



Job Title: Child Protection Specialist

Agency: Children & Family Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1549010-490232

Minimum Requirements: Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work days/hours: Monday – Friday 8:30 AM-5:00 PM

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

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

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

Email: Tracey.Hardrick@Illinois.gov

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

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Job Title: Commissioner Assistant

Agency: Commerce Commission

Closing Date/Time: Fri. 08/28/15 5:00 PM Central Time

Salary: \$3,928.00 - \$8,182.00 monthly

\$47,136.00 - \$98,184.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: MC-12

Bid ID#: 31-1505

Minimum Requirements:

The successful candidate will be a law school graduate with academic standing in the upper third of the law school class and/or experience on the editorial board of review of a law school, licensed in the State of Illinois, and possess two to five years of legal experience. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

Work Hours & Location/Agency Contact:

8:30 a.m. to 5:00 p.m., Monday through Friday

Flexible work schedules available after 6 months of employment

Work location is 160 North LaSalle Street, C-800, Chicago, IL

How to Apply:

Mail, email, or fax cover letter and resume to:

Cheryl Barrett
HR Analyst
Illinois Commerce Commission
527 E. Capitol Ave.
Springfield, IL 62701
Phone: 217-557-4206
Fax: 217-785-1770
cbarrett@icc.Illinois.gov

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 08/13/15 5:00 PM Central Time

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

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-92-91867

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in business or public administration. Requires one year responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Kane/Aurora, 361 Old Indian Trail, Aurora, IL 60506

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services

Lisa Horsley

100 South Grand Ave East, 3rd floor

Springfield, IL 62762

FAX: 217-524-2116

Applications may be mailed, faxed, or e-mailed.

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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 H7 - Dept Human Services

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Job Title: Executive I - Opt C1

Agency: Employment Security

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11566

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration and requires one year of responsible administrative experience in a public or business organization or completion of an agency approved professional management training program. Requires working knowledge of the functions of state government; the principles of governmental procurement; and IDES policies and procedures, especially as they relate to the Procurement processes of the State of Illinois. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships; and to use a PC and related software programs.

Special Skills: Requires one year of responsible administrative experience preferably in procurement processes in a public or business organization. Requires knowledge of state procurement laws, regulations, procedures and processes; prefers working knowledge of State IGPS and State accounting systems.

Please only apply if you meet these requirements.

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

Work location: 33 South State Street , Chicago, Illinois

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 C1 - Dept Employment Security

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Finance Manager

All times are in Central Daylight Time.

Job ID 2015-43014

Location US-IL-Chicago

Category Accounting/Finance

Posted Date 7/24/2015

Overview:

WGN-TV's finance department is seeking an experienced Finance Manager to manage daily, weekly and monthly accounting and financial reporting activities.

Responsibilities

- Ensure controls are followed to ensure integrity of accounting records for the company
- Ensure proper accounting treatment of transactions and financial statement presentation in accordance with GAAP. Assist with financial reporting preparation.
- Prepare and review general ledger entries and reconciliations.
- Assist with annual internal and external audit process.
- Provide leadership/supervision for appropriate team members. Prioritize workload to ensure deadlines required by the business management are satisfied.

Qualifications:

Education and Experience

- Bachelor's Degree in Accounting
- Minimum of 4 years of direct supervisory experience
- CPA
- Industry experience a plus

Equal Opportunity Employer

If interested apply online or send resume/ cover letter to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Apply On-line: Please go to <http://www.tribunemedia.com>, go to Careers, then job listings and search for keywords "Finance Manager".

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Sr. Accountant

All times are in Central Daylight Time.

Job ID 2015-42643

Location US-IL-Chicago

Category Accounting/Finance

Overview:

To prepare, review and analyze reports for month-end close, monthly projections and operating budgets. Acts as point of contact for accounts payable with centralized corporate function, assisting the Manager with Financial Reporting.

