



### **Restaurant theatre manager**

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:  
Providing service that is friendly, helpful and fast  
Maintaining facilities that are clean, safe and in good repair  
Providing an experience that is comfortable, distraction-free and picture-perfect  
Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:  
Guaranteeing associates meet and exceed guest-service standards. Ensuring proper staffing in each area of the theatre. Performing daily opening and closing operational duties. Reviewing financial numbers on a regular basis and make operations adjustments, as necessary. Overseeing an individual theatre department, as assigned by theatre general manager. Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

So, think you have what it takes? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable work experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/restaurant-theatre-manager>. You could end up working in show business!

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## **Facility maintenance manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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## **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality

Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time

Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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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](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).

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**Job Title: Social Services Career Trainee**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

**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](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).

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**Job Title: Senior Financial Analyst - Capital Markets**

Agency: Office of Management and Budget

Closing Date/Time: Mon. 06/15/15 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 0001

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

The Governor's Office of Management and Budget is seeking to hire either a financial analyst or senior financial analyst. The Financial Analyst or Senior Financial Analyst will work within the State of Illinois' capital markets group and will be the lead/co-lead analyst for the State's \$35 billion debt portfolio. This challenging position is a great opportunity for someone that is passionate about municipal bonds and public finance to develop a deep understanding of the State's bond programs and the complexities of the State's credits. Job duties include, but are not limited to:

**Minimum Requirements:** Candidates must have, at a minimum, a Bachelor's degree in a field demanding strong analytical capabilities and strong writing skills. Degrees in finance, economics, public administration, accounting, physics, engineering, or a related discipline with an economic or quantitative emphasis will be considered. A Master's degree is preferred in the case of the Senior Financial Analyst.

The ideal candidate will possess the following skills and interests: A commitment to public sector involvement and to public policy issues, and an understanding of or an willingness to learn the policy-making process; Ability to conduct sound and detailed analyses from both a programmatic and a fiscal perspectives; Ability to work in high-paced, fluid environment, providing accurate information frequently on very short timelines; Ability to handle multiple tasks, and projects; Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff; Pro-active approach to work, to develop appropriate areas for analysis, to identify problems before they form and to offer solutions.

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

This position is based in Chicago; occasional overnight travel is required.

Hours are 8:30am to 5:00pm, Monday through Friday.

**How to Apply:** Submit resumes by mail, fax, or e-mail.

E-mail: [jobs.omb@illinois.gov](mailto:jobs.omb@illinois.gov)

Attention Personnel: 603 Stratton Building. Springfield, IL 62706 Fax: 217-524-4876

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**Job Title: Biller - Vyridian**

Department: Vyridian P&L

Shift: 1st

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

Specialty: Billing

Job Number: 2015-0488

**Job Description:**

The Biller is responsible for processing all billing related functions within the revenue cycle department. This includes data entry of charges into EPIC, processing actions to release charges from EPIC and day to day functions related to financial correspondence received.

**Position Qualifications Include:**

High School diploma or GED equivalent required.

Associates degree or higher preferred.

At least two years work experience in an office setting required.

Previous work experience in healthcare billing preferred.

Previous experience with an electronic medical records system is preferred.

Previous experience with hospital system billing software (i.e. - patient demographics, charge entry, insurance carrier information, and doctor information) required.

Ability to demonstrate a working knowledge of Microsoft Office software, including Word and Excel is required (testing required).

Ability to demonstrate strong communication, organizational, problem-solving and team player skills required.

Ability to act independently and conscientiously as necessary in analyzing, reconciling, and updating billing data and records required.

Ability to demonstrate a high level of professionalism, customer service, interpersonal skills and strict confidentiality with patients and colleagues 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

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**Job Title: E R Clerical Coord**

Department: EMERGENCY ROOM ( ER) -MER

Shift: 2nd

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

Job Number: 2015-0908

**Position Highlights:**

Coordinates unit activities by acknowledging, processing, and communicating therapeutic and diagnostic orders of the medical staff. Manages unit supplies and the requisition of services. Promotes customer relations by interacting and responding to all patients, visitors and staff in an appropriate and professional manner.

The employee who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

**Position Qualifications Include:**

High school diploma required and medical office experience preferred

Basic computer knowledge required

One or more year's previous unit receptionist experience required.

Attention to detail and accuracy

Excellent customer service and interpersonal skills

Able to handle internal and external customer interaction with courtesy, tact, diplomacy and discretion.

Sensitivity to patient health information and protection of confidentiality

Able to respond to and prioritize multiple requests and variable degrees of unpredictability requiring adaptability in work activities.

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.

