



### **Summer Interns**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### Job Description:

Pace has summer internships available at many of our Chicagoland locations for the summer months only (approximately May-August.)

Duties may include: filing; answering phones; running reports; greeting customers; typing documents; research and gathering data; attending community events; and other duties as assigned.

Work hours and days may vary as assigned.

Hours range between 30-40 hours per week and the pay ranges from \$10 - \$15 per hour for administrative duties, and up to \$20 per hour for certain specific assignments.

#### Qualifications:

Qualified candidates must be at least 18 years of age; currently enrolled as full time students and be in good academic standing; have good computer skills, good communication skills, work ethic, and the ability to work well with others.

Other qualifications may be required for certain internships.

To apply, click on the Apply for Job button below or fill out an application at any of our 9 operating garages or our headquarters located in Arlington Heights.

Please indicate that you are applying for a Summer Internship on the application.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=606](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=606)

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### **Clerical Assistant**

Location: Oak Brook, Illinois

Job ID: 21428

Facility: ADVOCATE MEDICAL GROUP

Department / Unit: Central Charge Capture

Status-FTE: 0.00 - Registry - 0

Shift: Day

No experience necessary. Demonstrate excellent communication and interpersonal skills.

Performs varied receptionist and general office duties.

Accountabilities:

Compiles materials for reports and/or meetings as requested.

Collects and is responsible for fees for professional and support services, if applicable.

May batch and balance payments and charges at end of work period.

May assist in maintaining a neat and clean patient care area.

Performs other duties as required or assigned.

Performs related duties including but not limited to: photocopying material, answering telephone calls, stocking shelves, bagging and dispensing supplements.

May answer and/or screen telephone calls, provides information and takes messages. Refers unanswered questions to appropriate person or manager.

May process, update and maintain records and files as required.

May greet and receive patients and ascertain their needs directs or escorts to appropriate party.

Apply online at

[http://jobs.advocatehealth.com/chicago/clerical\\_administrative/jobid7604019-clerical-assistant-jobs](http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid7604019-clerical-assistant-jobs)

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## **Clerical Associate II**

Location: Hazel Crest, Illinois

Job ID: 22832

Facility: SOUTH SUBURBAN HOSPITAL

Department / Unit: Telemetry 2 East

Status-FTE: Part-Time B - 0.5

Shift: PM

~High School Diploma or GED equivalent. ~Knowledge of Medical terminology preferred. ~Transcription experience preferred. ~ 1~2 years previous healthcare experience ~Knowledge of computer keyboard. ~Good communication and telephone skills. ~Meets Advocate behavioral expectations. None ~Ability to rotate shifts to provide coverage. ~Exposure to various contagious diseases, radiation, chemicals, caustic materials, electrical equipment and hazards associate with their use.

ADDITIONAL INFORMATION: Incorporates the provision of cultural and age specific needs while exhibiting communication skills necessary to interpret age specific responses. Interactions would be with infants, children, adolescents, adults, and geriatrics. Note: Incumbent may be required to function in the nursing patient care units as indicated. Due to cross ~training and overlapping of services, competence is necessary in communicating with all age groups. To provide clerical support and to assist in the delivery of quality care to patients under the direct supervision of the Unit Director/Manager.

The Clerical Associate II works as a member of the patient care team, and serves to facilitate unit operations through processing orders, requisitioning of services and patient procedures, maintenance of accurate and complete patient charts and management of unit supplies. The associate serves as unit representative for the patient care team as a whole when in direct contact with patients and their families. Accountabilities: Processes therapeutic and diagnostic orders. Ensures accurate maintenance of the patient's medical record. Provides accurate and complete patient information to internal customers. Demonstrates time management and organizational skills. Communicates effectively with all customers. Coordinates all activities related to the patient admission, discharge, and transfer processes.

