



Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Budget & Reimbursement Analyst

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital. S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

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

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Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

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

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Cook

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

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

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

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

Email: employment@stbh.org

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Custodian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Mon. 06/29/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1548009-489578

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

Work Hours & Location/Agency Contact:

Work Days & hours: Monday – Friday 8:30 AM-5:00 PM

Location: DCFS-6C0544, 1026 S. Damen, Chicago, IL 60612

Supervisor: Berryhill, C.

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison / Bureau of Operations – Cook
1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax: 312/328-2510

Email: Tracey.Hardrick@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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Office Associate - Opt 1

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/29/15 11:59 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#: IWCC-50-15-0014

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 ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to follow oral and written instructions.

Work Hours & Location/Agency Contact:

Monday - Friday; 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor

Chicago, IL

Send applications to:

Illinois Workers' Compensation Commission

100 W. Randolph St., 8th Floor

Chicago, IL 60601

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Mon. 06/29/15 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#: 1549005-491688

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

Work Hours/Days 8:30 am to 5:00pm/ Monday to Friday

Location: 15115 S. Dixie Hwy, Harvey, Ill 60426

Tracey Hardrick, Personnel Liaison

Bureau of Operations - Cook

1911 S. Indiana, 10th Floor

Chicago, Illinois 60616

Phone: 312-328-2509

Fax: 312-328-2510

Email: Tracey.Hardrick@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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Public Service Administrator - Opt 2

Agency: Workers Compensation Commission
Closing Date/Time: Mon. 06/29/15 11:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IWCC-50-15-0011

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of college, preferably with courses in accounting, business, IT or public administration. Requires prior experience equivalent to three years of progressively responsible financial experience in public or private organizations. Requires experience with budget principles and practice. Requires proficiency with Microsoft Office products including: Access, Excel, PowerPoint, Word, Outlook and Visio). Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires abilities to estimate and budget for future needs and cost of personnel, equipment, supplies and services. Desires a Master's degree in Accounting, Business Administration, IT or Public Policy. Desires experience with Enterprise Resource Planning (ERP) integration projects and software. Desires experience with State government appropriation process.

Work Hours & Location/Agency Contact: Monday - Friday: 8:30 AM - 5:00 PM
Illinois Workers' Compensation Commission 100 W. Randolph St., 8th Floor, Chicago, IL

Send applications to: Illinois Workers' Compensation Commission
HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Fiscal Mgt/Acct-Insur---

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Job Title: Public Service Administrator - Opt 8N

Agency: Human Services

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

Salary: \$6,141.00 - \$9,472.00 monthly

\$73,692.00 - \$113,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-90-91228

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the nursing supervisor, functions as the nursing specialist in Maternal & Child Health issues in an assigned area.

Minimum Requirements:

Requires a Bachelor's degree in nursing which includes accredited courses in public health nursing, supplemented by a Master's degree in nursing, public health, or related fields. Requires possession of an Illinois license as a Registered Nurse. Requires two years of public health nursing experience or equivalent and a working knowledge of Maternal and Child Health Programs.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Bureau of Maternal & Child Health, 3301 Wireton Road, Blue Island, IL 60406

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 8N - Nurse Registered II

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Job Title: Phlebotomist - Full-time/1st Shift

Department: RML Lab Support Services

Shift: 1st

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

Specialty: Phlebotomy

Job Number: 2015-1058

Position Responsibilities:

Obtains blood specimens from patients by the invasive procedure of venipuncture. Once proficient in adult and geriatric venipuncture and with additional training, the phlebotomist performs skin puncture on neonates, skin puncture or venipuncture on children and adolescents. Acts as a liaison between the healthcare provider and Rush Medical Laboratories. Is responsible for collecting specimens for routine, preoperative, timed and STAT collections.

Interacts and communicates with physicians, nurses, laboratory personnel and other members of the health care team.

This position requires the ability to assist laboratory staff in order entry and specimen handling. Phlebotomist is required to move throughout different patient units to assist fellow phlebotomists

Position Qualifications Include:

High school graduate or equivalent required

A minimum of two years of phlebotomy experience in a hospital setting preferred

Must have Phlebotomy experience with Adults and Pediatrics

National Phlebotomy Association, American Society of Clinical Pathologist (ASCP) or equivalent certification required

Excellent interpersonal and communication skills

Availability to work some weekends

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=2015061611421&&

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Management Trainee - Chicago City: Loop/Gold Coast/Bucktown

Job ID 2014-121790

Category Management Trainee Program - All Positions

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

Responsibilities:

As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Bachelor's degree required.

Must have relevant experience in 2 of the following 3 categories:

Sales

Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service

Management/Supervisory/Leadership

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

No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI).

Must be at least 18 years old.

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

Apply online at <https://us-erac.icims.com/jobs/121790/management-trainee---chicago-city%3aloop-gold-coast-bucktown/job>

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Shuttle Bus Driver (O'Hare International Airport)

Job ID 2015-142205

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

Options:

DOT Requirements:

We are subject to certain Department of Transportation Regulations. Candidate will be required to submit to and successfully complete a D.O.T. medical examination.

