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Safety Officers - tmoye@centralplaza.org

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Job Title Building Operating Engineer

Location Chicago, IL, US

Job Type Full - Time Permanent

Department System Maintenance

SALARY TARGET: \$43.94 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification

Under general supervision, inspects and monitors the operation, repair, and maintenance of building mechanical equipment and heating and air conditioning components. Performs basic maintenance work when applicable. Work requires the ability to operate equipment according to manuals, directions, specifications or warning signals, and to read and interpret performance charts and control panels.

EDUCATION/EXPERIENCE REQUIREMENTS

Must possess a high school diploma or GED equivalent. Must possess a minimum of five (5) years of verifiable work experience in building engineering and maintenance with supervisory experience, or a combination of education and experience relating to this position. Must be licensed as a Stationary Engineer by the City of Chicago. Must possess an EPA-CFC Universal License. Must have a valid State of Illinois driver's license.

PHYSICAL REQUIREMENTS

Lifts and carries material weighing up to 50 pounds. Must pass a physical examination and perform the physical activities associated with this position.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Job Title Coordinator, Benefits

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Human Resources

Position Summary: SALARY TARGET IS \$50,000 - \$60,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under general supervision, provides daily coordination of various Benefits activities and processes including, healthcare plans, life and accidental death and dismemberment insurance, and wellness programs.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Human Resources or a related field, plus three (3) years of experience administering a health care and/or benefits program, or an equivalent combination of education and experience related to this position.

PHYSICAL REQUIREMENTS: Requires sitting for extended period of time, standing, visual acumen. Manual dexterity and fingering for working with computer key boards.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Human Resources policies and procedures. Working knowledge of Federal, State, and local laws and regulations relating to benefits. Strong project management skills. Strong oral and written communications skills and organizational skills. Strong interpersonal skills in dealing with external groups and/or organizations. Strong customer service skills. Intermediate computer skills. Ability to work both independently and collaboratively with other Departments. Ability to work with sensitive information while maintaining strict confidentiality. Ability to establish and maintain cooperative and effective working relationships with others.

Applicants, if hired, must comply with CTA's residency ordinance.

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Part-Time Service Agent (car detailer) - Chicago, IL (2640 S. Michigan Ave)

Job ID 2015-138025

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.

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 2640 S Michigan Ave, Chicago, IL

Must be able to work the following schedule:

Monday 7:30 am - 6:00 pm (1 hr unpaid lunch)

Wednesday 9:00 am - 6:00 pm (1 hr unpaid lunch)

Friday 7:30 am - 6:00 pm (1 hr unpaid lunch)

Apply online at https://us-erac.icims.com/jobs/138025/*part-time-service-agent-%28car-detailer%29---chicago%2c-il-%282640-s.-michigan-ave%29/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:

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

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*

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)- Forest Park
Job ID 2015-140049
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
7630 Roosevelt Rd Ste 73
Forest Park, IL 60130*

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 the following schedule:

- Saturday 8:30am-2:30pm
- Sunday 9:30am-1:30pm
- Monday 12pm-5pm
- Tuesday 12pm-5pm

Apply online at https://us-erac.icims.com/jobs/140049/*part-time-service-agent-%28car-detailer%29--forest-park/job

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Part-Time Driver - (Downtown)

Job ID 2015-140569

Category Customer Service/Support - Driver

Location US-IL

Area Chicagoland

Overview:

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

The starting salary for this position is \$8.25/hour.

This position meets at:

*203 N LaSalle St
Chicago IL, 60601*

Responsibilities:

The Part Time Driver is responsible for the transporting of customers, fleet cars and vans to and from Enterprise Rent-A-Car 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 customers and 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. One year of work experience required. Must have valid driver's license with no more than one moving violations and/or at-fault accidents on driving record in the past three years. No drug or alcohol related conviction on driving record in the past three 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.

