



Construction Project Administrator

Banner Property Management Company - Northbrook, IL

Banner Development is currently seeking an experienced Construction Project Administrator who is motivated, organized, a self-starter with a background in commercial and/or multi-family construction, with great communication skills and the ability to interact effectively with all Associates and Business Partners. The Project Coordinator will provide administrative support for assigned projects and their respective Project Team.

Job Requirements

Minimum of three years previous work experience as a commercial or multi-family construction project coordinator. Notary Public is preferred. Experience with Job Cost software .

Skills: The successful candidate will be able to work independently in a fast-paced environment and must possess the following qualifications: Self-motivated with the ability to prioritize daily schedule; Excellent computer skills – MS Word, Excel and Internet ; Coordinate complex schedules; Ability to keep sensitive information highly confidential at all times; Excellent written and verbal communication skills; Strong and pleasant telephone and interpersonal skills, and the ability to deal professionally with vendors, subcontractors and co-workers on the phone and in person; Accuracy, attention to detail and ability to proof one's work as well as the work of others; Excellent organizational and time management skills, ability to take initiative, use good judgment, demonstrate a strong sense of urgency and follow-up on and carry multiple projects through to completion; Ability to work independently, prioritize work and ask for further clarification when necessary; Ability to work under pressure with tight time constraints, as well as the ability to deal with frequent interruptions, unresolved situations, frequent change, delays or unexpected events.

EOE

Apply By: For consideration, please send your resume (as a Word or PDF attachment), with a cover letter outlining why you would be an ideal fit for position, along with your salary history and requirements to:

Banner Property Management, LLC

Attn: HR-AA

500 Skokie Blvd., Suite 600 | Northbrook, Illinois 60062

Fax: 847.480.3573 |

Job Type: Full-time

Required experience: Commercial and/or Multi-family Construction: 3 years

Required education: Bachelor's

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Associate Insurance Claim Rep (Catastrophe Team) - 1503051

We are looking for people who truly want to make a difference. We have many excellent opportunities available at all our locations countrywide. Here's a quick overview:

- Auto – Help people who have been in an accident
- General Liability – Support business owners facing liability claims
- Property – Help customers coping with damage caused by leaks, fires or natural disasters
- Group Benefits – Assist employees coping with disability due to injury or illness
- Workers' Compensation – Help injured employees return to work
- Strategic Claim Management – Manage asbestos and other toxic tort claims for insureds
- Latent Property Damage – Handle environmental and construction defect claims

At The Hartford, you will receive competitive pay and great training and development. Interested? Ask us about our truly diverse and inclusive environment and tremendous community spirit.

Qualifications

What are we looking for? • A passion for customer service • Demonstrated ability to effectively communicate • Desire to advance your career and continuously improve • Willingness to learn, lead, be led, support others, have fun and work hard • Bachelor's Degree preferred • Associates Degree considered for certain positions

Work Schedule: Though the CAT team does have core business hours during the week, candidates must be willing and able to work extended hours of the day and days of the week as needed in order to meet the demands associated with catastrophic property losses. Team members are compensated with CAT pay bonuses during periods of peak catastrophe claim activity

Other Details: You will receive a pre-employment assessment once you apply if you haven't previously taken one in the past 6 months. Once we have your completed assessment, we will review all your information and contact you about next steps. Be sure to check e-mail regularly for any status updates. To avoid emails from The Hartford being directed into spam, add www.Careers@TheHartford.com to your contacts. Apply online now!

Equal Opportunity Employer/Females/Minorities/Veterans/Disability/Sexual Orientation/Gender Identity or Expression

The Hartford does not provide sponsorship

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Job Function: P&C Claim Misc Supt Roles

Primary Location: United States-Illinois-Aurora

Schedule: Full-time

Job Level: Entry Level

Education Level: Associate's Degree (±13 years)

Job Type: Standard

Shift: Day Job

Employee Status: Regular

Overtime Status: Non-exempt

Travel: No

Job Posting: Sep 9, 2015, 3:04:25 PM

Remote Worker Option: No

Apply online at

<https://thehartford.taleo.net/careersection/2/jobdetail.ftl?job=1503051&src=JB-11900>

Grounds Laborer

Department: Operations

Location: SAFB, IL

Full Time/Part Time: Full Time

Position Hours: Monday-Friday 7AM-3:30PM

Position Requirements:

Responsible for grounds maintenance duties at Scott Air Force Base.

