



**Job Title: Health Facilities Surveillance Nurse**

Agency: Public Health

Closing Date/Time: Mon. 08/10/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 89604

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigations and surveys of health facilities (hospitals, Ambulatory Surgical treatment centers (ASTCs), End Stage Renal Dialysis Center (ESRDs), Home Health Agencies, Hospices, Health Maintenance Organizations) for compliance with State Licensure requirements and / or Federal Medicare/Medicaid certification.

**Minimum Requirements:**

Requires graduation from a approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's degree in Nursing and two years of professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing and spreadsheet applications (i.e., Word, Excel, PowerPoint). Requires ability to travel/possession of a Valid driver's license

**Work Hours & Location/Agency Contact: 4 day**

Office of Health Care Regulation

Division of Healthcare Facilities & Programs

122 S. Michigan Ave., Chicago, IL 60603

Office of Human Resources , 535 West Jefferson, Springfield, IL 62761

ph# 217/785-2031 fax# 217/785-2038

**How to Apply:**

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

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**Job Title: Office Administrator III - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Wed. 08/05/15 5:00 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#: 1513058-133711

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, serves as working supervisor to support staff engaged in complex, specialized clerical support services; independently performs complex, technical secretarial office support functions.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years' study at a secretarial/business college and one year's office experience; or, completion of high school and three years' Office Assistant experience; or, three years' independent business experience; requires working knowledge of the agency's program policies and operations; requires working knowledge of office procedures and programs; requires ability to direct and supervise the work of a nonprofessional office staff; requires skill in typing accurately at 30 wpm.

**Work Hours & Location/Agency Contact:**

Hours: 8:30 AM - 5:00 PM, Monday - Friday

Location: 1911 S. Indiana, Chicago, IL Supervisor: Carolyn Bailey

Contact: Johnnie Rambo [Johnnie.Rambo@illinois.gov](mailto:Johnnie.Rambo@illinois.gov)

DCFS / Regulation & Monitoring

1911 S. Indiana Ave., 9th Floor, Chicago, IL 60616

Phone: 312-328-2461 Fax: 312-328-2321

**How to Apply:**

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

**Option 1 - General**

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**Job Title: Public Service Administrator - Opt 7**

Agency: Revenue

Closing Date/Time: Mon. 08/10/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB062

Bid ID#: DOR 10738

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in accounting, law enforcement, business administration, pre-law or related field. Requires experience equivalent to three years of current professional peace officer experience; prefers a minimum of five years of current peace officer experience. Requires completion of the Illinois Basic Law Enforcement Training Program and certification as prescribed by the Illinois Local Governmental Law Enforcement Officers Training Board. Requires successful completion of a firearms qualification course annually, as a condition of employment. Requires a valid, appropriate driver's license and the ability to travel on frequent basis.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of Revenue

Audit Bureau/Criminal Investigations

9511 Harrison St., Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110

Springfield, IL 62702

217-558-0987 217-782-9925 Fax

**How to Apply:**

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**Option 7 - Law Enforcmnt/Correctnl**

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Social Services Career Trainee**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,305.00 - \$4,731.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:  
Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Human Resources Representative**

Agency: Human Services

Closing Date/Time: Thu. 08/06/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-75-90187

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

Under direction of the Human Resources Director, provides advice and counsel relative to personnel rules, classification plan, pay plan, collective bargaining agreements, CMS group insurance system and other personnel related matters. Trains new personnel liaisons in the transactions process, agency rules and regulations and labor relations requirements.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years college plus one years professional experience preferably in human resources. Requires working knowledge of the hiring process in State government and the personnel rules regarding employees transactions. Requires working knowledge of the Personnel Rules, various bargaining unit contracts/supplementals, pay plan, position classification plan, personnel code and departmental policies and procedures. Requires the ability to articulate human resources administration information in descriptive terms to others not versed in the personnel system. Requires ability to use computer systems, software, templates or other guides. May require the ability to plan and supervise the work of sub-professional staff. Requires the ability to present facts clearly both orally and in writing. Prefers working knowledge of computing salaries. Prefers experience as a Certified Rutan Interviewer.

