oriented and to work independently
- Ability to lift up to 75lbs
- Positive "can do" attitude and willingness to perform routine and repetitive tasks
- Provide remote site support when 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=20150406122212&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150406122212&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Food Serv Asst 2 Pt Srv - Part time**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Specialty: Food Service

Job Number: 2015-0242

Job Description: Are you interested in joining a leading health care organization? Do you have previous food service experience? If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant II who exemplifies professionalism to join our Food & Nutrition team

THIS IS A PART TIME POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILABLE FROM 4:00AM TILL 10:00PM.

Position Highlights: This Food Service Assistant assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs various cleaning duties. 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. Previous front line foodservice experience preferred. Ability to communicate verbally and in writing in English is required. Ability to demonstrate reading ability required. Ability to demonstrate basic math skills required. Good interpersonal and solid customer service skills required. Able to operate foodservice equipment such as dish-machine, scrubber, etc required. Ability to lift boxes/food weighing up to 65 pounds with our without accommodation required. Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling. Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet). Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. 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=20150406122305&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150406122305&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Food Service House Attendant - Temporary Part time**

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2015-0396

**Job Description:**

FOOD SERVICE HOUSE ATTENDANT

Temporary part time position, not eligible for benefits

**Position Highlights:**

Under direct supervision, assembles, operates and maintains foodservice supplies and equipment. Performs ware washing and pot and pan cleaning. Cleans kitchen, dining, and public areas. Clears and resets tables during meal service. Sets up, takes down, and moves tables, chairs, equipment, and supplies.

**Position Qualifications Include:**

Ability to read, write, speak English

H. S. Diploma or GED required

Interpersonal skills, customer service oriented

Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

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=20150406122335&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150406122335&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Mental Health Worker - 4th Rotating Shift - Part time**

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 4th (Rotating)

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

Specialty: Psychiatry

Job Number: 2015-0142

**Position Highlights:**

As a staff member of the Clinical Staffing Office, the Mental Health Worker (MHW) utilizes basic principles of the biological and behavioral sciences in the management and treatment of patients across all inpatient Psych units

The MHW is accountable to and practices under the direct supervision of a registered nurse. Position provides opportunity to float and provide psych expertise to Adult, Geriatric and Child/Adolescent inpatient units

Opportunity exists to work more than minimum number of required hours if available

Work Schedule: Rotating Shift: a minimum of 2 weekend shifts and 2 additional shifts per 4 week schedule and a minimum of 3 holidays per year which includes a holiday. Position is not eligible for benefits.

**Position Responsibilities:**

Perform ADL care for patients of all ages in the clinical setting. Includes taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Problem solve and interact effectively with others in difficult situations

**Position Qualifications Include:**

Bachelor's Degree in psychology, sociology or related field

Maintain BLS Preparation

Progressive experience in the treatment of the mentally ill or disabled; one year related experience preferred.

Certification required in de-escalation training within 6 months of hire.

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=20150406122425&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150406122425&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Unit Clerk 4th Rotating Shift - Part time**

Department: 13 East Tower - Orthopedics

Shift: 4th (Rotating)

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

Job Number: 2015-0281

**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=20150406122554&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150406122554&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Customer Service Supervisor**

Location: Chicago, IL

Requisition ID: 762-5009589

Posting Date: 3/28/2015

Shift: Flexible

Status: Regular

### **GENERAL PURPOSE OF POSITION:**

The Customer Service Supervisor (CSS) is responsible for ensuring the highest level of customer service throughout the store. As a leader on the customer service team, the CSS will assist in the supervision of cashiers and customer service associates. This individual will focus on improving the overall customer experience through interaction with customers on the selling floor.

### **SKILLS AND COMPETENCIES:**

Ability to provide outstanding customer service and teach those behaviors

Ability to supervise front end operations effectively

Ability to process information/merchandise through computer system and register system

Ability to maintain a fair, consistent set of standards as they apply to work force

Ability to adjust priorities and manage time wisely in a fast-paced environment

Ability to function effectively in a team environment

Ability to read, count, and write to accurately complete all documentation

Ability to communicate in a clear, concise, understandable manner, listen attentively to others, understand material, and provide instructions to associates

Ability to operate all equipment necessary to perform the job

Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above

### **ADDITIONAL REQUIREMENTS**

6+ months of cash handling experience, preferably within a Big Box or Specialty environment

Availability to meet minimum scheduling requirements as set forth by the company including working nights and weekends.

Strong interpersonal, communication, organization and follow-through skills

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supervisor-chicago-illinois-job-5009589>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Markdown Associate**

Location: Chicago, IL  
Requisition ID: 861-896500  
Posting Date: 3/27/2015  
Shift: Flexible  
Status: part time

#### **GENERAL PURPOSE OF POSITION:**

As part of the sales team, the Markdown Associate will assist in the execution of merchandising and operational functions to Company Standards within a specific department. This individual will be responsible for ensuring markdowns are processed according to company policies and in a timely fashion, ensuring merchandise is properly priced, run markdown reports, provide outstanding customer service to our customers, drive the sales and profitability of the department, and safeguard company assets.