Mows, trims, edges and blows/sweeps grass using mowers, trimmers, edgers and blowers

May be assigned to plant sod, shrubs, flowers, trees and/or landscape materials like blocks, pavers and rocks

Pruning, raking, applying or removing mulch and watering

Expected to safely operate equipment and to help perform minor maintenance of filing fluids, greasing, cleaning, replacing string or sharpening blades.

Other requirements:

Must have a documented disability

Be 18 years or older

Pass criminal background checks.

Apply online at

<http://cuinc.hrmdirect.com/employment/view.php?req=290282&jbsrc=1014>

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Drywaller-Painter

A-1 Restoration - Elgin, IL

\$25 an hour

A well-established Property Restoration Company located in Elgin, is seeking a reliable, self-motivated, hard working individual to fill the role of Drywaller/Painter. In this position you will report to the Project Manager.

Responsibilities and Requirements:

- *Apply all safety rules and regulations and prevent work hazards
- *Able to read scopes to determine construction requirements and plan procedures
- *Be a team player and possess a positive attitude
- *Able to complete tasks with strict deadlines
- *Able to follow directions accurately, with attention to detail
- *Adaptable to varied situations and climate conditions
- *Keep complete and accurate job files and follow through on the projects with minimal supervision
- *Possess a professional manner with clients, employees and vendors
- *Must be computer literate, including working knowledge of mobile apps
- *5+ years of experience and skills required
- *You will be required to climb ladders and be at variable heights and pitches
- *Able to lift or physically move 80+ pounds of material or equipment
- *Be able to identify potential problems before they arise and determine or implement effective solutions to the problem
- *Ensure all materials, equipment and tools are ordered, delivered and accounted for
- *Experience in hanging drywall, finish taping, texture, interior/exterior painting, faux finish
- *Experience using an airless sprayer a plus
- *Willing to work on call, in emergency situations and weekends as needed
- *High School Diploma or equivalent required
- *Must have a valid driver's license and satisfactory driving record
- *Must be able to pass a Background Check and Drug Test

Competitive Salary and health benefits offered to the right candidate.

Job Type: Full-time

Salary: \$25.00 /hour

Local candidates only: Elgin, IL

Required experience: Required: 5 years

Required license or certification: Must Have Drivers License

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/A--1-Restoratiion/jobs/Drywaller-Painter-64f90bf48a280e9c?q=construction>

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Real Estate Specialist (Wireless)

NextGen Global Resources LLC - Chicago, IL

\$25 an hour

Telecom Experience neededOur client in Chicago is managing a large-scale small cell deployment and is seeking Network Real Estate Specialists for a 4+ year project. Network Real Estate Specialists will be responsible for the following:

Desktop management of Right-of-Way process
Desktop reviews & municipal research of site locations as well as "areas of interest"
Reviews/soft audits of jurisdictional requirements/documents for each site
Research municipalities to understand permitting process in each area
Working with and managing utilities and local vendors
Negotiating with utility companies or government boards
Managing process for adding site to existing pole in urban areas (utility/city owned street lights/etc) or new site build in more rural areas
Following and managing public utility process

REQUIRED EXPERIENCE:

Bachelor's Degree

Background in Commercial Real Estate, Paralegal experience OR Law Degree (J.D.)

