



**Job Title: Accountant Advanced**

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11550

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting; two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to: evaluate more difficult accounting problems and analyze and interpret complex accounting records and reports; prepare complete and accurate accounting or auditing records and reports; determine violations and non-compliance with law; explain and interpret significant irregularities and to use a personal computer with related software applications.

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

Office Hours: 8:30 am - 5:00 pm

Work location: Central Office  
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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Administrative Assistant I - Opt C1**

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: RCRA 11552

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with course work in Business, Public or Personnel Administration or Social Sciences. Requires one year of progressively responsible experience in a public or private organization; working knowledge of Equal Employment Opportunity/Affirmative Action; rules, regulations and guidelines relevant to individuals with disabilities and limitations under ADA and 504. Requires ability to perform program studies and prepare reports and recommendations; develop and maintain working relationships and ability to use personal computer with associated software packages such as word processing, database management and electronic mail; ability to communicate effectively both orally and in writing; ability to speak and write Spanish at a colloquial skill level.

**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](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 C1 - Dept Employment Security

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**Job Title: Administrative Assistant II - Opt C1**

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: RCRA 11553

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college. Requires two years of professional experience in a public or private organization, preferably with a background in law and/or law specific to Unemployment Insurance. Prefers knowledge of IDES policies and procedures and experience with IDES Appeals hearings rules, processes and procedures; ability to: effectively communicate with others verbally and in written form; perform analysis of Appeals data and trending studies by utilizing excel, power point and access database to prepare reports and recommendations; develop and maintain working relationships; use a personal computer with associated software packages, specifically including Microsoft Office Suite (Word, Excel, Access, and Power Point) and MS Outlook. Prefers knowledge of legal terminology and concepts; and of the content, organization, and format of UI Appeals legal documents and correspondence.

**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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: Kankakee Investigations 2014

**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. Must be able to speak and write Spanish at a colloquial skill level. 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: Mon-Fri 830a-5p  
Vacancies are located at: 505 S. Schuyler Kankakee, IL 60901

Contact: LORA BUSSE-FLECK  
NORTHERN REGION 8 E. GALENA BOULEVARD AURORA, ILLINOIS 60506  
FAX: (630) 801-3530

**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 SS - Spanish Speaking

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**Activities Assistant - Resurrection Nursing and Rehabilitation**

Facility Presence Resurrection Nursing and Rehabilitation Center

Department ACTIVITIES

Schedule Casual/ Part-time (no benefits)

Shift Day shift - Hours 8:00 am - 4:30 pm

Location Park Ridge, IL

Req Number 135321

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

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=100185>

**CAFETERIA WORKER**

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC FOOD & NUTRIT SER

Schedule Casual/ Part-time (no benefits)

Shift Day/PM rotation - Hours Shift Varies

Req Number 135760

**Job Details**

Calculate purchases and accept various forms of payment. Clean dining area.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Ring up cafeteria purchases and accept payments. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation. Verify cafeteria deposits after closing register. Clean dining area. Train staff and assist with developmental issues

**Education and/or Experience**

High school diploma or GED preferred. 3-6 months previous experience required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029624>

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## **ASSISTANT MANAGER PATIENT CARE**

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC 5W ONCOLOGY

Schedule Full-time

Shift 12 Hr. Shifts

Hours 7-7p

Location Joliet, IL

Req Number 134521

Job Details Assistant Manager - Patient Care

### **SUMMARY**

The Assistant Manager of Patient care supports the Manager of Patient Care in overseeing the plan of care for patients and in ensuring the delivery of high quality patient/family focused care according to established Medical center policies and procedures. In addition to collaborating with other hospital services, medical staff and administration to ensure that quality patient care is delivered and desired outcomes are measured and obtained.

### **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**

Bachelors Degree in Nursing Required

2 year of clinical experience in the same or similar clinical setting that incumbent would supervise

#### **Computer Skills**

Knowledge of Meditech, Kronos Payroll System and Microsoft Office

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

Various Unit-Based Certifications (i.e. ACLS, PALS)

Current Licensure as an RN in the State of Illinois

Current CPR Certification

EOE of Minorities/Females/Vets/Disability

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## **ASSISTANT TEACHER**

Facility Presence Holy Family Medical Center  
Department CHILD CARE CENTER  
Schedule Part-time (benefits eligible)  
Shift 4 hour shift  
Hours Monday - Friday 2:00 pm-6:00pm  
Location Des Plaines, IL  
Req Number 135920

Job Details Under general supervision assists the Teacher to provide developmental care and supervision to children enrolled in the child care center.

