



Driver Merchandiser

Talent Area : Transportation/Driver
Location : Springfield, IL, USA
Other Location :
Requisition Number : HV054081
Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product. - Check accuracy and stability of the load. - Deliver products to customers.

- Merchandise, display and rotate products according to company standards. - Invoice and collect monies due. - Pick up company property. - Secure company assets. - Ensure compliance with regulatory and company policies and procedures. - Settle all accounts daily.

- High School diploma or GED preferred. - 1-3 years of general work experience required. - 1+ years of commercial driving experience preferred. - Local delivery experience preferred. - Prior grocery store and/or consumer products experience a plus. - Ability to operate a two or four wheel dolly.

- Familiarity with DOT regulations. - Ability to work with minimal supervision. - Valid Class A CDL license required. - Driving record within MVR policy guidelines required. - Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-springfield-illinois-job-1-5538128>

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Bulk Driver

Talent Area : Transportation/Driver
Location : Peoria, IL, USA
Other Location : Bartonville, IL
Requisition Number : HV055612
Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivering pre-ordered product to assigned accounts on specified routes. - Check accuracy and stability of the load. - Deliver product to customer. - Operate industrial vehicles and equipment.

- Invoice and Collect monies due. - Move, lift and load product and company property. - Secure company assets. - Ensure compliance with regulatory and company policies and procedures. - Settle all accounts daily.

- High school diploma or GED preferred. - 1-3 years of general work experience required. - 1+ years of commercial driving experience preferred. - Prior grocery store and/or consumer products experience a plus.

- Customer service experience preferred. - Ability to operate a two or four wheeled hand-truck. - Ability to operate all types of industrial power trucks. - Familiarity with DOT regulations. - Valid Class A Driver's License and driving record within MVR policy guidelines.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/bulk-driver-peoria-illinois-job-1-5523313>

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General Laborer

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00034447

Full or Part Time : Seasonal/Casual FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment

Restock and replenish as appropriate.

Perform general maintenance.

Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.

Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.

High School Diploma Preferred.

0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.

Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-alsip-illinois-job-1-5460082>

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Warehouse Supervisor - 2nd Shift (Niles, IL)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 29981

Full or Part Time : Regular Employee FT

Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.

- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.

- Secure company assets.
- Manage within labor and OPEX budget.
- High school diploma or GED required.

- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.

- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.

- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5296933>

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Product Delivery Driver

Talent Area : Transportation/Driver
Location : Chicago, IL, USA
Requisition Number : HV047413
Full or Part Time : Regular Employee FT

Position Description

THIS POSITION IS ELIGIBLE FOR A \$1,000 SIGN-ON BONUS!!! Externals Only!

All new CDL A Drivers hired effective March 26, 2015 through May 29, 2015 will be eligible for \$1,000 Sign-On Bonus.

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

Coca-Cola Refreshments is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran, or other protected status.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/product-delivery-driver-chicago-illinois-job-1-5229993>

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Job Title: Information Systems Analyst II - Opt M

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 07/16/15 5:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IS0775

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to four years of college with course work in computer science or directly related fields, supplemented by three years of professional technical support experience. Requires extensive knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires ability to travel.

SPECIALIZED SKILLS: Of the three years of professional technical support experience, requires one year experience with SharePoint development software and related web technologies and tools including SharePoint, SharePoint Designer, HTML, Cascading Style Sheets (CSS), XML, JavaScript, JQuery, SQL, MS Office, IE Developer Tools, Web Accessibility standards, and IBM Websphere or Microsoft Visual Studio web application development.

Work Hours & Location/Agency Contact: Work Hours: 8:00 a.m. - 4:30 p.m.

Location: Bureau of Technical Operations / SharePoint Services

401 South Clinton, Chicago, IL (Cook County)

Agency Contact: Kim Gillespie / Division of Information Services

2200 Churchill Road, C3, Springfield, IL 62702

Work Telephone Number (217) 785-4916 Fax Number (217) 785-2335

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 M - Multi/Other Services

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Job Title: Meat & Poultry Inspector

Agency: Agriculture

Closing Date/Time: Wed. 07/22/15 5:00 PM Central Time

Salary: \$3,654.00 - \$5,113.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: IDOA 1625

MUST RESIDE IN COOK COUNTY - NORTH OF I-290 - AT TIME OF HIRE. Only those interested that have successfully completed an agency approved MPI trainee program are eligible to apply at this time. If you have not completed the training program, you must take written exam @ CMS for MPI Trainee.