Legal document review experience

MS Excel/Office and Database skills, knowledge of Google Earth is ideal

*Additional Preferred Experience: Experience with local municipalities/jurisdictions. Experience supporting local utility companies. Knowledge of Right of Way process. Knowledge of wireless/telecom industry

ESSENTIAL DUTIES AND RESPONSIBILITIES

Identifies land ownership from both company and public records
Researches, reviews, analyzes land titles; identify defects and outline curative
Secures civil permits necessary for the construction and maintenance of company facilities. Reviews, prepares, analyzes, interprets all Land and Right-of-Way related agreements, deeds, easements, leases, permits & licenses. Resolves encroachments, damage claims, landowner complaints and inquiries at a minimal cost to company
Other duties as assigned

Job Type: Contract

Required experience: site acquisition, negotiation, zoning, jurisdictions: 2 years

Required education: Bachelor's

Apply online at <http://www.indeed.com/cmp/NextGen-Global-Resources-LLC/jobs/Real-Estate-Specialist-6d6b093c11db6085?q=paralegal>

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Data Specialist

Date Posted: 9/10/2015

Job Number: 5124879

Category: External Affairs

Employment Type: Full-Time

Region: Downtown Chicago

Site Name: Fulton Administrative Office

Site Address: 600 W. Fulton Street., Suite 200
Chicago, IL

Position Summary

The Data Specialist is responsible for data collection and management activities for prevention and health promotion initiatives at ACCESS. The Data Specialist will also assist program and evaluation staff with monitoring program performance.

Duties and Responsibilities

- Ensure consent is documented for all participants per program procedures
- Follow correct procedures to ensure security and confidentiality of patient health information (PHI)
- Maintain orderly paper and electronic records for all program data
- Collect program data by administering surveys and/or abstracting information from electronic health records
- Perform electronic data entry (into MS Excel, REDCap, or similar software)
- Review data files for accuracy and completeness
- Follow up with program and health center staff to resolve inaccurate or missing data
- Assist program and evaluation staff with program monitoring by participating in data analysis and development of progress reports

Requirements

- At least one year of experience working in a health care setting or social service agency, or an Associate's degree in a health-related field
- Interest in community health and commitment to reducing health disparities
- Superior organizational skills and strong attention to detail
- Excellent data entry and data management skills (including proficiency in MS Excel)
- Good communication skills and ability to interact with diverse groups of patients, health center staff, and administrative team members
- Proficient in MS Office
- Ability to travel to various ACCESS health centers as needed
- Experience with electronic health records (especially Epic) preferred
- Experience and interest in program evaluation, human subjects research, and/or HIPAA compliance preferred

Position reports to the Manager of Evaluation.

ACCESS Community Health Network is an Equal Opportunity Employer.

Apply online at

<http://accesscommunityhealth.hodesiq.com/jobs/default.aspx?JobID=5124879>

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Call Centre service/stocker

VisonTag - Chicago, IL

Duties Include: Receive collateral documents for mortgage loans Review documents for accuracy and fulfillment of required fields and information; hold and track documents as custodian for customers Performs numeric and alphanumeric data entry functions from multiple document sources Operates a data entry terminal with speed and accuracy for a variety of data processing applications in a high volume operation Maintains filing systems and departmental records Performs other general clerical functions as required May involve cash handling

REQUIREMENTS: Loan and document review experience is preferred Knowledge and understanding of agency (FNMA, GNMA, FHLMC) certifications a plus Ability to key with 99% or better overall accuracy rate and process a high volume of data in a timely manner. Must be detail oriented and have basic reading, writing, and mathematical skills

Salary: \$26.00 /hour

Apply online at <http://www.indeed.com/cmp/VisonTag/jobs/Call-Centre-Service-Stocker-5fb7456f5aa95342?q=warehouse>

Crew Member/Shift Leader

Dunkin' Donuts - Chicago, IL

We are HIRING! HOURLY SALARY: \$10-\$14 per hour

As a Dunkin' Donuts Crew Member you are responsible for: * Greeting customers with a smile! Our crew members play an essential part in our customer's morning routine and mood! * Taking food and drink orders * Brewing and preparing various beverages * Maintaining fast, accurate service, and positive CUSTOMER SERVICE * Building relationships with customers! * Cash-handling and time management * Adapting and keeping pace with a fast-paced environment

Experienced Shift Leaders-Looking for CAREER minded leaders who can inspire teams with big smiles and big hearts, people who love to make customers happy and grow their career through delivering a fantastic experience for our customers.

