



### **PATIENT CARE TECHNICIAN**

Facility Presence Resurrection Medical Center  
Department REHABILITATION UNIT  
Schedule Registry/PRN/Flex  
Shift PM/Night rotation  
Hours 2.30pm-11pm/10.30pm-0700am  
Location Chicago, IL  
Req Number 138410

Job Details: This position will work under the direction and supervision of a registered professional nurse (RN) performs duties to assist in providing high quality patient care. All duties are carried out in accordance with established policies and procedures.  
Requirements: 1-3 years prior experience; High School Diploma or equivalent Certification as a Nursing Assistant

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10031817>

### **Part-Time Servicer (3)**

Location: Markham  
Office: Revenue Services  
Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=665](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **PHARMACY TECH I - REGISTRY**

Facility Presence Saint Joseph Hospital - Elgin  
Department PSJH PHARMACY  
Schedule Registry/PRN/Flex  
Shift Day/PM rotation  
Hours 7-330p 3-1130p  
Location Elgin, IL  
Req Number 141024

#### **SUMMARY**

Under the direction of the Pharmacy Director, Manager, Supervisor and/or Pharmacists, prepares and distributes medications.

#### **Education and/or Experience**

High School diploma or G.E.D. required

One year of pharmacy experience in a hospital and/or retail setting preferred

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

Illinois Pharmacy Technician License required. If not licensed, may consider hiring with the stipulation that the license must be received within 60 days of hire.

Certificate by Pharmacy Technician Certification Board required unless grandfathered. If not certified, may consider hiring with the stipulation that certification must be received within 2 years of licensure.

St Joseph Hospital 77 North Airlite Street Elgin, IL 60435

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033809>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **INVENTORY SPECIALIST 1**

Facility Presence Health - Corporate Office

Department MATERIALS MANAGEMENT

Schedule Full-time

Shift Day shift

Hours 7-330

Location Chicago, IL

Req Number 141352

Job Details : POSITION LOCATED IN DES PLAINES, ILLINOIS

Maintain perpetual inventory system including additions, conversions and deletions of inventory items, the replenishment process, monitoring of inventory levels, and cycle counting to ensure accuracy. Researches and resolves invoice inquiries, and receiving and inventory related issues. Act as customer service coordinator for supply chain operations, including development of requisitions, reports and statistics, monitoring of budgets, research and resolution of inventory problems, and materials management system user training.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or G.E.D. required. College coursework with business concentration preferred.

Three years of Materials Management experience required.

### **Computer Skills**

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

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033819>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **DISTRIBUTION TECH II**

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

*POSITION IS LOCATED AT :  
ST. MARY & ELIZABETH MEDICAL CENTER  
2233 WEST DIVISION  
CHICAGO, ILLINOIS*

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

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High school diploma or GED required.

Two years Materials Management experience required.

#### **Computer Skills**

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

EOE of Minorities/Females/Vets/Disability

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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Customer Marketing Manager (Chicago IL)**

Talent Area : Marketing

Location : Chicago, IL, USA

Requisition Number : 00035978

Full or Part Time : Regular Employee FT

**POSITION SUMMARY:** The Customer Marketing Manager is responsible for the development and execution of Customer and Channel specific marketing plans. Working closely with the sales team and our customers, the CMM plays a key role in driving revenue and profit for the System, while helping achieve our goal of becoming the Customer's most valued supplier.

Reports to: Director, Marketing

### **QUALIFICATIONS:**

Education: Minimum Required: Bachelor's degree in Marketing/Business

Experience: Minimum Required:

5-7 years experience in a consumer packaged goods company, preferably in both customer management and marketing roles

### **Technical/Functional Skills**

- Foodservice Experience
- Advanced Strategic Thinking
- Planning
- Ability to recognize, understand, and interpret shopper behavior, brand strategies, channel and customer needs, and turn this knowledge into action and results
- Previous Customer/Channel Management experience
- Coca-Cola Channel business knowledge an asset
- Demonstrated personal leadership skills and influencing ability
- Brand merchandising knowledge
- Demonstrated creative and strategic thinking ability
- Effective oral and written communications skills

Travel Requirements: 25%

Relocation Assistance: None

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/customer-marketing-manager-chicago-il-chicago-illinois-job-1-5625572>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **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>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Inventory Control Assistant-Part-Time /Thurs – Fri, 12PM – 5PM & Sat 12 – 8:30PM**

