



Job Title: Storekeeper I

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

Salary: \$3,420.00 - \$4,818.00 monthly

\$41,040.00 - \$57,816.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-10-91489

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, maintains inventory of office commodities; prepares commodity orders for shipment to other points; checks each shipment received for correct quantity and acceptable quality; allocates storage space and bins; maintains clerical records of transactions; prepares requisitions; reorders commodities.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school; requires one year experience in the keeping of stores and stores records. Requires the ability to lift over 50 lbs.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Business Services

9511 Harrison
Des Plaines, IL

Please submit applications to: Kelly Kindred
Bureau of Employee Services
100 S. Grand Avenue 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).

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



Job Title: Technical Advisor II

Agency: Gaming Board

Closing Date/Time: Wed. 07/08/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: IGB 10856

Minimum Requirements: Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence; common law and the provisions of state and federal laws relating to administrative and regulatory functions; principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires litigation skills. Requires ability to maintain satisfactory public contacts and working relationships with others; exercise sound judgment in appraising and evaluating problems of a procedural nature; use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct and report formal or informal administrative hearings. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material, involving a moderately complex problem, in clear and logical form in written media as briefs, memoranda, summarizations, research reports or regulations. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Gaming Board / Office of Legal Services

Bilandic Building - 160 N. LaSalle, Suite 300, Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CLINICAL AIDE

Facility Presence Resurrection Medical Center

Department RADIOLOGY TRANSPORTATION

Schedule Registry/PRN/Flex

Shift Rotation

Hours 11:00am - 3:00pm

Location Chicago, IL

Req Number 139681

On Call: No

Presence Resurrection Medical Center, 7435 W. Talcott Ave., Chicago, IL 60631

Summary: Provides safe and efficient transportation of hospital patients and materials throughout the hospitals.

Essential Duties include:

- Transports patients, ambulatory or non-ambulatory, via wheelchair or stretcher and assures patients comfort while in the process of transportation.
- Verifies assignment information with dispatcher/supervisor.
- Verifies patient's identification on patient's wristband at time of each transport.
- Attends to the care of documents relating to transporting of patients (i.e., charts, medical record) and for support equipment (IV's, oxygen, walkers).
- Monitors IV and O2 lines while in the process of patient movement.
- Follows all infection control and isolation procedures as designated by the hospital or department policies and assumes responsibility for the cleaning of department equipment.
- Obtains and maintains proper transportation of equipment as designated by dispatcher and reports malfunction or unsafe equipment to supervisor.
- Maintains equipment cleanliness before and after transport of patient. Places linens on carts or wheelchairs before patient transport and removes and properly disposes of used or soiled linens after transport assignments.
- Verifies work through the proper use of the electronic transport module.

This summary represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

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: -High School Diploma or equivalent

- No experience required -Basic computer skills preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032607>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Registry/PRN/Flex
Shift Day/PM rotation
Hours Shift Varies
Location Joliet, IL
Req Number 135762

Job Details

CAFETERIA WORKER
REGISTRY/PRN/FLEX/CWYN (ROTATING SHIFTS)
FOOD & NUTRITION SERVICES
PRESENCE SAINT JOSEPH MEDICAL CENTER

Calculate purchases and accept various forms of payment. Clean dining area. Ring up cafeteria purchases and accept payments.

Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation. Verify cafeteria deposits after closing register.

Education and/or Experience
High school diploma or GED preferred
3-6 months previous experience required

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029638>

Personal Banker (Milwaukee Branch)

One to two years of experience in banking or customer service is required. Will assist customers in their selection of various accounts and financial services. Will open, maintain and close accounts. Duties will also include cross-selling bank products and providing support for branch operational duties.

For all career opportunities, please send resume to HR@seawaybank.us.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

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



Senior Tellers (Chicago Location)

Will assist supervisor and function as supervisor during their absence. Coordinates daily teller activities at the respective branches. Provides high quality customer service to all customers. High school diploma and one-two years related experience.

For all career opportunities, please send resume to HR@seawaybank.us.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Teller Supervisor (Broadview Branch)

Will supervise, manage, and provide direction to the overall teller line operations. Position requires prior experience with teller line operations, environment and management. Ideal candidate will possess excellent customer service skills and a professional appearance and attitude.

For all career opportunities, please send resume to HR@seawaybank.us.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Tellers (Chicago Locations)

Will accept and process deposits and withdrawals on all account types, loan payments and utility payments; issue checks and money orders and other teller-related duties as assigned by the supervisor. A high school diploma and 1-2 years of teller or cashier experience is required.