LOCATION: 823 N. Western Chicago IL

Apply online at <http://www.indeed.com/cmp/Restaurant-HR-group/jobs/Crew-Member-Shift-Leader-51da88b30ed01a56>

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Maintenance/Janitor

Pilsen Wellness Center - Chicago, IL

Pilsen Wellness Center, Inc. is a community-based not-for-profit agency that provides culturally sensitive services to a multicultural population with limited financial resources.

The organization's mission has remained providing quality human services to economically disadvantaged children and families.

The agency is comprised of five divisions - Mental Health, Substance Abuse, Early Intervention, Youth Services and Education which are currently supported through 14 different locations.

We are seeking a full-time Maintenance/Janitor to join the Division of Substance Abuse site located at Cermak Rd and Kedzie in Chicago.

This individual will be responsible for the general upkeep and efficiency of interior and exterior building needs.

EDUCATION and/or EXPERIENCE

High school degree required. Experience in a similar role required.

Full-time employees of the agency will be eligible for medical/dental/life insurance as well as generous time off in the form of vacation, sick and holiday pay.

You would be joining a growing agency with opportunities for advancement.

In-house training and workshops in addition to the support of continuing education will be available.

Please visit pilsenwellnesscenter.org for more information!

EOE.

Apply online at <http://www.indeed.com/cmp/Pilsen-Wellness-Center/jobs/Maintenance-Janitor-9f7e89136f3ece80>

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Laborer (Seasonal)

ProEnergy Services - Chicago, IL

ProEnergy Services is currently hiring General/Manual Laborers for work throughout Illinois.

Candidates experienced with working outside in the heat and cold weather are preferred. The job consists of digging 2ft deep and 18 inches around utility poles to be treated. Takes approximately 7-10 minutes per pole.

Hours/Shift – 10 hours a day/6 days a week

Straight time pay - \$11.00

Over time pay - \$16.50

Prevailing wage pay - SOME JOBS PAY PREVAILING WAGE. THERE WILL BE NO OVERTIME ON THE PREVAILING WAGE JOB SITES BUT WAGES WILL BE SIGNIFICANTLY HIGHER.

Duration – Starting ASAP and will have plenty of work to last through October/November Hotel and transportation to and from the hotel will be provided throughout the entire job.

Hotel rooms will be 2 people per room.

You must have transportation to get to the office for training/orientation. From the office you will drive to a job site.

Job site's will vary daily/weekly you must have absolutely NO problems with traveling for work. Jobs will be located from Southern, IL to Chicago, IL.

We are looking for truly committed employees that can show up on time and want to get the job done. This is a seasonal job that can pick back up in the spring of 2016.

Job Type: Contract

Salary: \$11.00 /hour

Local candidates only: Chicago, IL

Required license or certification: Driver's License

Required education: High school or equivalent

Apply online at <http://www.indeed.com/cmp/ProEnergy-Services/jobs/Laborer-d9b14c35a00a209d>

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FT Ambassador Front Office (Job Number: HOT01YU1)

Work Locations: Waldorf Astoria Chicago 11 East Walton Chicago 60611

The Ambassador position will be directly responsible for the guest's arrival and departure experience in addition to any operational needs as it relates to the specific guest's requests, recommendations and touches including working in the front office, be

What will it be like to work for this Hilton Worldwide Brand?

What began with the world's most iconic hotel is now the world's most iconic portfolio of hotels. In exceptional destinations around the globe, Waldorf Astoria Hotels & Resorts reflect the culture and history of their extraordinary locations, as well as the rich legacy of Waldorf Astoria. Simply stated, Waldorf Astoria embodies timeless elegance.

We are bringing that legacy to life every day, with fresh, modern expressions of the essence of Waldorf Astoria. We are providing guests the exceptional environments and the personalized attention that are the source of those unforgettable moments that create a singular experience.

Waldorf Astoria Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you understand the value of providing guests with an exceptional environment and personalized attention, you may be just the person we are looking for to work as a Team Member with Waldorf Astoria Hotels & Resorts.