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm, Monday through Friday  
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560)

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

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**TITLE: Custodian 3:30-8:00 AM 7 Days/Week**

**JOB PURPOSE**

The Custodian performs assigned custodial tasks as it relates to that particular job location. This includes general cleaning (restroom, offices, cafeteria, sales floor, others as assigned), buffing, scrubbing, and ability to perform basic tasks of vacuum, sweeping, mopping and use of equipment such as scrubbers, extractors, and buffers.

**EDUCATION AND CERTIFICATIONS**

Prefer a high school diploma or equivalent plus 1-2 years of experience in custodial, janitorial, or cleaning services.

**FULL-TIME/PART-TIME:** Part-Time

**POSITION REQUIREMENTS/ADDITIONAL SKILLS:** REQUIRED & PREFERRED

**Required Skills:**

- Basic knowledge of custodial duties and janitorial responsibilities
- Knowledge of cleaning equipment including vacuuming, sweeping, mopping, scrubbing and applying finishes on different flooring materials
- Knowledge of cleaning techniques and processes. Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds
- Experience in cleaning and sanitizing washrooms
- Able to demonstrate importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to appropriate Supervisor
- Ability to follow directions and work within guidelines
- Must be able to read, understand and follow units of measure on product labels.
- Satisfactory personal appearance and hygiene within company guidelines
- Demonstrated ability of maintaining janitorial equipment in a clean, safe and operable condition

**Preferred Skills:** •Ability to maintain janitor closets in a clean, organized and safe manner and according to company guidelines and all regulations

**SHIFT** -not applicable

**CATEGORY** Operations

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

Apply online at

[https://www.appone.com/maininforeq.asp?Ad=407372&R\\_ID=1089656&Refer=http://www.indeed.com/jobs&B\\_ID=91](https://www.appone.com/maininforeq.asp?Ad=407372&R_ID=1089656&Refer=http://www.indeed.com/jobs&B_ID=91)

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### **Certified Pharmacy Technician**

Walgreens Oak Park and Madison - Oak Park, IL

Looking for a part-time certified pharmacy technician willing to work flexible hours, weekends, days and nights.

Required experience:

Pharmacy technician: 1 year

Apply online at

<http://www.indeed.com/viewjob?jk=d76590d17cc75410&q=company%3A+walgreens&l=illinois&tk=19rb99g395ue39vn>

### **CASHIER**

Facility Presence Saints Mary and Elizabeth Medical Center

Department NUTRITION SERVICES-CAFETERIA

Schedule Registry/PRN/Flex

Shift Day/PM rotation

Hours 6:00am-2:30pm; 11:30am-8:00pm

Location Chicago, IL

Req Number 140880

#### **Job Details**

Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees.

A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned.

The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033714>

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**Asset Protection / Loss Prevention Security Guard, Full Time: Chicago, IL, Macy's State Street (Job Number: 71236569)**

Education/Experience: High School Diploma or equivalent. Some college is desirable. Completion of Store Agent Training program required upon assignment to position.

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.

Physical Demands: This position involves regular walking, standing, hearing, and talking. Extended periods of sitting are also involved. Some kneeling, stooping, crouching, or crawling may be involved. Involves moving and/or lifting at least 30 lbs. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use restraints in an apprehension. Ability to sustain long periods of time enclosed in surveillance areas. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must be able to operate cameras and other surveillance equipment. Ability to think and act clearly in possible stressful and hostile situations. 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.

Macy's Inc., including Macy's and Bloomingdale's, will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of SFPC Art.49.