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022745

Full or Part Time : Seasonal/Casual PT

**Position Description**

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
  - Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
  - Associate's degree preferred.
  - 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
  - Strong computer and database skills.
  - Strong math skills.
- Ability to read and follow directions.
  - Ability to work with minimal supervision.
  - Forklift certification is preferred.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, 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/inventory-control-assistant-part-time-thurs-fri-12pm-5pm-sat-12-830pm-alsip-illinois-job-1-5650011>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **General Laborer**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00034870

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-1-5633017>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





## **Forklift Operator**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00035281

Full or Part Time : Regular Employee FT

### Position Description

Responsible for moving product or materials in a production or warehouse environment using powered tools and vehicles.

- Operate industrial vehicles and equipment.
- Transport raw materials, full goods and/or finished goods to designated area.
- Load and unload designated trailers and/or route trucks.
- Ensure compliance with regulatory and company policies and procedures.
- Move product and/or materials manually as required.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/forklift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is required.

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/forklift-operator-alsip-illinois-job-1-5567770>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Electrician**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00035321

Full or Part Time : Regular Employee FT

### Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery - Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems

- Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures
- Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment - High School diploma or equivalent -3 - 5 years previous electrical maintenance experience
- Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems - Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

Coca-Cola requires applicants to undergo a background verification process prior to commencing employment with the company. Employment with Coca-Cola is contingent on the satisfactory completion of a pre-employment background check.

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/electrician-alsip-illinois-job-1-5553880>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**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: 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=20150804142125&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150804142125&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Administrative Assistant III**

Department: RUMG Administration

Shift: 1st

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

Job Number: 2015-1739

**Job Description:**

Are you a well-organized and proficient Administrative Professional with exceptional customer service and computer skills that is looking for a new opportunity to join a great team?

If this describes you, you may be the right candidate for the Administrative Assistant III position in the RUMG Faculty Recruitment Department!

**Position Highlights:**

This position provides a full range of administrative support to the Director of Faculty Recruitment and the faculty recruitment office staff. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma or equivalent required; bachelor's degree preferred  
A minimum of five years of previous administrative experience required  
Must be customer-focused with the ability to interact with others effectively and Efficiently. Excellent written and verbal communication skills  
Strong Microsoft Office skills including Word, PowerPoint, Excel and Outlook  
Ability to work with minimal supervision  
Ability to multi-task and prioritize projects  
The ideal candidate will have a flexible approach, adhere to deadlines and respect confidentiality

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=20150804142313&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150804142313&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**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:**

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-paced 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.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150804142403&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150804142403&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: PCT II- Emergency Room**

Shift: 4th (Rotating)

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

Specialty: Emergency Medicine

Job Number: 2015-1479

**\*\*THIS IS A ROTATING SHIFT POSITION\*\***

**Position Highlights:**

The Patient Care Technician (PCT) performs a variety of clinical and environmental tasks under the direction of the Registered Nurse. The PCT duties are of a technical nature requiring specialized training and skill. The PCT demonstrates the ability to care for patients of all ages in the clinical setting. The PCT exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures

**Position Responsibilities:** Assists the RN in the delivery of patient care. Transports patients and (other) items as needed. Competently utilizes technology. Maintains a safe and orderly, well equipped environment. Demonstrates a professional work style in interactions with internal and external customers. This is a representative description of duties for the position. It is not an exhaustive list of all duties which may be required

**Position Qualifications Include:**

High school diploma or GED equivalent is required. Current BLS certification required. Prior formal clinical training is required. This may include CMA, CNA, PCT, EMT, corpsman, paramedic, nursing or medical student experience. Prior clinical experience in an acute care setting is preferred. Phlebotomy and/or E.K.G experience required. Successful completion of the institutional screening examination is required. Excellent communication and customer service skills. Work requires the ability to walk throughout the Medical Center and to be standing or walking most of the designated shift. Work conditions include performing procedures where carelessness could result in injury or illness and/or contact with potentially infectious materials and/or strong chemical agents.