ADDENDUM TO JOB DESCRIPTIONS RELATED TO PATIENT SAFETY: Report patient safety events and near misses in timely fashion. Adhere to all behavioral and procedural patient safety practices. Promote culture of safety through identifying threats to patient safety and intervening to prevent patient harm. Communicate openly and promote team work. Report intimidating behavior and other threats to patient safety promptly

Apply online at

[http://jobs.advocatehealth.com/chicago/clerical\\_administrative/jobid7703591-clerical-associate-ii-jobs](http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid7703591-clerical-associate-ii-jobs)

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 06/24/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1533024-333763

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hours: Mon-Fri 8:30 AM to 5:00 PM

Location: DCFS Glen Ellyn Office / Supervisor: L. Rico

800 Roosevelt Road Building D-10, Glen Ellyn, IL 60137

SUBMIT BIDS TO: LaVeries Jefferson

Office of Employee Services, 100 W. Randolph, Chicago, IL 61101

Phone: 312.814.1222 Fax: 312.814.1224

[LaVeries.Jefferson@Illinois.gov](mailto:LaVeries.Jefferson@Illinois.gov)

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: Data Manager**

Agency: Illinois Sentencing Policy Advisory Council

Closing Date/Time: Mon. 06/22/15 5:00 PM Central Time

Salary: \$70,000.00 - \$90,000.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: SPAC95-15-0001

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

Working under the direction of the Deputy Director this position will be responsible for identifying, obtaining, cleaning, connecting, and analyzing data from diverse source with varying levels of quality and quantity. The individual will evaluate data quality and reliability, design interfaces between datasets collected, and develop innovative criminal justice data research to inform the legislative, executive and judicial branches of government. This position will represent the Council and act on behalf of the judicial branches of government. This position will represent the Council and act on behalf of the Executive Director on information technology and data projects involving other state and private entities.

**Minimum Requirements:** Requires knowledge, skill, mental development and or equivalent years of experience equal to completion of a master's degree from an accredited university with coursework in computer science, statistical analysis, and/or database management. Requires the equivalent of two years of experience or formal training in basic software and scripting languages, such as, but not limited to, Microsoft Office Suite, SQL, Oracle, Java, or Python. Requires competency with data research methodologies such as machine learning, algorithm development, data mining, complex and unclear datasets from diverse sources. Requires experience applying the principles and practices of data management in a public sector environment. Some experience with criminal justice data collection and analysis preferred. Ability to communicate complex, technical information to lay audiences is preferred.

**Work Hours & Location/Agency Contact:** Work Hours: 9:00am - 5:00pm Mon - Fri

Work Location: IL Sentencing Policy Advisory Council

300 W. Adams, Suite 200, Chicago, IL 60606

Agency Contact: Michelle Tallman / Public Safety Shared Services Center

IDOC, 1301 Concordia Court, PO Box 19277, Springfield, IL 62794 Ph: 217-557-6015

**How to Apply:** Applicants interested in applying for this position must submit a bid form (if applicable) and a completed and signed NEW version of the CMS-100 Employment application to the agency contact at the address above. This is a NON-CODE title and no grade from CMS is required.

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**Job Title: Executive I - Opt H7**

Agency: Human Services

Closing Date/Time: Thu. 06/25/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-90852

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as Office Manager of a local Family & Community Services (FCS) office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in public or business organization. Requires extensive knowledge of the principals and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Calumet Park FCRC, 831 W. 119th St. , Chicago, IL 60643  
Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services / Lisa Horsley  
100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

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 H7 - Dept Human Services

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## **Secretary II**

Location: Park Ridge, Illinois

Job ID: 22408

Facility: LUTHERAN GENERAL HOSPITAL

Department / Unit: Sleep Lab

Status-FTE: Full-Time - 1

Shift: Day

H.S. or equivalent

2~4 years secretarial experience

or

Associates degree and 1~2 years secretarial experience

Typing 35~50 words per minute

Able to use several soft~ware packages

Ability to create spread~sheets preferred

Not applicable

N/A

To perform varied secretarial and clerical duties and minor administrative work using independent judgment and action within established guidelines.

Accountabilities:

Performance of secretarial and minor administrative services in support of department. This may include:

Preparation and dissemination of correspondence.

Maintenance of department files.

Apply online at

[http://jobs.advocatehealth.com/illinois/clerical\\_administrative/jobid7767196-secretary-ii-jobs](http://jobs.advocatehealth.com/illinois/clerical_administrative/jobid7767196-secretary-ii-jobs)

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### **Cardiology Clerk**

Location: Downers Grove, Illinois

Job ID: 21828

Facility: ADVOCATE MEDICAL GROUP

Department / Unit: Cardiology

Status-FTE: Full-Time - 1

Shift: Day

Advocate Medical Group is a physician-led medical group providing primary care, specialty services, medical imaging, outpatient services and community based medical practices throughout the Chicagoland and Bloomington/Normal.

~ High School Diploma

~ 6 months reception/clerical experience ~ Typing 35 wpm

~ Caring, friendly individual. Pleasant disposition and diplomacy essential.