Apply online at

[https://macys.taleo.net/careersection/macys\\_retail\\_jsa\\_career\\_section/jobdetail.ftl?job=1387344&src=JB-10420](https://macys.taleo.net/careersection/macys_retail_jsa_career_section/jobdetail.ftl?job=1387344&src=JB-10420)

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## **CATERING ASSISTANT**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC FOOD & NUTRIT SER  
Schedule Part-time (benefits eligible)  
Shift Day/Night rotation  
Hours varies  
Location Joliet, IL  
Req Number 140079

### Job Details

*CATERING ASSISTANT  
PART-TIME  
FOOD & NUTRITION  
PRESENCE SAINT JOSEPH MEDICAL CENTER*

Assist in organizing, setting up and delivering catering events by assembling and transporting food according to HACCP standards, communicating room set up requirements to Environmental Services, ensuring cleaning needs and table/chair placement have been addressed, etc.

Maintain basic supplies needed for catering. Check in supplies such as food, rental equipment, flowers and linens from vendors and organize supplies and equipment in catering room.

Provide assistance to other F&N department operations, as needed during staff shortages, by assisting with cold food preparation in the kitchen, stocking café supplies at Joe's Bistro and assisting with Jazzman's café food production.

### Education and/or Experience

High school diploma or general education degree (GED)  
6 months prior food service experience preferred

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032869>

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### **RESIDENT ASSISTANT**

Facility Presence Bethlehem Woods Retirement Community  
Department ASSISTED LIVING  
Schedule Part-time (benefits eligible)  
Shift PM shift  
Hours 2-10p  
Location La Grange Park, IL  
Req Number 137362

#### Job Details

Provide assistance with activities of daily living, resident activities, resident laundry, responding to emergency calls from residents and providing a home-like caring environment. High School diploma or equivalent.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030692>

### **MENTAL HEALTH WORKER**

Location: Mount Sinai Hospital, Chicago, IL  
Required Education: Bachelor's Degree  
License/Certification/Registration Required: 1 year of experience required

Job Details: The Mental Health Worker provides culturally competent bio-psychosocial assessments, counseling, and case management services for clients who are in need of mental health services.

#### Minimum Requirements & Qualifications:

- BA or BS degree with a major in social services or a related field required.
- At least two years experience in the mental field is desired.
- Must be culturally competent. · Experience in leading or co-leading groups and good verbal and written skills · Must be able to work weekends and overnight shifts:  
o 11:45 p.m. - 8:15 a.m. o 4:00 p.m. - 12:30 a.m.

Location: Pioneer House 812 S. Western, Chicago, IL 60612  
#LI-MR1 Schedule: Part Time Shift: Night Shift  
Hours: Nights and Weekends 11:45 pm - 8:15 am and 4:00 pm - 12:30 am

Apply online at

[https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp\\_job\\_details.cfm&cJobId=101028&source=Indeed.com](https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101028&source=Indeed.com)

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## **Health Support Worker 1**

Corporate, Chicago, IL, US

Job Class :Professional

Position Summary

The Health Support Worker I, is responsible for coordinating support services to patients receiving MCH services.

The HSW I is also responsible for providing care coordination and health education for patients enrolled in case management per program guidelines.

### Required Skills or Abilities

Demonstrates a high level of compassion, initiative, autonomy, tact, and judgment  
Requires experience and demonstrated abilities for working in a multi-cultural setting.  
Strong ability to multi-task and work in a fast pace environment  
Knowledge of maternal and child health and competency in early childhood/infant development a plus

Ability to organize and prioritize work appropriately

Excellent engaging and communication (oral and written) skills

Ability to strongly embrace and personify the mission of the Lawndale Christian Health Center

Flexibility to work at a different LCHC site if necessary

Flexibility to work evenings and/or weekends

Proficient in Microsoft Office products such as Word, Outlook and Excel.

Computer and typing skills (30 wpm) required.

### Required Knowledge, Experience, or Licensure/Registration

Bilingual in Spanish and English preferred

B.S. /B.A. in social work, social/ health sciences, sociology or psychology required.

Experience in related field highly preferred

Valid driver's license and insured automobile

Requisition ID 1024

Apply online at

<https://workforcenow.adp.com/jobs/apply/posting.html?client=LCHC&jobId=35579&source=IN>

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**Unarmed Security Shift Supervisor - West Loop - Afternoon Shift**

ID 2015-1568

Eligibility to Work in the U.S. Required Yes

Job Location Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

**Overview:**

Titan Security is currently recruiting for Full Time Unarmed Security Shift Supervisor to work at residential property located in the West Loop. Started in 1977, Titan Security is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries.