**FOCUS OF POSITION:** Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving results by placing a high priority on detail and accuracy to successfully complete all tasks. Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge. Ensure merchandise pricing is complete and accurate. Read, comprehend and generate all markdown reports for the store  
Assist in conducting audits of assigned areas, mark out of stocks and locate merchandise that is not priced or damaged and report to upper management as needed  
Maintain an awareness of all promotions and advertisements  
Assist in floor moves, merchandising, display maintenance, and housekeeping  
Assist in processing and replenishing merchandise and monitoring floor stock  
Aid customers in locating merchandise  
Communicate customer requests to management  
Participate in year-end inventory and cycle counts  
Assist in ringing up sales at registers and/or bagging merchandise  
Any other tasks as assigned from time to time by any member of the management team

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/markdown-associate-chicago-illinois-job-5009548>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Office Associate - Opt 2 (STVL Rec Office)**

Agency: Corrections

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

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0389

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direction of the Executive II, performs a variety of difficult and complex clerical duties, highly specialized in nature; monitors and maintains records of inmates' grade status on Offender Tracking System (OTS); calculates time and types all necessary paperwork regarding inmates' restoration and revocation credits.

Position Number: 30015-29-82-240-10-01

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuations. Option 2 - requires ability to type accurately at 45 wpm.

**Work Hours & Location/Agency Contact:** WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

**LOCATION/AGENCY:** IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

**CONTACT:** Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 - Phone: 815-727-3607 extension 6693 - Email: diana.wysocki@doc.illinois.gov - Fax: 815-727-0838.

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Senior Public Service Administrator - Opt 8Q**

Agency: Veterans Affairs

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

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BBR Bid ID#: 34-00-15-88014

Minimum Requirements: Requires current State of Illinois (Dept. of professional Regulation) Nursing Home license and current status on required education units (CEUs), or must apply for a license within 6 months of appointment and achieve a license within 12 months of appointment. Requires knowledge, skill and mental development equivalent to completion of 4 years of college with coursework in business or public administration; Requires prior experience equivalent to 4 years of progressively responsible administrative experience in a public or business organization; Requires thorough knowledge of Agency programs and service objectives, activities and operational systems; Requires thorough knowledge of staff utilization and employee motivation; Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Honorably discharged Veteran from the U.S. military preferred.

**Work Hours & Location/Agency Contact:**

Position Location: James R. Thompson Center

100 West Randolph, Suite 5-570, Chicago, IL 60601

WORK SCHEDULE: Monday – Friday Hours: 8:30 a.m. – 5:00 p.m.

Contact: Renee Dougherty - Human Resources

Illinois Dept. of Veterans' Affairs, 833 S. Spring Street, PO Box 19432, Springfield, IL 62794

Phone: 217-785-1788 fax: 217-557-7235

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 8Q - Nursing Home Adm Lic

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





**Job Title: Social Service Program Planner IV**

Agency: Children & Family Services

Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1565004-650695

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college supplemented by a related master's degree; requires two years of progressively responsible professional experience in community organization, social service work, or in program planning and development; requires proficiency in Microsoft Word applications; requires possession of a valid driver's license and ability to travel.

**Specialized Skills:**

Of the previously noted years of experience, requires extensive experience in the writing and application process for private and public grants.

**Work Hours & Location/Agency Contact:**

Hours: Monday through Friday 8:30 AM to 5:00 PM

Work Location: DCFS, 100 W. Randolph, Chicago, IL 60601

**Submit Bids to:**

Bonita Davis

406 E Monroe, Station 70

Springfield, IL 62701

217-558-4229

217-785-1052 (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](http://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](mailto: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](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Recreation Leader (H) YEAR ROUND Job ID: 2074**

Closing Date: 04/16/2015

Recreation/Recreation Leader

Date Posted: 4/2/2015

Location: Commercial Park

Region: Central

(YEAR ROUND POSITION) up to 20 hours per week)

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from high school or an equivalent certification (GED) is required

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Shallow Water Attendant (Summer Seasonal) Job ID: 1929**

Closing Date: 04/29/2015

Seasonal Only/Shallow Water Attendant (S)

Date Posted: 2/17/2015

Location: Community Recreation - Aquatics

Region: Districtwide

Be sure to review the Chicago Park District Lifeguard Process!

**EXAMPLES OF DUTIES:** Guards mini pool area or water playground 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 mini pool and water playground 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 water playground areas clean, safe and attractive.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Completion of at least one year of High School is recommended.

**Certification Requirements:**

American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water

Attendant 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. Ability to pass physical skills test required.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

2015 SALARY: \$10.75 per hour

Apply online at

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

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others