Apart from religious observation, must be available to work one of the following shifts: Tuesday 6:40am-3:30pm, Wednesday 6:40am-3:30pm and Thursday 6:40am-3:30pm

Apply online at <https://us-erac.icims.com/jobs/140569/part-time-driver---%28downtown%29/job>

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Night Crew Stocker / Ultra Foods

Job Description: Summary: Position is responsible to respond to customers; assist from other staff; stock/rotate stock; stack off pallets

ESSENTIAL FUNCTIONS

Night Stocker activities: 87 percent of time

Other activities: 13 percent of time

ACTIVITY, KNOWLEDGE, AND SENSORY REQUIREMENTS

Physical Requirements:

Standing with walking is required for entire shift (not including breaks)

Push and pulling carts with product is required approximately 20% during the shift

Bending is required approximately 25% of the shift to reach merchandise from carts and to stock shelves

Crouching and kneeling is required approximately 35% of the shift to stock and face merchandise in the store

Normal physical strength to handle up to 15-pound object, frequently. 20-30 lbs is lifted occasionally during shift -- some items weighing up to 50 lbs to be handled occasionally. Normal coordination, including eye-hand, hand-foot. Above average endurance. Normal dexterity of hands and fingers with average repetition

Above average coordination, including eye-hand

Site with ability to distinguish color; perception of sound is required

Knowledge Requirements: A positive customer service attitude & pleasant personality, effective memory skills, good hand eye coordination, dependability, ability to follow directions & a strong willingness to learn.

Communication

Normal verbal communication

Normal written communication

Normal nonverbal communication

Must be 18 years of age or older

Average Hours Per Week: 20 to 39 hours per week

Hours Employee Must Be Available: 10 p.m. -- 8 a.m., Monday thru Sunday

Work environment: Normal exposure to weather and temperature extremes

Apply online at

https://wfa.kronostm.com/index.jsp?SOURCEINFO=JobFamilies.StockClerks&locale=en_US&applicationName=StrackAndVanTilNonReqExt&SEQ=positionDetails&POSTING_ID=17048082

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Stocker / Ultra Foods

Summary: Position is responsible to respond to customers, assist other staff, stock/rotate stock

ESSENTIAL FUNCTIONS

Stocker activities: 85-94 percent of time

Other activities: 10-15 percent of time

ACTIVITY, KNOWLEDGE, AND SENSORY REQUIREMENTS

Physical Requirements:

Walking with standing is required for entire shift (not including breaks)

Push and pulling carts with product is required approximately 30% during the shift

Bending is required approximately 15% to 35% of the shift to reach merchandise from carts and to stock shelves

Crouching or kneeling is required approximately 35% of the shift to stock and face merchandise in the store

Normal physical strength to handle up to 18-pound object, frequently. 20-30 lbs is lifted 3-4 during shift -- some items weigh up to 50-60 lbs, this is handled occasionally.

Pushing full milk bossy (on wheels) weighting up to 800 lbs (dairy department only)

Normal coordination, including eye-hand, hand-foot

Above average endurance

Normal dexterity of hands and fingers with average repetition

Average coordination, including eye-hand

Site with ability to distinguish color; perception of sound is required

Knowledge Requirements: A positive customer service 2 & pleasant personality, effective memory skills, good hand eye coordination, dependability, ability to follow directions & a strong willingness to learn.