Responsibilities:

Participate in the monthly close process by reviewing general ledger detail, working with department heads and managers, preparing journal entries and explaining variances to plan and projection

Complete general ledger account reconciliations

Prepare monthly financial projections for management

Assist department heads with annual operating budget preparation by compiling information and preparing materials for operating plan meeting and presentation

Assist in monthly, quarterly and year-end reporting requirements

Supervise accounts payable by approving vouchers and verifying coding to ensure accuracy

Assist in internal, external financial and Sarbanes-Oxley 404 compliance audits

Prepare various special analyses, supporting documentation based on contractual information as needed

Qualifications:

Undergraduate degree in accounting or equivalent related experience

Minimum five years accounting experience

Must be proficient with accounting principles, Microsoft Office applications, general ledgers and accounts payable systems. (Workday experience a plus)

Must possess strong analytical and communication skills

Attention to detail is required

For more information please visit www.tribunemedia.com.

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Producer

All times are in Central Daylight Time.

Job ID 2015-42889

Location US-IL-Chicago

Category Production

Overview:

Oak Brook Productions seeks a highly-motivated lead producer for the Living Healthy Chicago TV show airing weekends on WGN-TV.

Responsibilities:

The producer will manage all facets of planning, booking, writing, and post production for Living Healthy Chicago.

In addition, the producer will manage client service relationships vital to the program.

Qualifications:

The ideal candidate must have strong writing and organizational skills, and the ability to lead multiple projects simultaneously from concept to completion.

Significant experience as a television producer working on scripted projects is required. Knowledge or experience in the healthcare field is preferred.

Skill with Final Cut Pro is desired.

Equal Opportunity Employer

If interested, apply online or send resume to:

OBP/WGN-TV Human Resources

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

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<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

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<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Job Title: Storekeeper I

Agency: Transportation

Closing Date/Time: Thu. 08/06/15 4:30 PM Central Time

Salary: \$3,989.00 - \$5,318.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 4

Bid ID#: varies

Description of Duties/Essential Functions Benefits Supplemental Questions
Issues supplies and maintains inventory of equipment and commodity items for the maintenance facility.

Minimum Requirements:

KNOWLEDGE, SKILL AND MENTAL DEVELOPMENT EQUIVALENT TO COMPLETION OF FOUR YEARS OF HIGH SCHOOL

ONE YEAR EXPERIENCE IN KEEPING OF STORES AND STORES RECORD

MUST POSSESS CLASS "B" COMMERCIAL DRIVERS LICENSE

Work Hours & Location/Agency Contact: 6:30 A.M. – 3:00 P.M (1/2 hour unpaid lunch)
Fleet Operations/Cook County Zone 5, District 1, 1480 Rodenburg Rd, Roselle

Arlington Heights/Cook County Zone 5, District 1
410 E Lincoln, Arlington Heights

Northside Sign Shop/Cook County Zone 2, District 1
7151 Forest Preserve Dr, Chicago

Alsip/Cook County Zone 3, District 1
11801 S Ridgeland, Worth

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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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming

Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs
As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion
Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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Job Title: Administrative Assistant II

Department: CHS IMAGING SERVICES

Shift: 1st

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

Job Number: 2015-1589

Job Description:

Are you interested in joining a leading health care organization?

Join Rush University Medical Center! We are seeking a dynamic Administrative Assistant I to join our Imaging Sciences department at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

The Administrative Assistant will provide administrative support to the Imaging Sciences (IS) Program and the College of Health Sciences Dean's office. The administrative assistant is responsible for assisting with the management and coordination of the day-to-day support functions of the IS Program and administrative activities within the College. The role requires a high level of independence in completing project-based work, complex administrative tasks, and some academic operations. This position requires the development of cooperative relationships with the faculty, staff and students. This position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Minimum of an associate's degree in a business, management or related area. Bachelor's degree preferred. Two to four years of practical experience in a health or business office preferred. Ability to produce outstanding, error free documents in a timely and efficient manner, including reports, letters, memoranda, and related materials. Ability to use MS Word, Excel and Outlook. Ability to consistently provide excellent customer service. Able and willing to learn new skills as needed, especially new technologies that become available. Must be detail oriented and have the ability to accomplish multiple tasks in a timely manner.