May drive a maximum of 10 hours after 8 consecutive hours off duty prior to starting shift. You may not work more than 70 hours in 8 consecutive days.

Responsibilities:

Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Greet each customer personally in a friendly and welcoming manner

Operate the courtesy shuttle in accordance with all laws and regulations while following company policy to ensure a safe and pleasant operating environment

Assist customer(s) load and unload luggage, enter and exit vehicle and miscellaneous customer needs

Notify Manager of any customer or vehicle problems including daily maintenance, including but not limited to ensuring proper oil, tire and fluid levels

Provide appropriate local information, distribute maps and handouts as required

Communicate with office and other drivers via 2-way radio or cellular phone

Performs miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 25 years of age. Must have a high school diploma or equivalent.

Must have a valid drivers license. No more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 5 years. Previous driving experience in a similar vehicle (large shuttle van or bus) preferred Must have previous customer service experience.

Must be able to lift a minimum of 50 pounds to assist customers. Must be authorized to work in the U.S. and not require sponsorship, now or in the future. Must be available to work a day during the weekend Must be available to work the hours of 5:00pm - 1:00AM. Must be willing to work for \$11.00/hour

Apply online at <https://us-erac.icims.com/jobs/142205/shuttle-bus-driver-%28o%27hare-international-airport%29/job>

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Part-Time Customer Assistance Representative - Sales Position

Job ID 2015-131975

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago O'Hare Airport

This is a part-time position working during the hours of 4:30PM -1AM, 3-4 days a week and working a weekend day is included. The position pays \$10.00 an hour.

Responsibilities: Sell optional protection products, upgrades, fuel options and other additional equipment. Take incoming calls- reservations, rate quotes, general questions and answers, provide information and resolution for customers, other branches, insurance companies, dealerships, Provide a high level of customer service by assisting customers and assessing their rental needs in person and over the phone. Meet and greet customers in a friendly and timely manner. Provide directions and general assistance. Assist to assess condition of rental upon return. Process returns, check-ins and exit kiosk transactions. Effectively market the company while picking up customers up and/or dropping off customer in a safe and courteous manner and assisting customers as needed. Understand and communicate rental terms and conditions, vehicle features and other services . Responsible for notifying Management of any known vehicle problems and any required vehicle maintenance. Clean vehicle interior and exterior by hand or by operating washing equipment when needed. Perform various administrative and basic accounting functions such as: research and billing support tasks, accounts receivables, transfer and key logs, run miscellaneous reports, supply maintenance, process customer billing. Perform miscellaneous and backup duties job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High school diploma or GED equivalent required
Some college preferred. Must have at least 1 year prior customer service retail or administrative support experience. Must have a minimum of 1 year of commission or incentive based sales experience. Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 5 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future
Must be willing to work for \$10/hour. Must be able to work 3-4 nights a week from 4:30PM until 1AM including a weekend day

Apply online at <https://us-erac.icims.com/jobs/131975/part-time-customer-assistance-representative---sales-position/job>

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Part-Time Driver Franklin Park

Job ID 2015-142208

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

Overview:

The Driver delivers vehicles safely and timely to the appropriate destination(s).

The starting salary is \$8.75/hour

Responsibilities:

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

Drive and deliver vehicles locally or out of area as needed, following all rules of the road

Deliver vehicles to appropriate destination in a safe and courteous manner

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

Organize travel route and ensure vehicle paperwork is accurate and timely

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

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

12 months work experience preferred.

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

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

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

Must be willing to work for \$8.75 per hour.

Must be willing to work weekends

Must be able to work a flexible schedule of 3-4 days a week, 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/142208/part-time-driver-franklin-park/job>

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Part-Time Service Agent (Car Detailer)- Oak Park

Job ID 2015-133364

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview: The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 25 CHICAGO AVE., OAK PARK IL 60302

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years. No drug or alcohol related conviction on driving record in the past 3 years. Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules:

Monday - Thursday: 7:00am - 12:00pm

every other Saturday: 8:00am - 12:00pm OR Monday - Friday: 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/133364/*part-time-service-agent-%28car-detailer%29--oak-park/job

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Part-Time Service Agent (car detailer) - Chicago, IL (5508 South Lake Park)

Job ID 2015-144060

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

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

Must have reliable transportation to and from 5508 South Lake Park, Chicago, IL

Must be able to work the following schedule: Monday 2:00 pm - 7:00 pm - Thursday 1:00 pm - 6:00 pm - Friday 2:00 pm - 6:00 pm - Saturday 9:00 am - 1:00 pm

Apply online at https://us-erac.icims.com/jobs/144060/*part-time-service-agent-%28car-detailer%29---chicago%2c-il-%285508-south-lake-park%29/job

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

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Food Service Worker

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

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day.

Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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

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Fax: (773) 962-0034

Mail:

Human Resources Department

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326 West 64th Street

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Security Officer

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

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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

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