Work entails coming in contact with patient specimens during processing and transport

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**Job Title: Food Service Asst. 1-Cafe - Part-time - 4th Rotating**

Department: Dietary Cafeteria

Shift: 4th (Rotating)

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

Job Number: 2015-0918

Job Description: Food Service Assistant 1

Part-time position that is 40 hours every two weeks, benefit-eligible

**Position Highlights:**

Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area. Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards

**Position Qualifications Include:**

H. S. Diploma or GED required. Foodservice experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

*Note: On the Job Training Competency will be evaluated*

Able to perform as an active team player; Good interpersonal skills, outgoing personality; Able to demonstrate basic math skills; Must be able to lift 30 - 50 pounds and push or pull a cart. Work demands 100% walking and/or standing. Work duties may demand 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). Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area. Must be able to tolerate working close to hot equipment.

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**Job Title: Certified Medical Assistant, Dermatology (Chicago & Oak Park)**

Department: PBC Dermatology

Shift: 1st

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

Specialty: Dermatology

Job Number: 2015-1059

Job Description: Full Time *\*This position requires occasional weekend work, and travel between Chicago and Oak Park\**

Are you a CMA with a passion for patient care who is seeking: A full-time position. Work at one of the top academic medical centers in America to build your career. This could be the right full-time, Certified Medical Assistant position for you!

Rush is a health care leader offering world-class innovation, driven by collaboration and committed to accountability and respect, continually striving for excellence in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

Position Qualifications Include: Current Medical Assistant Certification by AAMA, AMT, or NCCT; Graduate of a Medical Assistant Program; Current CPR Certification; Minimum of two years clinical experience preferred; Ability to work in a high stress, fast paced environment; Previous surgical experience preferred

Position Responsibilities: The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting. The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing. The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician. Will function in dual administrative front desk role as a back up when necessary

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**Van Delivery Driver - Des Plaines, IL (71781)**

Req Id 71781 - Posted 05/23/2015 - United States - Illinois - IL-Des Plaines - Transportation

Presents a positive image to Gordon Food Service (GFS) customers through courteous, on-time, and accurate deliveries of GFS products. Serves as liaison between GFS management and customers. Communicates all customer issues and concerns. Operates GFS equipment in a professional and safe manner demonstrating attention to detail, safe work habits, working knowledge of refrigerated van, and the ability to deal effectively with customers and the public. Must pass the required sales service representative physical ability test for area hired.

**Job Requirements:**

Track record of success in cultivating and building successful customer relationships  
You must be 21 years of age or older (required). High school diploma or GED equivalent (required)

CDL A required at hire or within 90 days of start date. A CDL temp permit minimum requirement at hire providing the applicant meets all DOT requirements and obtains full CDL A no later than 90 days

One year of previous driving experience or an equivalent combination of education, training, and experience is preferred

Able to write, speak, and communicate in English (required)

Ability to operate on board computer and handheld scanner

Ability to operate a GFS delivery van

Demonstrate the ability to operate equipment in a professional & safe manner

Strong attention to detail

Ability to utilize a two-wheeler with a load weighing up to 350 pounds

Uses dollies and other safety equipment to aid in the lifting and carrying of product

Effective problem-solving, communication, and organization skills

Ability to satisfy the DOT requirements

Must pass a physical ability test and RIAH drug screen

Some computer knowledge is preferred

What we offer our employees here at GFS: A philosophy of "what matters to you, matters to us" at work in our environment; Comprehensive medical, dental, vision, and prescription insurance; Short/Long-Term Disability; Time-off Benefits; Generous 401k matching program; Flexible spending; Profit Sharing

Apply online at

[https://career4.successfactors.com/career?company=GFS&career\\_ns=job\\_listing&navBarLevel=JOB\\_SEARCH&career\\_job\\_req\\_id=71781&jobPipeline=Indeed&jobPipeline=Indeed](https://career4.successfactors.com/career?company=GFS&career_ns=job_listing&navBarLevel=JOB_SEARCH&career_job_req_id=71781&jobPipeline=Indeed&jobPipeline=Indeed)

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### **ASSISTANT TEACHER**

Facility Presence Behavioral Health  
Department CHILD DEVELOPMENT CENTER  
Schedule Full-time  
Shift Day shift  
Hours 8am-4:30pm  
Location Chicago, IL  
Req Number 136245

#### Job Details

Assists the Teacher in implementing the Child Care Curriculum within the framework of a developmental philosophy. Activities are designed to meet the emotional, social, cognitive, and physical needs of the children. AA in Early Childhood Education (ECE) or 60 semester hours with 6 hours in ECE, or Child Development Associate (CDA) certification. Must be DCFS qualified for position as teacher and/or assistant. A minimum of one year of classroom experience is preferred. Bi-lingual preferred. Current CPR and First Aid Certification, including CPR for infants and children.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029786>

### **TEACHERS AIDE**

Facility Presence Resurrection Medical Center  
Department CHILD CARE CENTER  
Schedule Casual/ Part-time (no benefits)  
Shift Day shift  
Location Chicago, IL  
Req Number 136423

Job Details Assists the Teacher and Assistant Teacher in implementing the Child Care Program activities designed for the emotional, social, educational, and physical development of assigned children within the framework of Center philosophy and objectives.