Receive and process all requests for cardiology procedures. Schedule and/or give assigned times for procedures as well as instructions for proper preparation for procedures.

Accountabilities:

Appointment scheduling for all cardiology procedures.

Responsible for contacting admitting office with admitting time for outpatient catheterization patients.

Prepare daily schedules for each of the diagnostic areas.

Maintenance of patient records.

Apply online at [http://jobs.advocatehealth.com/downers-grove/clerical\\_administrative/jobid7641572-cardiology-clerk-jobs](http://jobs.advocatehealth.com/downers-grove/clerical_administrative/jobid7641572-cardiology-clerk-jobs)

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**Job Title: Library Associate**

Agency: Juvenile Justice

Closing Date/Time: Fri. 06/19/15 4:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDJJ27-17-15-2600

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Principal (Public Service Admin.), performs professional library duties in the institutional library; provides guidance and information to assist, plan, direct and coordinate the educational library at the facility; researches available material and recommends acquisition of appropriate books, magazines and other library supplies; maintains security of the library; conducts periodic inventory and replaces obsolete and/or missing materials; provides assistance to users with research projects and reference work.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in library science; requires working knowledge of standard library methods and procedures; requires working knowledge of application of standard library techniques; requires working knowledge of accessioning, cataloging and reference techniques.

**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, IL 60612

CONTACT: Olivia Robles, Human Resource Rep.

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

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

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Administrative Assistant 3 - Rush Health**

Department: Rush Health

Shift: 1st

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

Job Number: 2015-1226

**Position Highlights:**

The Administrative Assistant 3 must be able to work independently on multiple tasks, maintaining the highest level of efficiency, professionalism and confidentiality. This person will provide administrative support to the senior staff under the direction of the Manager, Administrative Support. This includes scheduling/calendar management, staffing Rush Health and Rush System for Health Board and governance meetings, and all aspects of day-to-day administrative needs.

Position Qualifications Include: Associates or Bachelor's degree in business, administration or related area is preferred. Minimum of 5 years in an administrative support role. Experience using Microsoft Office is required, at a minimum including Word, Excel and PowerPoint. Other applications experience and general computer skills are preferred. Excellent oral and written communication skills required. Previous executive minute-writing experience preferred. Experience in healthcare, financial, managed care or physician practice management is preferred. Must be customer-focused and interact effectively and efficiently with a variety of staff and contacts: Rush Health staff, physicians, practice managers, programmers, vendors and other departments. Must have good organizational skills, able to manage several projects at once and prioritize. Strong interpersonal skills with the ability to work with a wide variety of areas. Demonstrate a high degree of professionalism in handling sensitive or private information. Comply with HIPAA and other regulations in the use of data and materials.

Please Note: This position requires occasional off site travel. Qualified candidate must possess own reliable transportation to travel to all Rush Health locations.

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=20150615094957&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150615094957&)

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**Job Title: Certified Medical Assistant, Primary Care**

Department: Rush Primary Care - POB 010

Shift: 1st

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

Job Number: 2015-1266

**Job Description:**

Certified Medical Assistant, Primary Care

Full Time

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

**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

**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

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=20150615095148&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150615095148&)

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**Job Title: Food Service Assistant 1-Patient Services - Temporary**

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2015-1159

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 I who exemplifies professionalism to join our Food & Nutrition team

THIS IS A TEMPORARY 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. This is a temporary position which is 40 hours every two weeks, not eligible for benefits

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 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=20150615095248&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150615095248&)

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**Job Title: Food Service Asst. 1-Cafe - Temporary**

Department: Dietary Cafeteria

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2015-1229

**Job Description:**

Food Service Assistant 1

Temporary position that is 40 hours every two weeks, not eligible for benefits

**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.

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=20150615095317&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150615095317&)

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**Attendant -DISTRICTWIDE (Summer Seasonal) REPOST Job ID: 2178**

Closing Date: 6/24/15

Custodial/Attendant (S)

Date Posted: 6/10/2015

Location: DISTRICTWIDE

Region: Districtwide

Along with new applicants, this posting is also intended for returning Attendants (from 2014).

**CHARACTERISTICS OF THE CLASS**

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

**EXAMPLES OF DUTIES:**

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

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

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

**Knowledge, Skills and Abilities:**

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

Union: SEIU Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt  
Salary: \$13.64 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2015-1188

**Job Description:**

FOOD SERVICE HOUSE ATTENDANT

Temporary 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.