EOE/AA/Disabled/Veterans

Job: Guest Services
Schedule: Full-time
Brand: Waldorf Astoria Hotels & Resorts
Shift: Full Availability
Job Level: Team Member

Apply online at

https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=611368&src=JB-11960

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Medical Social Worker (LCSW)

Greatland Home Health - Chicago, IL

As a Medical Social Worker with Greatland Home Health Services, you will ensure that our clients feel holistically cared for right in their homes. That's because you'll address their every need, working collaboratively with our highly skilled team of home health clinicians. We ensure you'll have the opportunity to take time with your clients and cultivate strong relationships when you join our team. In this highly valued position, you'll advocate for our clients every step of the way, and make a difference that lasts a lifetime. We are seeking a qualified Medical Social Worker who is client-focused, flexible and ready to be accountable for delivering the highest quality care. You'll have excellent communication skills and take your time listening to best understand our clients' psychological, social and physical needs. Most of all, the relationships you build in the Medical Social Worker role will exemplify Greatland as you put the client at the forefront of all that you do.

Requirements:

Evaluate client needs and implement appropriate interventions with home health team in their home. Complete physical, psychological, emotional and environmental reviews of clients in order to provide appropriate, timely interventions to optimize care. Develop plan of action with client based on identified needs and recommend and/or coordinate interventions that may include information, education, resources and referrals. Work collaboratively with all staff to ensure appropriate intervention implementation with advocacy organizations and healthcare facilities. Manage and maintain all assessment data. Comply with all reporting requirements.

Qualifications: Master's of Social Work is required from a school accredited by the Council on Social Work Education. Licensed Clinical Social Worker licensure/certification by the State of Illinois. Minimum of two (2) years social service experience in a health-care setting. Experience as a social worker with acutely ill clients and their families strongly preferred. Ability to travel per job requirements.

Greatland is an Affirmative Action/Equal Opportunity Employer.

Required experience: Social Service in Health Care: 2 years

Required license or certification: LCSW

Required education: Master's

Apply online at http://www.indeed.com/cmp/Greatland-Home-Health/jobs/Medical-Social-Worker-1088fd862c01cb8f?sjdu=QwrRXKrqZ3CNX5W-O9jEvbIz9WNS0a2CaZUdGYDNxfvchrdQqDHUvC02dXV-Ja4OPHJqiUVqYigyWzjImgoJkno4HhFG6JL09877s9ZZ_Vw

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Life Coach/Companion

Teamwork. Integrity. Excellence. We are Aspire. Voted as one of the 'Best and Brightest Companies to work for in Chicago' in 2015, we know that Together, We're Better!

Aspire was founded in 1960 and is recognized as a leader in providing bold, pioneering, and uncompromising services to kids and adults with developmental disabilities, their families and the community through our four enterprises: Aspire Kids, Aspire Living, Aspire Careers and Aspire CoffeeWorks.

We are one of the most innovative human service non-profits in the Midwest with an incredibly talented and dedicated team of more than 200 that serves nearly 1,000 kids and adults every year, and that number is growing fast.

We also offer competitive salaries, a comprehensive benefit package, a robust employee wellness program and a fun and engaging work environment.

As a Life on My Own Life Coach/Companion, you will be responsible for developing and fostering a supportive home environment dedicated to helping young adults with developmental disabilities gain the essential skills to become independent and prosper on their own. This position requires living in a fully furnished apartment with the young adult(s). Work closely with a dynamic team to provide hands on training and 1:1 support within the home. Support staff will be on hand within the home to provide you with ample free time for personal activities. We are seeking an individual that can commit to living and working with the client(s) for at least a year. The Life Coach/Companion will be eligible for reassignment after program's completion.

Qualifications: Bachelor's Degree in a Human Services or related field. 1+ years tutoring/teaching background; experience with ID/DD desired. Adaptive, process oriented, and able to flourish in a team environment.

Position Benefits: Rent and utilities included in exchange for being present overnight up to 6 days/week for emergency assistance. Monthly CTA/Metra pass provided.