Learning experiences shall be provided to foster the intellectual, emotional, social, and physical development of children within a safe, healthy learning environment.

The teacher will plan and implement age appropriate curriculum and establish and maintain supportive relationships with children and parents.

## **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**

Prefer Child Development Associate, Associate Degree in Early Childhood Education or 30 semester hours w/ six credits in ECE. Minimum of high school diploma will also be accepted.

### **Computer Skills**

Must be proficient in the use of Microsoft word, Excel and Outlook.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029525>

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### **CARE COORDINATOR**

Facility Presence Covenant Medical Center  
Department PCMC UR/CARE MANAGEMENT  
Schedule Full-time  
Shift PM shift  
Hours Mon-Fri 1400-2230  
Location Urbana, IL  
Req Number 135495

Job Details Performs as an integral part of the inter disciplinary team to effectively ensure optimal outcomes and length of stay efficiency. Utilization management of the Medicare patients. Identification of actual or potential quality/risk indicators in compliance with regulations and organizational goals. Discharge planning of these patients. Considers payer requirements and responds accordingly to avoid adverse financial consequences.

Education and Experience: High School graduation or G.E.D. required. RN, BSN preferred. Minimum of 5 years clinical experience as an RN required. State of Illinois licensure as a Registered Nurse required. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029415>

### **CNA/UNIT SECRETARY**

Facility Presence Saint Joseph Hospital - Elgin  
Department PSJH PROG CARE UNIT  
Schedule Part-time (benefits eligible)  
Shift Day shift - Hours 0700-1530  
Location Elgin, IL  
Req Number 132657

Responsibilities: Performs various direct patient care activities under the supervision of a Registered Nurse. Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures. We prefer candidates with Unit Clerk experience.

Qualifications: We are looking for energetic team players join our staff. This position requires someone with excellent communication skills, patient service skills, and most importantly someone who truly has compassion for all people. Previous Hospital C.N.A. experience STRONGLY preferred. Illinois C.N.A. Certification required. CPR/BLS required. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=572720>

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**Cash Application Rep I - Bolingbrook, IL**

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours 8:00 am - 4:30 pm

Location Chicago, IL

Req Number 133850

**Job Details**

This position is located in our Bolingbrook, IL Office location.

**SUMMARY:**

Post daily bank deposits, lock box deposits, perform data input for all payments and adjustments onto appropriate patient accounts.

**QUALIFICATIONS:**

High school diploma or equivalent.

Six months of experience in hospital billing.

Basic computer experience.

Strong customer service skills.

Excellent verbal and written communication skills (ability to communicate clearly and professionally).

Excellent interpersonal skills.

Able to work in a fast paced environment.

**PREFERRED QUALIFICATIONS:**

Microsoft Office, EPIC, McKesson and Meditech patient accounting system experience.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=231134>

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### **CENTRAL INTAKE RN**

Facility Presence Home Care - Chicago  
Department INTAKE & SCHEDULING-HOMECARE  
Schedule Full-time  
Shift Day shift  
Hours 8 am to 5 pm  
Location Chicago, IL  
Req Number 135335

Job Details: The Intake Nurse receives and processes initial patient referral information for Presence Homecare Services, coordinating with physician offices, emergency department, other healthcare facilities, and other ancillary areas. Utilizes the nursing process (assess, plan, implement and evaluate) and management process (plan, organize, direct and control) to provide a framework for decision-making. Maintains confidentiality of information. Actively supports organizational goals and objectives by providing needed information to divisions and departments. Adheres to the mission, values and philosophy of Presence Health. This position is located at our corporate office in Des Plaines.

Qualifications: Current IL RN License; 3 years of Nursing experience is required Homecare experience is preferred. EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=100191>

### **Lillie's Q Hiring ALL Positions!**

Lillie's Q, 1856 W North Ave., Chicago, IL Wicker Park, Bucktown

#### **Job Description**

The award-winning barbeque restaurant Lillie's Q is looking for front of the house and back of the house positions. Lillie's Q has been open for 4 1/2 years and is constantly getting exposure in the news (most recently our sauces were featured on Good Morning America as well as in Men's Health and Esquire magazines). We recently opened our 4th location in California with deals for new locations on the table. We believe in promoting from within the company so there is always the opportunity for growth if your work ethic proves you to be the right fit. We are looking for energetic employees who know how to work hard and take initiative on the job. Full-time or part-time is acceptable, but you MUST be available to work Friday-Sunday.