Minimum Requirements: Requires the successful completion of an agency approved meat and poultry inspection training program. Requires a valid Illinois driver's license. Requires ability to lift materials weighing up to 20 pounds. Requires physical ability to access licensed establishments to perform inspections. Requires ability to perform carcass examinations. Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology or chemistry. Requires working knowledge of the methods and techniques of ante-mortem and postmortem inspections involving meat producing animals and poultry. Requires working knowledge of applicable laws, rules and regulations governing the inspection and processing of meat and poultry products.

Work Hours & Location/Agency Contact: Day Shift - Monday - Friday

Cook County (North of I-290) residency required at time of hire. When testing for the MPI Trainee at CMS, be sure to indicate Region I to be considered for this position

Contact: IDOA/Bureau of Human Resources

PO Box 19281 - IL State Fairgrounds, Springfield, IL 62794-9281 217-785-5099

How to Apply:

If you have not completed the MPI Trainee program with IDOA, you are not eligible to bid on this position as posted. You must take the MPI Trainee test with CMS. If not filled via bargaining unit language as an inspector, we will request the O/C list from CMS for MPI Trainee.

For those that have completed the MPI Trainee program with IDOA, submit bid form, copy of CMS-100 or 100B, copy of most recent evaluation to IDOA's HR Office by the close of business on final date to apply. It is the applicant's responsibility to determine eligibility w/ CMS prior to final date to apply.

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Job Title: Office Associate - Opt SS2

Agency: Children & Family Services
Closing Date/Time: Thu. 07/16/15 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#: 1548011-487313

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical support services for the regional office, including typing, providing phone coverage, and other office support functions; schedules and conducts the physical inventory of facilities; coordinates the movement of surplus equipment to CMS Property Control; translates and interprets, both orally and in writing, for Spanish speaking clients.

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; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Work Hrs: Monday - Friday 8:30am - 5:00pm
Location: 1701 S 1st Ave. Maywood Il 60153
Agency Contact: 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).

Option SS2 - Spanish Speaking/Typing

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Job Title: Office Administrator III - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IDJJ27-17-15-1433

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as working supervisor; directs the Records Office staff engaged in processing of clinical documents and the management of work systems in the department; reviews and projects unit workload; establishes work priorities; interprets policies and complex record procedures for use by other employees.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and three years of Office Assistant experience; or, three years of independent business experience; or, two years of secretarial/business college and one year of office experience; requires working knowledge of agency's program policies and operations; requires working knowledge of office procedures and programs; working knowledge of elementary mathematics and grammar; requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS & LOCATION / AGENCY CONTACT

WORK HOURS: 8:00 am - 4:00 pm 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

TEL.: 312-633-5219 x-4080 FAX: 312-633-5229

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

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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Retail Commission Sales - Men's Clothing, Part Time: Chicago, IL, Macy's State Street

Location: Chicago, Illinois
Job Category: Stores
Requisition ID: 71235163

JOB OVERVIEW: The Draw vs. Commission Sales Associate is responsible for providing outstanding customer service, meeting hourly sales and Star Rewards goals on a personal and departmental basis, and demonstrating superior product knowledge to customers. To create a shopping experience that will make the customer feel welcome and comfortable. Performs other duties as assigned. The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

QUALIFICATIONS:

Education/Experience: No specific educational accomplishment is required. At least six months to one year of previous selling experience is required.

Communication Skills: Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Other skills: Must be able to function as part of a team. Possess a strong sense of urgency. Must enjoy meeting and interacting with customers. Possess a thirst for learning. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71235163>

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Motivated guest service personnel needed in the following positions:

Guest Service Representative - Greeter, Ticket scanner, Usher
Event Security Representative – Active or retired law enforcement certification required
Security Crowd Managers – Criminal justice studies preferred
Guest Relations Representatives – Dedicated guest service booth representatives, complaint resolution
Suite Representatives – Premium seating access control
Building Security – Round the clock, facility security

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Job Title: Administrative Assistant I - Testing Center Tech Part-Time

Shift: 2nd

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

Specialty: Education

Job Number: 2015-1315

Position Highlights:

Work Schedule: 3pm-7pm Part-Time 20 Hours a week Monday - Friday

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois This highly visible position provides a full range of administrative support to a Vice President of Rush University Medical Center. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Highlights:

The Administrative Assistant is responsible for assisting in the operations of the Rush University Testing Center. The position is also responsible for assisting with scanning exams, evaluations, and custom optical mark scanning forms and providing the output in spreadsheet readable files on request. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma/GED required; Bachelor's degree strongly preferred. Previous clerical experience required. Excellent interpersonal skills in order to interact effectively with patrons, vendors, coworkers and other departments. Ability to use word processing and spreadsheet software. Working knowledge of optical mark systems is a preferred. Job requires the ability to walk up and down stairs; at least 60% of work time is spent at a computer.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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Job Title: Executive Assistant