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150731144128&

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Job Title: Financial Aid Counselor

Department: RUO Student Financial

Shift: 1st

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

Specialty: Higher Education

Job Number: 2015-1744

Job Description: Are you interested in joining a leading health care organization? Join Rush University Medical Center! We are seeking an experienced and highly motivated Financial Aid Counselor for our Office of Student Affairs, who exemplifies professionalism to join our team.

Position Highlights:

The Financial Aid Counselor is responsible for providing counseling to all prospective and current Rush University students regarding the financial aid application process, policies and procedures, and any other financial aid matter with which students need assistance. In addition, this role coordinates and conducts group exit counseling sessions for graduating students and monitors the average debt levels for students across all Rush University academic programs. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree required. Minimum 2-3 years with graduate and professional student experience preferred. Experience in university environment preferred. Experience with utilizing a variety of technologies, in student information systems, Microsoft Excel and federal financial aid databases such as CPS, COD, NSLDS and ELM. Excellent public speaking and interpersonal skills. Exceptional organizational skills and ability to work in a fast-pace deadline driven environment. Strong written communication skills. Superior customer service skills. Strong commitment to professional development and keeping current on financial aid best practices.

Experience with resolving conflict and barriers in a strategic and diplomatic manner

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: Journeyman A-HVAC - Engineering & Maint.

Department: Engineering & Maint

Shift: 2nd

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

Specialty: HVAC

Job Number: 2015-1661

Job Description:

JOURNEYMAN A-HVAC

3:30 am - 12 midnight

Rush University Medical is seeking a fulltime Journeyman - HVAC. The HVAC/Refrigeration Grade 1 must possess and actively apply the knowledge of HVAC systems in large facilities; will investigate, diagnose and remedy problems and malfunctions. Is proficient in problem solving skills and capable of independently performing troubleshooting functions regarding maintenance, repair, and construction.

Requirements:

Must have a High School Diploma or GED

Completed a 4 year apprenticeship program and/or have equal experience

CFC certification

Knowledge of " State of the art technology" pneumatic controls, instruments, and automatic dampers (bellows)

Knowledge of air flows and air balancing in large institutions

Knowledge of the principles of operation of very large compressors and the relation between pressure and temperature variances

Knowledge of water and steam systems

Must have 2 years or more experience working as an HVAC handling commercial and industrial systems

Able to read and interpret blueprints, diagrams, schematics, service manuals

ALL APPLICANTS MUST submit a resume to be considered.

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150731145200&

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Job Title: Patient Access Coordinator

Shift: 3rd
Full/Part: Type 2 (40-64 Hrs/PP)
Specialty: Registration
Job Number: 2015-1691

Position/Company Highlights:

Work Schedule: P.M. Shift Hours: 11:00 pm to 7:00 pm, include rotating weekends that are mandatory!

Position Highlights:

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma, GED or equivalent required.
Knowledge of medical terminology preferred.
Keyboard experience with a minimum typing skill of 25 words per minute required.
Previous experience in a hospital or medical environment interacting with patients preferred.
Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team.
Excellent communication skills.
Ability to push a Workstation on Wheels for an extended period of time.
Ability to walk or stand an extended period of time, i.e. length of shift.

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: Patient Access Coordinator (Part-time 2nd Shift 2:30pm-11pm)

Shift: 2nd

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

Specialty: Registration

Job Number: 2015-1689

Job Description:

Do you have exemplary customer service skills and experience in a medical environment interacting with patients?