Hours: Full Time and Part Time opportunities

Interested candidates should apply at
<https://home.eease.adp.com/recruit2/?id=14625471&t=1>.

Aspire is an Equal Opportunity Employer

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 09/17/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-10-83875

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and office support functions for the Bureau; serves as facility contact to CMS Call Center; utilizes computer word processing programs; types complex correspondence, reports and other information from handwritten hard copy; answers and screens telephone calls; receives, screens and forwards incoming mail; maintains calendar and makes travel arrangements for Bureau Chief; maintains bureau filing system and serves as bureau timekeeper.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Business Services, 401 S. Clinton, Chicago, IL 60607

Please submit applications to: Bureau of Employee Services
Kelly Kindred
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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Job Title: State Police Evidence Technician II
Agency: State Police
Closing Date/Time: Mon. 09/21/15 5:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 21-31-ISP15-049

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives Forensic Latent Print cases from law enforcement agencies; enters case data into an evidence tracking computer; provides assistance in the preparation of reagents and equipment used in latent print analyses; cleans/calibrates instruments. Performs evidence handling procedures associated with latent print evidence examination such as receiving, storing, distributing, collecting and returning latent print evidence to law enforcement agencies; testifies in court as to chain of custody and/or any matters concerning evidence examination for which he or she has performed.

Minimum Requirements:

Requires the knowledge, skills, and mental development equivalent to the completion of two years of college, preferably concentrating in one of the physical or biological sciences supplemented with at least one year of experience in a position related to evidence and/or sample handling and tracking processes; or completion of three years of college, preferably in one of the physical or biological sciences.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30am to 5:00pm, Monday through Friday
WORK LOCATION: Illinois State Police, 515 East Woodruff Road, Joliet, Illinois
AGENCY CONTACT: Lloyd Peterson
Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277, Springfield, IL 62794 PHONE: 217-557-6015

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: Food Service Supervisor Room 500

Department: Room500 Dining Room

Shift: 1st

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

Job Number: 2015-2047

Position Highlights:

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

Position Qualifications:

Associate Degree in Food Service or a high diploma and a minimum of three years experience in a supervisory capacity in foodservice operations (retail, business, and healthcare).

Illinois Department of Public Health and City of Chicago Sanitation Certification required within Nine months of hire.

Experience as a Sous/Executive Sous Chef preferred

Competent in preparation of spreadsheets, data bases, word processing.

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

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

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=20150910134829&

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Job Title: Patient Care Navigator-Medical Home Network

Department: MHN NAVIGATION SUPPORT

Shift: 1st

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

Job Number: 2015-2020

Position Highlights:

Reporting to the Associate Director of Population Health, become a key member of an interprofessional team (Navigator, LCSW, RN) to provide care coordination to patients and families within our Network

Assists the Rush Medical Home Network team by providing outreach efforts to patients currently receiving care coordination services.

Will utilize the established model of case management

Position Responsibilities:

Monitor Medical Home Network (MHN) portal for list of referrals

Gather required documents; prepare and deliver correspondence/medical records to referring agencies/primary care providers

Connect patient and Medical Home to needed community-based services and assist patients in utilizing healthcare services

Serve as a trained health coach to patients (Rush will provide motivational interviewing training) Collaborate with Team to develop the patient's individualized care plan and to identify barriers to adherence

Acts as a liaison to multiple departments, agencies and provider offices.

Position Qualifications:

High school diploma or equivalent required. At least three years of experience in a medical office/ambulatory environment required. One to three years of experience with electronic medical records required . Ability to multi-task, be self-motivated and work effectively independently and as part of a team required. Certified Medical Assistant (CMA) and knowledge of the needs of highly complex patients preferred.