Must be 18 years of age or older

Average Hours Per Week: 20 to 39 hours per week

Hours Employee Must Be Available: 6 a.m. & 12 a.m., Monday thru Sunday

Work environment: Normal exposure to weather and temperature extremes

Apply online at

https://wfa.kronostm.com/index.jsp?SOURCEINFO=JobFamilies.StockClerks&locale=en_US&applicationName=StrackAndVanTilNonReqExt&SEQ=positionDetails&POSTING_ID=17048229

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Intern (Seasonal) Job ID: 2160

Closing Date: 06/11/2015

Administrative/Intern (H)

Date Posted: 5/28/2015

Location: Central Administration - PRESS OFFICE

THIS POSITION IS BUDGETED TO WORK UP TO 20 HOURS PER WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$10.00 per hour

Apply online at

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

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DISTRIBUTION TECH II

Facility Presence Health - Corporate Office
Department SMNHC SPD RECEIVING/STORES
Schedule Full-time
Shift Day/Night rotation
Hours 11:00 p.m.- 7:30 a.m.
Location Chicago, IL
Req Number 139066

SUMMARY

Unloads, inspects, verifies quantities, and signs for receipt of all supplies, and equipment purchased or rented by the hospital. Performs all computer transactions and addresses shortages, damages and other claims related to the Receiving process. Researches and resolves invoicing discrepancies. Processes all outgoing deliveries via messengers, FedEx or other carriers, and reconciles and approves invoices for shipping. Also responsible for picking orders, stocking shelves completing par carts, processing in inbound and outbound mail, courier duties, and processing of patient care equipment as 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 GED required.
Two years Materials Management experience required.

Computer Skills

Experience using healthcare Materials Management system software; basic computer skills including Microsoft Word and Excel.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032155>

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ASSISTANT TEACHER

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

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

EOE of Minorities/Females/Vets/Disability

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

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

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>

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INFO DESK CLERK

Facility Presence Saint Francis Hospital
Department SECURITY
Schedule Part-time (benefits eligible)
Shift Rotation
Hours 3pm to 8:30pm M-F
Location Evanston, IL
Req Number 139544

Job Details

The Information Desk Clerk performs activities necessary to provide both internal and external customers with help in finding their way around Resurrection Medical Center .

This individual assists patients and visitors, as well, in a variety of other ways to make their time at RMC more hospitable.

These may include but are not limited to the following: taking people to their destination by wheel chair, directing people by a map to their destination, sharing information about community programs, conveying and/or calling ResInfo for accessing a physician referral, calling other departments to answer questions for which answers are not known, and keeping up on daily changes in the hospital through reading any new notices so that correct information can be relayed appropriately.

Must have a high school diploma or equivalent.

Must have strong customer service skills and the ability to speak and understand English.

Must present a professional appearance and be able to interact with patients, visitors, and staff throughout the facility.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032357>

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ADMITTING SPECIALIST

Facility Presence Villa Franciscan
Department PSS VLF ADMISSIONS
Schedule Full-time
Shift Day shift
Hours 40
Location Joliet, IL
Req Number 139345

SUMMARY

Directs, facilitates and coordinates the admissions for the facility. Works directly with the Director of Admissions and the Administrative Nursing Management team. Prefer s Registered Nurse within the State of Illinois.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Adhere to federal and state regulations governing long term care.
2. Maintain a neat, well groomed appearance and adhere to the dress code of the position.
3. Comply with infection control guidelines and follow universal precautions and isolation procedures.
4. Must be knowledgeable of Provena Senior Services fire and safety procedures.
5. Project a positive image when dealing with residents, coworkers, families and the public.
6. Attend all mandatory in-services.
7. Work cooperatively with co-workers and other departments.
8. Responsible for remaining up to date on all Federal, State and local laws, JCAHO standards or regulatory agency requirements, which apply to the assigned area of responsibility and ensures compliance with all such laws and regulations.
9. Work cooperatively with the Director of Admissions and the Administrative Nursing team
10. Participate in on call rotation with Admissions Department.
11. Discipline, praise staff when needed, to assure optimal care and assist Director
12. This is a supervisory position in the absence of the Director of Admissions.
13. Other duties as assigned.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032167>

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CNA/UNIT SECRETARY

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC OH-STEPDOWN
Schedule Full-time
Shift 8 hour shifts
Hours 11a-7p
Location Joliet, IL
Req Number 139162

Job Details

*CNA/UNIT SECRETARY
FULL-TIME (11:00AM-7:00PM)
OH-STEPDOWN
PRESENCE SAINT JOSEPH MEDICAL CENTER*

Perform clerical support and patient service functions for the patient care unit under the direct supervision of the Patient Care Manager, Assistant Patient Care Manager, and/or Charge Nurse. Perform environmental control, revenue reconciliation, inventory management, data entry processing, and troubleshooting issues.

Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

Education and/or Experience:

High school diploma or GED
Knowledge of Microsoft Word and Excel
Unit Secretary experience preferred (most duties will be as a unit clerk)

Certificates, Licenses, Registrations

Certified Nurse Assistant program certification
CPR Certification

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032069>

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Job Title: Employment Security Service Representative

Agency: Employment Security

Closing Date/Time: Fri. 06/12/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: RCRA 11587

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act; interviewing, finding of facts, test interpretation, and vocational counseling techniques. Requires the ability to effectively communicate with employers and clients; organize and analyze pertinent information to provide for the determination of appropriate payment or non-payment of claimant benefits; determine an appropriate work search plan for the client and identification of inappropriate work search efforts; write clearly and concisely to record benefit determinations employer job orders and client work history information and to use a personal computer with related software programs such as word processing and spreadsheets, database management, electronic mail and internet.

Work Hours & Location/Agency Contact: WORK LOCATION: Carpentersville

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

WHERE TO APPLY: IDES Recruitment & Selection

607 E. Adams St. - 9th Floor, Springfield, IL 62701

Fax: 217-524-3472

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: Gaming Special Agent

Agency: Gaming Board

Closing Date/Time: Fri. 06/12/15 5:00 PM Central Time

Salary: \$4,821.00 - \$7,304.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IGB 10684

Minimum Requirements:

Requires two years of college coursework in law enforcement, pre-law, accounting or business administration or related, plus three consecutive years of continuous, full-time service as a police officer with the same law enforcement agency; or, requires successful completion of the Gaming Special Agent Trainee training program. Requires successful completion of a firearms qualification course annually as a condition of employment. Requires a working knowledge of methods and techniques of criminal investigations. Requires ability to prepare properly documented investigative reports and findings. Requires working knowledge of the Riverboat Gambling Act, Video Gaming Act, related Rules and pertinent criminal statutes. Requires proficiency in the use of firearms and the physical strength and agility to practice the art of self defense. Requires possession of an appropriate valid driver's license. Requires ability and willingness to travel and/or perform shift work, including weekends and holidays.

Work Hours & Location/Agency Contact: Work Hours: Rotating work schedule
Work Location: Illinois Gaming Board/ Enforcement – Riverboat / Rivers Casino
3000 S. River Road, Des Plaines, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-558-0962 217-782-9925 Fax

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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
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Job Title: Support Service Coordinator I

Agency: Human Services

Closing Date/Time: Sat. 06/13/15 4:00 PM Central Time

Salary: \$3,172.00 - \$4,042.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-82/90643

Description of Duties/Essential Functions Benefits Supplemental Questions

This position provides direct supervision to the housekeepers in furnishing, cleaning and maintaining a therapeutic environment for the patients. This position also supervises the maintenance of proper inventory records; requisitions necessary furnishings, equipment, and supplies after consultation with supervisors; initiates work orders covering maintenance and necessary repairs. Identifies problematic areas in assigned treatment area. Trains new housekeepers in routine tasks involved in the support function. Assists with housekeeping coverage as necessary.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires two years of experience in supervising staff and managing housekeeping supplies and equipment.

Work Hours & Location/Agency Contact: EPAR #90643

Shift 2:00pm - 10:00pm Housekeeping Dept

CONTACT INFORMATION: Wanda McNeal/Human Resources

Madden Mental Health Center

1200 S. First Ave

Hines, IL. 60141

Fax# 708-338-7078

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 Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 Clerk - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 - Typing

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