For all career opportunities, please send resume to HR@seawaybank.us.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

PART-TIME Teller (Crestwood Branch)

A minimum of one year cash-handling experience and a high school diploma are required. Will process deposits and withdrawals and other teller-related duties as assigned by the supervisor. Candidates must be able to work flexible hours.

For all career opportunities, please send resume to HR@seawaybank.us.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

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



Job Title: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Thu. 07/02/15 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 19

Plan/BU: RC009

Bid ID#: 1081-84921-84929 85656-85665TR

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact:

Shift: To Be Determined After Hire; **MUST BE AVAILABLE TO WORK ANY SHIFT:**

Night Shift: 11pm - 7am; Day Shift: 7am - 3pm; Eve Shift: 3pm - 11pm

Elgin Mental Health Center - Training - Forensic Treatment Program

CONTACT INFORMATION:

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

How to Apply:

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 07/07/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-15-0031

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs duties in one or more of the support service functions: Foods/Dietary, Housekeeping, or Warehouse/Stores. If food service, duties include packing and delivering food and dietary supplies to the individual's homes at the Center; breaking down bulk food for individual meals; assisting in all cleaning functions of the entire food service area; and assisting the Dietary Manager in all phases of the food service operation as required. For all Support Service Worker positions, other duties within the scope of the position may be required and assigned. Requires ability to perform heavy physical work and operate standard equipment and machinery. Other duties may be assigned which are within the scope of the support service worker duties.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires ability to lift items weighing up to 100 lbs. Requires ability to receive and follow oral and written instructions, as well as the items listed under essential functions above. Ability to drive and operate a delivery truck and a lift gate truck (which requires a valid driver's license) and climb a 10 ft ladder preferred.

Work Hours & Location/Agency Contact: Monday - Friday, 7:00am - 3:30pm - may need to work some weekends as required based upon facility needs.

Contact: Human Resources Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085 FAX: 1-847-249-0722

How to Apply:

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

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



Job Title Warehouse Staff

Posted 6/25/2015

Category Special Events and Locations

Location Lincoln Park Zoo

2230 N. Cannon Drive

Chicago, IL 60614

<http://www.lpzoo.org/>

Description

The Levy family culture has nurtured our incredible growth from a single delicatessen in Chicago, to an industry-leading, food organization over 30 years later. Today, we create great dining experiences at restaurants throughout the country and many of the highest profile sporting and entertainment venues in the world. We're proud that thousands of guests have savored our food at some of the most celebrated gatherings in our nation: the Super Bowl, NBA and NHL All-Star Games and the Grammy Awards.

We may not have job openings at this moment, but we are always looking for great people. Please submit your application to be considered for future Warehouse Staff opportunities.

No one else in this business thinks quite like we do. By seamlessly blending our sense of family, genuine passion and unique mindset as restaurateurs, we continue to set ourselves apart for our guests and from our competitors, and create an amazing home for all of our hardworking, fun-spirited team members countrywide. The reason we have so many amazing people is best summed up by founder Larry Levy, "If you find a job you enjoy, you'll never work another day in your life."

www.levyrestaurants.com

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status

Requirements

Please apply online today. Qualified candidates will be contacted for an interview.

We are an Equal Opportunity Employer that considers applicants without regard to race, sex, religion, national origin, disability or protected veteran status.

Click on <http://workatlevy.com/job-detail/67491/2015-06-25?referral=Indeed>

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



Tellers (O' Hare Airport)

Will process transactions, service customers, and balance cash drawer daily. Will process foreign currency requests for airport location. Bilingual skills are a plus. A high school diploma and 1-2 yrs of teller or cashier experience is required.

For all career opportunities, please send resume to HR@seawaybank.us.

Seaway Bank and Trust Company is an Equal Opportunity Employer (EOE).

Automotive General Laborer

Tracking Code
Yard Agent 081

Job Description The Laborer is responsible for general labor including cleaning vehicles for auction and basic facility maintenance.