Department: Dean's Off College Health Sci

Shift: 1st

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

Job Number: 2015-1466

Position Highlights: The Executive Assistant to the Dean, College of Health Sciences (CHS) provides executive support in a fast-paced academic oriented environment. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Dean. The Executive Assistant will work independently on projects, from conception to completion, and must be able to work under pressure and handle a wide variety of activities, personalities and confidential matters with discretion. Considerable independent judgment is required of this position. This position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree required, Masters preferred

Five or more years of experience in a related administrative/managerial position, preferably in education

Ability to exercise good judgment and sound decision-making in a variety of situations

Strong critical thinking, problem analysis and problem solving skills

Excellent verbal, written and social communication skills

Excellent organizational skills for the coordination of the activities of a complex college with multiple departments . Ability to maintain a realistic balance among multiple priorities . Working knowledge of Microsoft Word and Excel processing, spreadsheets, e-mail, Power Point slides and calendar program

Ability to develop and apply spreadsheets and databases

Ability to maintain high level of integrity and confidentiality

Ability to master scholarly data issues

Knowledge of and skills with formatting APA and AMA literature citation styles

Ability to navigate professional data bases as directed (e.g. CAPTE, CODA)

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.

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Job Title: Financial Representative II (Collections)

Department: HCF Govt Bill & Collection

Shift: 1st

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

Specialty: Billing

Job Number: 2015-1505

Job Description:

The Collections Financial Representative actively seeks payments of assigned patient claims. He/she utilizes current work queues with effective use of systems and resources. The Collections Financial Representative contacts payers with proactive goals of resolving missing data issues, answering open questions, and assuring financial commitment. He/she assists with A/R projects as necessary. The Collections Financial Representative decreases receivables and increases quality and productivity.

Position Qualifications Include:

High school diploma or GED required. A minimum of two years of experience in government/commercial billing and/or collections required.

A minimum of two years of experience with managed care contract language in the healthcare field preferred.

Specific knowledge of Microsoft Office in order to design, implements, track, and maintain moderately complex statistical information.

Knowledge of Epic Hospital Billing, Meditech, ASF, NDAS, NEBO, E-Care, On-Base, and Availity preferred.

Strong analytical skills including statistical, mathematical, and organization abilities necessary for accurate reporting to payers and management.

Strong interpersonal skills are required for communication of finance-related issues to management and ancillary departments.

Strong knowledge of CMS/HFS guidelines and requirements as needed for rebilling and collection follow-up.

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.

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Job Title: Food Service Supervisor-Cafe

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2015-1445

Job Description:

Full-time Food Service Supervisor – Cafeteria

Supervises daily food service operations to ensure that goals and standards of unit/department are met. Ensures compliance with all applicable regulatory agencies, department quality monitors and targets and corporate and departmental policies and procedures. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills & Abilities

Associate Degree in Food Service or minimum of three years experience in a supervisory capacity in foodservice operations (from- retail, business, and healthcare). Illinois Department of Public Health and City of Chicago Sanitation Certification required within six months of hire. Competent in preparation of spreadsheets, data bases, word processing.

Skills: Ability to supervise multiple employees performing multiple tasks, self directed, strong interpersonal skills, organization skills, problem solving, creative, verbal skills, conflict resolution, aware of daily department operations and able to identify unusual situations that arise, manage stress effectively.

Abilities: Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils and computer keyboard, able to communicate using a variety of audio-technology, able to see, will involve long periods of sitting, standing or walking (about 90%).

Rush University is home to one of the first medical colleges in the Midwest and one of the nation's top-ranked nursing colleges, as well as graduate programs in allied health, health systems management and biomedical research.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150709103225&

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Job Title: Unit Clerk - 10 W. Tower (CICU) - Part-time

Department: 10 WEST TOWER (CICU)

Shift: 4th (Rotating)

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

Job Number: 2015-1215

Position Highlights:

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts, benefit-eligible.

Position Qualifications Include:

High school diploma or GED equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

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

Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150709103309&

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**Security Guard - Full Time Evenings & Nights- Kindred Hospital Chicago North
(Job Number: 233824)**

Description

Help Kindred Healthcare be a leader in the long term acute care industry by acting as the Security Guard who protects the life and property of all persons on hospital premises. Police hospital buildings and grounds to prevent fire, theft and vandalism. Serve as a member of the Fire and Safety Response Team.

Responsibilities:

Patrol buildings and grounds to prevent fires, theft and vandalism; inspects doors, windows and locks to determine level of security; ensure that only authorized personnel are admitted onto hospital premises

Investigate incidents of unusual circumstances reported by hospital staff, visitors, physicians or patients; write incident reports and document investigative steps and results

Respond to emergency calls for assistance to control disorderly or combative patients

Assist with traffic control by keeping fire lanes, fire hydrants and ambulance entrances free of vehicles; issue parking tickets to vehicle operators who have violated parking regulations

Inspect fire-fighting equipment, pager units, bio-air packs and other security equipment; promptly report any malfunctions.