Position/Company Highlights:

Work Schedule: P.M. Shift Hours: 2:30 pm to 11:00 p.m., include rotating weekends that are mandatory!

Position Highlights:

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred. Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

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: Senior Fund Accountant

Department: Finance-Fund Account

Shift: 1st

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

Specialty: Grants

Job Number: 2015-1687

Position Highlights:

Responsible for post-award procedures for the Fund Accounting department. Communicate effectively and assist others within the Medical Center (Chairman, Directors, researchers and administrators) as well as external agencies (Federal, State) on any issues or problems regarding a fund. Recording and controlling transactions that flow through the funds Adhering to the policies and procedures mandated by the appropriate institutional agencies (NIH, Department of Human Services).

Position Responsibilities:

Assist staff in reconciling Federal Billings which requires expert knowledge in Federal regulations and Accounting. Reconcile General Ledger activity on funds
Meet with Principal Investigators/Director/Administrators on fund related issues
Review risk assessment on federal subrecipients according to Uniform Guidance
Monthly Journal entries. Review Staff change notices. Reconcile National Institute of Health awards on the Payment Management System (quarterly)
Review Federal billings-Invoice appropriate institutions. Assist in Federal and State audit-Preparing data for the applicable audits. Assist staff on day to day operations of the department (Omnibuyer, Accounts Payable, payroll, cashiers). Prepare deficit report (monthly) for all funds maintained by the Medical Center. Run Payroll data. LINK Implementation project-Data Conversion, MS Add-ins Knowledge and Skills

Position Qualifications Include: Bachelor of Science in Accounting-Required. 2- 5 years of Accounting experience highly desired. Grants experience preferred. Computer experience: Excel, Word, Access, Analytical and Interpersonal skills

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Job Title: Executive I - Opt SS

Agency: Human Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly \$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-07-92291

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years college, preferably with coursework in business or public administration or one of the behavioral sciences; requires one years of responsible administrative experience in a public or business organization, including professional experience in casework or related area and experience in working with collections of Federal and State debt, or completion of an agency approved professional management training program. Requires ability to converse with DHS clients on a high volume, daily basis regarding their overpayment accounts. Requires proficiency with Microsoft Office Suite or similar worked processing/spreadsheet/database software. Requires current (i.e. within the last two years) experience processing overpayments, working with civil litigation and bankruptcy cases, and maintaining accounts receivable, including experience working with the Accounts Receivable System (ARS), the Comptroller's System and the Federal Offset System. Requires extensive knowledge of current Federal Regulations and Illinois laws, rules, and regulations with special emphasis on the Supplemental Nutrition Assistance Program (SNAP) and the Cash Assistance programs. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

Office of Fiscal Services / Bureau of Collections

401 South Clinton, 2nd floor, Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

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

Option SS - Spanish Speaking

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Job Title: Mental Health Recovery Support Specialist II

Agency: Human Services
Closing Date/Time: Mon. 08/10/15 4:00 PM Central Time
Salary: \$4,476.00 - \$6,124.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC062 Bid ID#:10-82/76729

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Region Executive Director and the Director, Division of Mental Health Recovery Support Services, serves as the Region Mental Health Recovery Support Specialist (MHRSS), working as a member of the Region Staff. Develops and maintains contacts/relationships with community mental health centers/agencies for the purpose of enhancing recovery-oriented services/service delivery. Address, reviews and resolves identified consumer and/or family issues and concerns. Reviews, analyzes and evaluates consumer study/survey data to identify trends, patterns and outcomes. Represents the Region's "consumer voice" to community groups requesting information. Provides expertise regarding consumer/family service needs and expectations to Region community mental health agencies and hospitals. Serves as member of the statewide Recovery Services Development Group (RSDG).

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and two years of experience performing peer support work within a mental health setting. Must be a current or former consumer of mental health services and willing to do self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

Work Hours & Location/Agency Contact: Epar # 76729 9am - 5PM
Monday - Friday Administration Department
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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