Education and/or Experience: High School Diploma or candidate may be a high school student 16 years of age and must have complete two semesters of Early Childhood Education vocational training or classes. Computer Skills: Must be proficient in the use of Microsoft word, Excel and Outlook. Certificates, Licenses, Registrations: Computer knowledge preferred. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030065>

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## **INS VERIFICATION REP I**

Facility Presence Health - Corporate Office  
Department INSUR VERIFICATION/PRE REGISTR  
Schedule Part-time (benefits eligible)  
Shift Day shift  
Hours 9:30 AM - 6:00 PM  
Location Chicago, IL  
Req Number 137472

### Job Details

*POSITION LOCATED IN BOLINGBROOK, IL*

Primarily responsible for the completion and coordination of pre-encounter insurance verification, pre-certification, payor authorization, financial clearance process and the associated seamless transfer to Patient Access ministry staff.

Additionally, complete and coordinate these activities for in-house patients, all required patient status changes and, as necessary, for pre-registered and registered accounts to ensure payor requirements have been met to secure timely reimbursement and minimize payor denials.

Prioritize, coordinate, and complete patient accounts; ensure all insurance requirements are met, secure payor authorizations, complete medical necessity screening and complete patient payment estimate.

Ensure that all documentation is entered into applicable systems for ministry staff. This position requires a High school diploma or equivalent.

Previous experience in hospital admissions, business office and/or physician/Æs office preferred. Medical terminology knowledge preferred.

Working knowledge of Microsoft Office and patient accounting systems experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031066>

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## **COORDINATOR COMMUNITY HEALTH**

Facility Presence Saint Joseph Hospital - Chicago

Department COMMUNITY HEALTH/WELLNESS

Schedule Part-time (benefits eligible)

Shift Day shift

Hours 8 a.m. to 4:30 p.m.

Location Chicago, IL

Req Number 138068

### **Job Details:**

Position is a member of the Community Health Department and performs all office functions necessary for efficient daily operation of the departments and its programs. Provides support and assistance with lectures, screenings, community projects and other department initiatives. Provides oversight to the volunteers of the departments' health care insurance counseling program.

Employee needs to be self-starter; will work in a small department and have a variety of responsibilities. Must be able to work productively without constant supervision. Employee will be required to coordinate and attend lectures and events in the evening and on weekends.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

Minimum 1 year prior work experience in a related area.

Two years of prior work experience in related area preferred.

High School Diploma or GED from an accredited school.

#### **Computer Skills**

Proficient computer skills in Excel and Microsoft Word applications.

#### **Certificates, Licenses, Registrations**

State Health Insurance Program (S.H.I.P) certification

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### **CUSTOMER ACCOUNT SPECIALIST III**

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours 8:00 am - 4:30 pm Mon-Fri

Location Chicago, IL

Req Number 137545

#### Job Details

*LOCATED AT CENTRAL BUSINESS OFFICE IN BOLINGBROOK,  
1000 REMINGTON BLVD., BOLINGBROOK, IL 60440*

Provide billing and follow-up related to patient/customer complaints and advocacy for patients related to complaints or billing issues. Ensure proper submission and adjudication on all claims submitted to third party carriers/intermediaries. Respond to all inquiries according to CBO policy and procedures.

#### Required qualifications:

High School diploma or GED.

Five years in patient accounting/business office environment, specifically billing and/or collections in the assigned insurance area.

Experience with computers, adding machine and normal office equipment (telephone, fax, copier, voice mail, etc.)

Microsoft Office.

Knowledge and ability to apply high level of knowledge of respective insurance billing regulations and guidelines.

Able to communicate clearly and professionally and have excellent interpersonal, verbal communication skills.

Above average typing skills.

#### Preferred qualifications:

Two-year higher education or Associates Degree in finance, accounting or business.

Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031159>

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**SECRETARY**

Facility Presence Health Partners  
Department MEMBER SERVICES  
Schedule Full-time  
Shift Day shift  
Hours 8:30 am to 5:00 pm (Mon-Fri)  
Location Chicago, IL  
Req Number 138873

Job Details: Performs secretarial duties including word processing, filing, answering telephones and making copies. High School diploma or equivalent, additional vocational training preferred. 2 to 3 years secretarial experience. Types 35 to 50 wpm.