Qualifications: Education and/or Experience: High School diploma or general education degree (GED) and 3 years prior satisfactory employment as a security officer or directly related experience. Must be at least 21 years of age.

Certificates, Licenses, Registrations: Valid PERC, driver's license as applicable.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$11.00 and \$13.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1568/unarmed-security-shift-supervisor---west-loop---afternoon-shift/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=897&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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**Accounting Clerk-150014UK**

Job: Finance and Accounting

Primary Location: USA-IL-Chicago-Chicago Downtown/Loop RI

Organization: Residence Inn

Position Type: Non-Management/Hourly

Schedule: Full-time

**Job Summary**

Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Organize, secure, and maintain all files, records, cash and cash equivalents in accordance with policies and procedures. Record, store, access, and/or analyze computerized financial information. Maintain accurate electronic spreadsheets for financial and accounting data. Classify, code, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers. Prepare, maintain, and distribute statistical, financial, accounting, auditing, or payroll reports and tables. Complete period-end closing procedures and reports as specified. Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures.

Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets; protect the privacy and security of guests and coworkers. Address guests' service needs in a professional, positive, and timely manner. Speak with others using clear and professional language; prepare and review written documents accurately and completely; answer telephones and emails using appropriate etiquette. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. Perform other reasonable job duties as requested by Supervisors.

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### **ACTIVITIES ASST SR SERV**

Facility Presence Bethlehem Woods Retirement Community

Department ACTIVITIES

Schedule Part-time (benefits eligible) Shift 8 hour shifts

Hours 9-5 Thursday, 9-5 Sunday, alternate evenings 6-8 accordingly

Location La Grange Park, IL

Req Number 138109

#### Job Details

Assist the Director and/or the Activities Coordinator to plan, organize, develop and direct the overall operation of the Activity Department in accordance with current Federal, State and local standards and as may be directed by the Executive Director to assure that an on-going program of activities is delivered. The program will respond to the interests of the facility residents and enhance their physical, mental, social and psychological well being and be presented in a manner which embodies the mission and core values. HS diploma or equivalent. Prior experience in working with the elderly preferred. Excellent communication skills and basic computer skills preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031246>

### **MAINTENANCE WORKERS**

Facility Presence Saint Francis Hospital

Department FACILITIES MANAGEMENT

Schedule Full-time

Shift PM/Night rotation

Hours 11:00pm -7:00am

Location Evanston, IL

Req Number 141103

#### Job Details MAINTENANCE WORKER

This position contributes to providing a well-maintained facility by assisting Maintenance Workers and Groundskeepers in performance of duties. May independently perform basic maintenance functions. Requirements: \* High School Diploma or equivalent. \* Ability to correctly follow directions. \* Ability to work independently. \* Mechanical knowledge or related experience preferred.

EOE of Minorities/Females/Vets/Disability

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### **LPN SR SERV**

Facility Presence Bethlehem Woods Retirement Community  
Department ASSISTED LIVING  
Schedule Part-time (benefits eligible)  
Shift PM shift  
Hours 2-10:30P  
Location La Grange Park, IL  
Req Number 139926

**SUMMARY :** The Licensed Professional Nurse (LPN) practices within the scope of the Illinois Nurse Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience the nursing process and leadership skills. The LPN coordinates family involvement in the treatment, continuing care of the patient, and ensures completion of patient care tasks by appropriate caregivers. Adheres to the mission, values and philosophy of Resurrection Health Care (RHC).

### **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**

Associate's degree or equivalent  
Previous experience in long term care or acute hospital setting preferred  
Able to work with limited supervision.  
Ability to read, write, speak and understand English.

#### **Computer Skills**

PC proficient (Word, Excel, Access, PowerPoint, Outlook, etc.)