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**Job Title: Lab Tech 1 - Immun/Micro - Part-time**

Department: RES F Immun/Micro

Shift: 1st

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

Specialty:

Job Number: 2015-1112

**Position Highlights:**

Under minimal supervision, will process lab samples for various assays. Will be responsible for the organization and reporting of data, as well as maintaining procedural records.

**Position Responsibilities:**

Under minimal supervision, will process and test samples for assays.

Will work independently with minimal supervision.

Must be capable of using complex instrumentation and perform routine maintenance on equipment. Maintains data books in neat and organized fashion and reviews data in a timely manner. Interprets data and recognizes erroneous results and why they may have occurred. Exhibits a clear understanding of assays performed and why particular reagents/steps are used.

Assist other laboratory staff members when the need arises.

**Position Qualifications Include:**

**Knowledge, Skills, and Abilities:**

Must be working toward a Bachelor of Science degree or related field.

Knowledge of immunological methods desirable.

Must have good sterile and laboratory technique.

Multitask oriented and highly organized.

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**Job Title: Teacher Aide - Laurance Armour Day School**

Department: Laurance Armour Day School (LADS)

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Child Care/Education

Job Number: 2015-1247

**Job Description:**

An exciting opportunity to join the Rush Team!

We have an immediate opening for a Teacher Aide at The Laurance Armour Day School that is part of Rush University Medical Center, a nationally known medical center that incorporates some of the nation's finest health care, research and educational facilities.

**Position Highlights:**

The Laurance Armour Day School (L.A.D.S.) is a school and day care facility for children ages 4 months – 10 years. The center primarily provides care for children of its staff, students, and employees

Under the direct supervision of an Assistant Teacher, Teacher or Lead Teacher. Teacher aides perform daily routine tasks that establish the basic foundation for a healthy, safe, and educational environment. Teacher Aides include student teachers, work/study students, summer work students, senior workers, and volunteers.

**Position Qualifications Include:**

High School Diploma or GED required

This position requires the ability to lift children and/or equipment up to 40lbs

This position requires the ability to lift medium weight specifically, up to 20-50- pounds occasionally and/or 10-25 pound frequently and/or up to 10 pounds constantly. Also, must have the ability to stand, stoop, bend and carry children, sit without back support for 15-20 minutes at a time.

Childcare experience in a day care or school setting is highly desirable

LADS teachers also have presented at national education conferences

Apply online at

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**Job Title: Teacher - Laurance Armour Day School**

Department: Laurance Armour Day School (LADS)

Shift: 1st

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

Specialty: Child Care/Education

Job Number: 2015-1248

**Position Highlights:** The Laurance Armour Day School (L.A.D.S.) is a school and day care facility for children ages 4 months – 10 years. The center primarily provides care for children of its staff, students, and employees

In the position the Teacher will provide direct care, supervision and education to children in one classroom. This includes planning and implementing curriculum activities and primary care giving that meets the young children's developmental needs in social, emotional, cognitive, fine and gross motor skills. The Teacher will rely on observation and documentation of children's behavior to further guide the curriculum and will routinely share these observations of the children with their parents. The Teacher must be able to establish relationships with parents through daily contacts, conferences, orientations, and meetings for the classroom assigned

**Position Qualifications Include:** Bachelors degree in Childhood Education with infant toddler or child care experience preferred. Minimum of 30 hours of ECE/Child Development course work required. Classroom experience preferred. Must be able to communicate with children at and age appropriate level. Strong communication and leadership skills are required in order to supervise the teaching team, while also providing guidance in planning and implementation of the curriculum. Please Note: This position requires the ability to lift medium weight specifically, up to 20-50- pounds occasionally and/or 10-25 pound frequently and/or up to 10 pounds constantly. Also, must have the ability to stand, stoop, bend and carry children, sit without back support for 15-20 minutes at a time.

LADS teachers also have presented at national education conferences

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### **Accounting Technician I**

Location: Arlington Heights

Office: Internal Services

Department: Finance

#### Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus. Good communication skills are essential. Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

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### **Body Person**

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals.

Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations.

Maintains necessary paperwork required for tracking paint and solvent usage. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

### Qualifications:

Qualified candidate must be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position. Must be able to work independently with little or no supervision. The performance of these duties may be required at any time of day and night, any night and day of the week. Qualified candidate must have a good work history.

Apply online at

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