Bilingual English/Spanish a plus

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Bell Captain (Part-Time)

Job ID:HOT01WWA

Location Name: The Palmer House Hilton

Location Address: 17 East Monroe Street, Chicago, IL, 60603

Full/Part Time: Part-time

A Bell Captain with Hilton Hotels and Resorts is responsible for supervising Bellpersons, transferring and storing guest luggage and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Bell Captain you would be responsible for supervising Bellpersons, transferring and storing guest luggage and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Greet and escort arriving and departing guests to and from their accommodations

Retrieve and transport guest luggage

Inspect guest rooms and acquaint guests with these rooms and their features

Respond to guest inquiries and requests in a timely, friendly and efficient manner

Organize and store luggage, as needed, according to guidelines

Supervise, monitor and develop team member performance to include, but not limited to, providing supervision, scheduling, conducting counseling and evaluations and delivering recognition and reward

Recruit, interview and train team members

Ensure team members have current knowledge of hotel products, services, facilities, events, pricing and policies and knowledge of the local area and events

Assist in the maintenance, appearance and functionality of equipment

EOE/AA/Disabled/Veterans

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/bell-captain-part-time-job-chicago-illinois-5756769?cntry=united-states>

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Job Title: Recruiter Sr. Human Resources Consultant *

Department: Recruitment Services

Shift: 1st

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

Job Number: 2015-2170

This individual will be an integral part of the Talent Acquisition team and will be instrumental in providing high quality candidates to fill hiring needs by implementing targeted sourcing initiatives, leveraging social networking, and other recruitment tools with sense of urgency, enhancing the hiring manager and candidate/customer experience. The incumbent will perform the full lifecycle recruitment process while building and maintaining excellent relationships with hiring managers, candidates, and the Rush community at large.

Qualifications:

Bachelor's degree required. Minimum 3-5+ years full lifecycle recruitment experience required. Healthcare or clinical recruitment experience is ideal.

Knowledge of advanced internet searching/sourcing skills required, including social media sourcing techniques, networking, leveraging referrals, and ability to develop sourcing strategies for various roles. Experience with applicant tracking systems.

Proven track record of successfully working in an environment with a high focus on continuous improvement and data integrity.

Proven ability to work in a fast-paced environment and manage multiple searches (high volume recruitment) and projects simultaneously.

Team oriented with a sense of urgency and motivation; problem solver and ability to work independently.

Proven capacity to be self-motivated and self-directed combined with strong business acumen. Strong client management expertise with experience building and cultivating relationships.

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Assistant Server - Kitty O'Sheas (Full-Time)

Job ID:HOT01YOK

Location Name: Hilton Chicago and Towers

Location Address: 720 South Michigan Ave, Chicago, IL, 60605

Full/Part Time: Full-time

A Busperson with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc. Ensure tableware is in good and working condition and report any defects for repair. Stock, maintain and clean designated food station(s) Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.

Retrieve and transport dirty tableware to dishwashing area

Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

EOE/AA/Disabled/Veterans

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/assistant-server-kitty-osheas-full-time-job-chicago-illinois-5801976?cntry=united-states>

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Job Title: Web Developer - Rush Medical College*

Department: RMC OMSP Administration

Shift: 1st

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

Job Number: 2015-1478

Position Highlights: The Web Developer designs, implements, and maintains all web applications for Rush Medical College (RMC). The Web Developer oversees and develops initiatives relating to the design and implementation of the strategic direction of web-based technology. The Web Developer collaborates with RMC administration, staff, faculty and students and assumes the day-to-day responsibilities of enhancing and troubleshooting all web applications and technology used by RMC. The main focus of the Web Developer is Entrada, a comprehensive application which provides academic curriculum support and delivery. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills and Abilities:

Bachelor's degree in Computer Science or related computer technology required; Master's degree preferred.

A minimum of two years of professional PHP software development is required.

Experience in web development using the PHP Zend framework (or something similar), CSS, Twitter Bootstrap, JavaScript, JQuery, and AJAX.

Experience in setting up and maintaining a MySQL and MS SQL database server, designing and querying data using SQL commands.

Working knowledge of the setup and maintenance of server operating systems such as Linux.

Experience in the creation and manipulation of computer graphics.

Familiarity with Mac OS X.

Knowledgeable in Git or version control systems.

Knowledgeable in xAPI (TinCan API).

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