Assist motorists who become stranded on hospital property; escort visitors, patients and employees to/from parking areas

Maintain information on lost/found logs; notify individuals when items reported as missing are located; inspect outgoing parcels to prevent theft of hospital property

Issue hospital keys to authorized hospital personnel; maintain accurate log of activity while on duty

Respond to all "Code" situations

Qualifications

One year of experience as a security officer is preferred.

Job: Plant Ops./Dietary/Materials Mgmt.

Primary Location: IL-Chicago-Kindred Hosp - Chicago North Campus

Organization: 4637 - Kindred Hosp - Chicago North Campus

Apply online at

<https://kindred.taleo.net/careersection/kndexternalcareersection/jobdetail.ftl?job=1674887&src=JB-10609>

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Security Assistant (2 Positions - HAR0000351

Duties and Responsibilities

Under supervision, and reporting to the Director or Assistant Director of Security, patrols and monitors buildings, grounds and other areas at college campuses to ensure the safety and security of students, faculty, staff and the general public. These are unarmed positions that support Security Officers and the activities of the OSS. Performs related duties as required. Provides a uniformed presence at an assigned college monitoring access and entry to buildings for the safety and security of students, employees and the general public. Patrols on foot and in a vehicle to provide security and watch for unusual or suspicious activities, and monitors activities in campus buildings and surrounding grounds to guard against crime, theft and vandalism. Notifies supervisor and Security Officers on duty of disturbances and/or irregularities. Contacts emergency responders such as police, fire, and/or ambulance personnel, as required. Issues student identification cards, verifying student information and uses an ID Badging system with printer to create student identification cards. Provides security escort services as needed to and from buildings and parking areas on campus. Responds to service calls and alarms and takes appropriate actions. Informs and warns violators of any City Colleges of Chicago policy violations as appropriate. Provides public assistance to students, faculty and the general public, providing information such as directions, office locations, and general campus information. Operates two-way radio equipment to maintain communications with supervisors and other security personnel. Updates operations and incident logs to record activities during assigned shift. Assists Security Officers in carrying out security and safety duties as directed.

Qualifications

High school diploma or GED required. Permanent Employee Registration Card (PERC), as issued by the Illinois Department of Financial and Professional Regulation (IDFPR) preferred. Valid State of Illinois driver's license is required. Must pass a criminal background check and fingerprint screen.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Job: Security Officers

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: Local 1600

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=72880>

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Security Officer

Monterrey Security - Evanston, IL

We are currently hiring security officers in Evanston and Des Plaines that are driven by results to join our 24hr Security Division! As a Monterrey a Security Officer, you will observe and report activities and incidents at client sites providing for the safety of client property and personnel, while making periodic patrols to check for irregularities and to inspect procedures, protection devices and fire control equipment.

Additional responsibilities include:

- Observes and report activities and incidents at client sites.
- Complete site inspections related to security officer procedures & appearance
- Communication with Security staff, clients and senior management
- Document incidents, safety hazards and policy violations
- Follow direction and complete tasks assigned by clients and senior management
- Patrol assigned sites; checks for unsafe conditions, hazards, unlocked doors, blocked entrances & exits, mechanical problems, and unauthorized persons.
- Responds to life safety incidents including fire, medical emergency, flooding, elevator malfunction, hazardous materials, inclement weather, etc.
- Prepares logs & reports as required; Maintains open daily communication w/ managers and client staff

A Monterrey Security Officer must meet the following prerequisites:

Must be at least 18 years of age or older. Must have open availability, including weekends (all shifts) Must have a valid Permanent Employee Registration Card (PERC) Must have a 20hr Basic Security Officer Training Certificate.

A 40 Hour Armed Certificate and a valid FOID card is a plus.

Must successfully pass an extensive criminal background screening (local, state & federal) Must have no criminal convictions as specified under Monterrey Security guidelines. Must meet and adhere to strict Dress Code & Grooming Standards according to company policy. Must be proficient with computers

Must be legally authorized to work in the United States.

Military experience is highly desirable! Bilingual candidates are also desirable.

Candidates interested in supervisor or mobile positions must have a minimum of 2-5years prior supervisory experience, open availability, strong written and verbal communication and computer skills.

Required experience:

Security Officer: 1 year

Apply online at <http://www.indeed.com/cmp/Monterrey-Security/jobs/Security-Officer-ba3d5f9ec67acb2f>

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