*The position is based in Des Plaines, IL.*

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031786>

**UNIT SECRETARY**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department 5TH FLOOR MED/SURG TELEMETRY  
Schedule Full-time  
Shift Day shift  
Hours 7:00am - 3:30pm  
Location Chicago, IL  
Req Number 138568

Job Details Essential Functions: The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. Requirements: This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information form supervisors, charts, reference books, procedural manual, etc.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031769>

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### **Driver Merchandiser Assistant**

Company: Reyes Beverage Group  
Location: Job Location Address Map  
5321 W. 122nd St., Reyes Beverage -Alsip  
Alsip, IL, 60803, US  
Date posted: May 25, 2015  
Job category: Transportation  
Req #:295583  
Status: Full Time  
Shift: First / Day Second / Afternoon

Great Lakes Coca-Cola is responsible for the sales and distribution of Coca-Cola brands to the market area. Together with Coca-Cola, Reyes Holdings is proud distribution partners for the world's largest beverage company, refreshing consumers with more than 500 sparkling and still brands.

Position Summary: Responsible for assisting drivers with delivery and merchandising of products. Position Responsibilities may include, but not limited to: Assists driver in delivery of products to customers; Unloads product. Merchandises customer accounts; Maintains customer relationships. Merchandise, display and rotate products according to company standards. Pick up company property; Ensure compliance with regulatory and company policies and procedures; Other projects or duties as assigned

Required Skills and Experience: High School diploma or GED. 0 to 1 year general work experience required - Prior grocery store or consumer product retail experience involving customer service preferred. Ability to operate manual/ powered pallet jack or hand truck. Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach. Preferred experience includes: Experience with a handheld ordering device, prior merchandising or grocery store experience, including stocking, product handling, and local delivery and unloading experience. Prior customer service experience preferred. Position must pass a post offer drug test, Pre-Work Screen, and background check

Physical Demands and Work Environment: Frequently lift and/or move up to 50 pounds, occasionally lift and/or move up to 150 pounds. Frequently stand, walk, reach with hands and arms

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and gender identity, national origin, disability, or protected veteran status. Drug Free Workplace.

Apply online at [https://secure.jobappnetwork.com/apply/c\\_rbg/l\\_en/Driver-Merchandiser-Assistant-job-Alsip-IL-US-295583.html](https://secure.jobappnetwork.com/apply/c_rbg/l_en/Driver-Merchandiser-Assistant-job-Alsip-IL-US-295583.html)

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## **Driver Trainee-1505216**

### Description

#### Driver Trainee

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization.

Salary Information: The salary for this position is \$105.00 per day.

Schedule and Shift: Full-Time averaging 40 hours per week. This is a day (1st) shift that typically starts at 5:30am. You can expect to work 5 days per week. Must be available to work Saturdays as business needs require.

#### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Current Valid Driver's License with Class B CDL or CDL Class A Permit

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

#### Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

Apply online at

<https://dpsg.taleo.net/careersection/2/jobdetail.ft?lang=en&job=1505216&src=JB-10200>

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**Service & Sales - Route Jumper**

Location: South Holland, Illinois

Department: Service

Posted: 05-22-2015

Starting at: 600.00

Position Type: Full time

Shift: Day

Coyne Textile Services, a dynamic, textile rental and service company specializing in shop towels, mats uniforms and other industrial products seeks a Route Jumper for our South Holland IL Service Center. Position has a base pay of \$ 600.00 per week.

The main responsibility is for coverage and "ride-alongs" with Service/Sales Representatives for vacation/holiday coverage as well as assisting the Service Center Manager with their day to day responsibilities of managing the business. Our South Holland service center currently has (2) routes. Additional responsibilities include:

Holiday and vacation coverage and assisting in customer deliveries.  
Administrative responsibilities include writing work orders, including size changes, repairs, transfers, replacement items, increases, decreases, add-men, cancel-men, new sales, settling daily book of receipts, money, charges, etc.  
Position is full time, Monday-Friday, daylight shift.

**Qualifications:**

High School degree or GED. Valid Drivers' License

Must be able to drive a standard shift box truck and straight truck.

Previous route experience preferred.

Minimum of 1 year of work experience in the service industry

Computer literate with Microsoft Office Software (MS Word, Excel, Outlook)

Must be able to lift 50 lbs..

**Benefits:**

Paid holidays.

Healthcare / 401K

Work with a great team.

Apply online at

[https://coynetextileservices.acquiretm.com/job\\_details\\_clean.aspx?ID=1473&source=indeed](https://coynetextileservices.acquiretm.com/job_details_clean.aspx?ID=1473&source=indeed)

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**Lunchroom Attendant (Lunchroom Services)(Job Number: 150001TW)**

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

**ESSENTIAL FUNCTIONS:**

Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

**Physical Requirements.**

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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