Essential Functions: Ensures vehicles are maintained according to company standards and customer contracts. Provides basic facility maintenance including cleaning, basic repair and yard upkeep. Records vehicle information accurately and legibly. Operates digital camera or other basic vehicle documentation and tracking devices. Provides service to customers as needed. Maintains a positive and professional demeanor. Follows yard guidelines to maintain a safe working environment. Performs other duties as assigned. Cleans and protect vehicles as needed

Required Skills

At least one year of work experience, preferably in an outdoor environment. Excellent customer service attitude and skills. Proficient written and verbal communication skills Ability to operate basic equipment. Must be able to multi-task in a fast-paced environment. Strong attention to detail. Occasional O.T. as needed. HS diploma or GED preferred. At least one year of work experience, preferably in an outdoor environment

Job Location: Chicago Heights, Illinois, United States

Position Type: Full-Time/Regular

Salary: 12.07 – USD

Apply online at https://copart-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=1697&comp_any_id=17045&version=1&jobBoardId=3339

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



Job Title: Educator - Opt B

Agency: Juvenile Justice

Closing Date/Time: Continuous

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago

P.O. Box 12247

Chicago, Illinois 60612

312-633-5219 x-4080

How to Apply:

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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.

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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.

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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



Cook

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:

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

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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.

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:

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:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Office/Accounting Assistant Part Time

Job ID 2015-1451 - # Positions 1

Location US-IL-Chicago

Experience (Years) 2 - Posted Date 6/26/2015

Category Administrative/Clerical - Administrative

General Summary: Performs the job functions of an Accounting Clerk according to established policies and procedures. Additionally, will perform the job functions of an Administrative Assistant providing administrative support to assigned staff. Verifies accuracy of employee expense reports and/or vendor invoices. Completes month-end bank account reconciliations which includes compiling monthly report for accounts payable, accounts receivable and treasury. May assist with other special projects as needed. Responds to customer requests for information. On the Administrative Assistant side of the job will provide back-up receptionist duties daily during lunch and occasional vacation days. Will also perform various duties such as preparing correspondence and reports, updating spreadsheets and databases with information, answering and screening telephone calls, maintaining files, arranging meetings,, making travel arrangements, and so forth. Orders office supplies, ensures office equipment is operating properly, and contacts vendors for service.

Knowledge, Skills, and Abilities

1. Knowledge of accounting procedures and basic computer applications at a level normally acquired through completion of high school. Two-year accounting degree desirable.
2. Approximately one year related experience in order to learn accounts payable or receivable practices and gain skills in working with customers and vendor personnel. The ability to develop and prepare related reports and analyses.
3. Good interpersonal and telephone communication skills when scheduling meetings, coordinating activities, keeping regional management abreast of changes in travel, meetings, and/or schedules
4. Computer skills necessary to enter and manipulate words and data and use standard microcomputer-based software to communicate with others, prepare documentation, and/or analyze data.
5. Internal Contacts: Regional and corporate personnel to exchange information, schedule meetings, coordinate office work, and/or verify data.
6. External Contacts: Vendors to verify and confirm purpose of charges, inform of any errors, or receive copies of invoices; bank to check clearance or stop payment.

Equal Employment Opportunity First Industrial Realty Trust, Inc. is an Equal Opportunity Employer Committed to Diversity, M/F/D/V

Apply online at <https://jobs-firstindustrialrealty.icims.com/jobs/1451/office-accounting-assistant-part-time/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=1008&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Sales Associate

Preview Chicago/Preview Nation (60603) - Chicago, IL

Department : Sales

Min. Experience: Entry Level

What You Need to Succeed:

Ideal candidates will feel comfortable pursuing new customer opportunities using the company's proven successful marketing and sales techniques.

Determination and motivation to work.

In addition to having excellent written and verbal communication skills, strong attention to detail, and good follow-through, the ideal candidate will be self-motivated and highly goal-oriented in order to achieve sales targets.

What's In It For You?

40% commission

Sales experience

Ability to work flexible hours

Opportunities to grow in the sales industry

Most importantly, a great and fun team by your side!

No experience required. If you can sell something, we want to hear more about you!

Job Duties:

Selling through our affiliates

Pitch sales ideas

Meet with potential referral and customer sources

Must be able to attend all sales meetings in our Chicago office

Additional Qualifications:

Strong work ethic that demonstrates enthusiasm, persistence and a competitive spirit

Ability to work independently

Good time management and multi-tasking skills

Proficient computer skills

Sales experience is a plus

Knowledge of the real estate/mortgage industry a plus

Our team is ready to welcome you!

Required experience: Sales: 1 year

Apply online at [http://www.indeed.com/viewjob?cmp=Preview-Chicago%2FPreview-Nation-\(60603\)&t=Sales+Associate&jk=d29e9b4559dbbf0e](http://www.indeed.com/viewjob?cmp=Preview-Chicago%2FPreview-Nation-(60603)&t=Sales+Associate&jk=d29e9b4559dbbf0e)

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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.

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:

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:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others