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=20150804142450&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150804142450&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**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

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150804142657&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150804142657&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Administrative Assistant I - Opt N1**

Agency: Healthcare & Family Services

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

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: GC0051

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, serves as a staff assistant to the unit manager; conducts special studies and projects; confers with the supervisor and other administrative units relative to the implementation of title IV-D programs; develops and monitors a correspondence control system for all incoming mail; serves as office manager.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year professional experience in a public or private organization.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Office of General Counsel, 201 South Grand Avenue, Springfield, Illinois

Contact Person: Judith Beverly / Bureau of Personnel and Administrative Services

2946 Old Rochester Road, Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 N1 - Healthcare & Family Srvs

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Administrative Assistant II - Opt H7**

Agency: Human Services

Closing Date/Time: Wed. 08/12/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly; \$55,344.00 - \$83,880.00 annually

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-41-92237

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization. Prefers knowledge of Division's and Agency's objectives, policies and procedures; prefers ability to conduct research; prefers knowledge and understanding of working with individuals with disabilities, knowledge of services provided thru the Division including federal and state rules, policies and procedures for vocational rehabilitation program, home services program, disability determination services and educational services; prefers knowledge of federal and state requirements related to rehabilitation programs including the Rehabilitation Act and amendments, the Social Security Act, the Americans with Disabilities Act, etc

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

Division of Rehabilitation Services

VR Support, 100 South Grand Avenue East, Springfield, IL 62794

Please submit applications to: Kelly Kindred

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762 FAX: 217-524-2116

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 H7 - Dept Human Services

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Dental Hygienist**

Agency: Human Services

Closing Date/Time: Mon. 08/17/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC028

Bid ID#: 10-72-90621

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs technical and advisory services in oral or dental hygiene including training and scheduling. Responsible for teaching and instructing others in the principles of oral hygiene and the importance of proper dental care. Carries out instructions given by the Dentist and cooperates in the operation of the dental program. Establishes appointment schedule for individuals in need of services and provide oral prophylaxis and oral hygiene instructions according to need and relevant policies. Confers with dentist concerning treatment procedures, Assists Dentist in making dental x-rays and administering sodium fluoride treatments and sealants for prevention of tooth decay. Attends and participates in Unit Interdisciplinary Team meetings and Special Team meetings, representing the dental department in the discussion and decision making process.

**Minimum Requirements:**

Must be licensed as a Dental Hygienist in the State of Illinois.

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

Work Hours: 12:00 PM-8:30 PM Monday & Tuesday, 7:00 AM-3:30 PM Wednesday, Thursday, & Friday

Location: Elisabeth Ludeman Center

114 North Orchard Drive, Park Forest, IL 60466

Contact Person: Alice M. Chambers / Human Resources Representative

114 N. Orchard Drive, Bldg. 60 (708) 283-3015

**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).

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Internal Security Investigator II**

Agency: Human Services

Closing Date/Time: Mon. 08/17/15 5:00 PM Central Time

Salary: \$5,146.00 - \$7,849.00 monthly; \$61,752.00 - \$94,188.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062 Bid ID#: 10-14-92088/92089/92090

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; or requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; or requires knowledge, skill and mental development equivalent to completion of a master's degree, with major course work in law enforcement investigatory work or a related field; or requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30a.m.-5:00p.m.

OIG/Madden , 1200 S 1st Street, Pav 12, Hines, IL 60140

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

Kelly Kindred / Bureau of Employee Services

Contractual Rights Hiring Unit

100 S. Grand Avenue, East, 3rd Floor , Springfield, IL 62762

PHONE: 217-557-0347 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](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).

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Licensing Assistant**

Agency: Revenue

Closing Date/Time: Mon. 08/17/15 5:00 PM Central Time

Salary: \$2,934.00 - \$3,987.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: DOR 10787

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, interviews visitors regarding complaints and liquor licensing requirements; answers basic questions regarding Illinois Liquor Control Commission (ILCC) rules and regulations which concern the Licensing Act; reviews, approves and issues Illinois Liquor licenses; reviews and approves brand registrations; assists with ILCC filing assignments; prepares reports on work performed.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires ability to explain and interpret simple statutory requirements, rules, regulations and procedures. Requires ability to maintain satisfactory working relationships with other employees, outside agencies and the public. Requires skill to operate a PC.

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

Work Location: Illinois Department of Revenue

Illinois Liquor Control Commission/Licensing

100 W Randolph, Chicago, IL., Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

**How to Apply:**

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

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others