#### **Certificates, Licenses, Registrations**

Current license as LPN in the state of Illinois/Indiana in good standing with the Department of Professional Regulations.  
Certification in CPR.

EOE of Minorities/Females/Vets/Disability

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### **Staff Accountant**

Location: Chicago, IL, United States

Requisition ID: 10749

Groupon has an opening for a Staff Accountant to assist and support our Revenue Accounting team, with responsibilities related to Operational Accounting, Accounts Payable, and Accounts Receivable functions of the Accounting department.

#### Core Responsibilities:

Reconcile refunds and assist in banking processes (30%)  
Provide cost of revenue and merchant payment support through merchant payment setup and reconciliation, and input of merchant invoices (30%)  
Manage an email inbox by responding in a professional manner to questions from both inside and outside parties (20%)  
Assist Accounting Manager with the month-end close processes surrounding Merchant Payments, including (10%):  
Merchant payment accruals  
Redemption payment analysis and related accruals  
B/S and I/S variances analysis  
Assist Accounting Manager with financial and operational process improvement efforts (10%)  
Specific projects and other ad hoc assignments as required

#### Key Competencies:

Ability to multi-task and manage several projects in a fast-paced startup environment  
Sound understanding of US GAAP and general ledger/month-end processes  
Proficient in MS Office software, specifically intermediate to advanced Excel skills  
Experience with accounting software, preferably Microsoft Great Plains or NetSuite  
Detail oriented with a strong commitment to accuracy

#### Requirements:

Bachelor's degree in Accounting of Finance  
1 to 2 years of accounting experience; public Accounting experience a plus  
CPA preferred

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**Job Title: Credentialing Coordinator - Rush Health**

Department: Rush Health

Shift: 1st

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

Specialty: Credentialing

Job Number: 2015-1684

**Position Highlights:**

Under the direction of the Director of CVO Services and Provider Data Management of Rush Health, the Credentialing Coordinator will have responsibility for coordinating, monitoring, and maintaining the credentialing and re-credentialing process. This includes facilitating all aspects of appointment, reappointment, and privileging maintenance for managed care, medical staff, and non-physician providers. The Credentialing Coordinator assists in compliance with the contracted managed care payers, accrediting and regulatory agencies (i.e., NCQA, Joint Commission, URAC), in regards to credentialing while developing and maintaining a working knowledge of the organizational guidelines, statutes and laws.

**Position Qualifications include:**

At minimum, two years of collegiate or industry specific training;

College degree preferred. National Association of Medical Staff Services (NAMSS) certification a plus.

Minimum 2 years in provider credentialing is necessary.

At minimum 1 year experience in healthcare or managed care industry.

NCQA and/or Joint Commission audit experience a definite plus

Proficient in Microsoft Office (excel and word)

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: Producer**

Department: University Relations

Shift: 1st

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

Specialty: Marketing

Job Number: 2015-1630

**Job Description:**

Are you a creative professional with exceptional interviewing and project management skills along with production expertise that is looking for a new opportunity to join a great team? If this describes you, you may be the right candidate for the Producer position in the University Relations Department at Rush University Medical Center.

**Position Qualifications Include:**

Bachelor's degree (or higher) required

Minimum of six years of experience required, eight or more years of relevant work experience preferred

Experienced producer role, portfolio of video and photography direction is required. If possible, please attach link(s) to your work in a Word Document.

Direct experience with health care, medical, higher education content and news media professionals is a plus

Exceptional verbal and written skills, with ability to communicate effectively and professionally with stakeholders at all levels.

Experience working with teams and creative personalities is required.

Strong computer skills, including direct experience using Microsoft Office, Final Cut Pro Suite and Adobe Creative Suite is preferred.

Ability to manage multiple projects simultaneously and ability to work occasional off-shift hours is expected.

\*LI-CO1

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**Job Title: Unit Clerk -- General Medicine**

Department: 9 North Atrium-Transplant/Gen Surgery

Shift: 4th (Rotating)

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

Job Number: 2015-1275

**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

Work entails coming in contact with patient specimens during processing and transport.

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