Requirements & Skills: Must be able to work weekends

Apply online at <http://www.shiftgig.com/job/chicago/il/server-job-openings-at-lillies-q-9483895>

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### **Associate Dean for Finance and Administration**

College of Dentistry  
University of Illinois at Chicago

The College of Dentistry, Office of the Dean, at the University of Illinois at Chicago is seeking a strategic partner with the ability to work in a diverse educational and clinical environment with experience in change management to fill the full time position of Associate Dean for Finance and Administration.

The Associate Dean serves as the Dean's Chief Financial Officer providing leadership and strategic planning for the administrative and financial operations of the College. As a member of the Dean's Senior Leadership Team, the Associate Dean will serve as a strategic partner in establishing best practices in all of the College's enterprises. The Associate Dean is responsible for the oversight of the administrative operations, financial, business, clinical revenue, information technology and human resources functions and services, and the systems that support those functions and services. The Associate Dean is responsible for total budget development and controls, financial analysis, planning, financial strategy, internal and external reporting, and contract negotiations. The College of Dentistry has an all-funds budget of approximately \$44M; approximately 80% of these expenditures are personnel related and a clinical budget of \$16M.

Minimum qualifications include Master's Degree in Business, Finance, Healthcare or a related field (DDS, DMD, MD, DO, RN or PhD preferred or related health professions degree). Minimum of five years administrative/management experience with emphasis on budgeting/planning, business/financial management and financial analysis. Experience in a healthcare setting is highly preferred. Proven competence in fund accounting, system analysis, and University/College/Clinical financial and business policies and procedures preferred; excellent communication skills (written and verbal) required.

The ideal candidate has a rich background in the clinical and business financial operations of a health organization, is visionary, demonstrates the ability to deconstruct complex issues and provide creative solutions, has a deep commitment to inclusion and ethical values, builds strong relationships with a variety of partners, and has the ability to communicate technical information to a non-technical audience.

For fullest consideration, submit cover letter, resume, and name/contact information of three references by February 21, 2015 to <https://jobs.uic.edu/job-board/job-details?jobID=48892>.

The University of Illinois at Chicago is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply.

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### **Administrative Assistant**

Winters, Tom - XL Marketing Group Inc.  
1019 Noel Ave., Wheeling, IL

#### Job Description

Administrative Assistant needed to provide fiscal and clerical support for the programs of the Illinois Center for Coal and Energy Research.

Responsibilities for this position include purchasing, accounts payable, travel approvals, reservations, reimbursements, and general office support such as correspondence, copying and filing, and other tasks as assigned.

#### Minimum Qualifications

Administrative and/or fiscal work experience in an academic or professional office environment; experience with accounting systems, purchasing, and/or accounts payable; experience with records management; working knowledge of software such as MS Word, Excel, and Outlook; experience working with travel arrangements such as making hotel reservations and purchasing airline tickets; ability to draft correspondence and write grammatically; ability to communicate clearly by telephone or email.

#### Preferred Qualification

Associate's degree in office administration, accounting, or equivalent; work experience as financial bookkeeper/accountant; understanding of basic accounting principles and controls; experience with Quickbooks and VT financial and HR systems; understanding of VT financial and travel policies and procedures.

#### Special Requirements

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## **Postal Service Sales Associate**

CAREERS WITH USPS

Chicago, IL

Job ID: 9399643

Job Type: Full Time

Shift Type: Morning, Afternoon

Compensation: COMPENSATION: Salary: \$46,950- \$57,000 Hourly:\$14.60-\$24.70

Experience: No Experience

### POSITION SUMMARY:

Mail Service Clerk for a USPS Postal Branch.

United States Postal Service and Exam Support ensures all knowledge of all policies and USPS regulations are adhered to.

POSITION SCHEDULED: (Full-Time)

COMPENSATION:

Salary: \$46,950- \$57,000

Hourly:\$14.60-\$24.70

### PREFERRED QUALIFICATIONS:

(No previous work experience with USPS required.)

- Effective communications and customer service skills.
- Knowledge of US Postal Regulations & procedures.
- Ability to lift up to 50 lbs.

### POSITION RESPONSIBILITIES: (Training will be provided)

- Oversees responsibilities of Receiving & Mail Coordinators.
- Manages interoffice and regular mail.
- Provides customer service to all departments.
- Operation of mailroom service window.
- Maintain accurate postal records

Apply online at <http://www.shiftgig.com/job/chicago/il/customer-service-representative-job-openings-at-careers-usps-9399643>

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### **CERTIFIED NURSE ASSISTANT**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC 8W MEDICAL  
Schedule Part-time (benefits eligible)  
Shift 12 Hr. Shifts  
Hours 7am to 7pm  
Location Joliet, IL  
Req Number 134663

#### Job Details

CERTIFIED NURSE ASSISTANT  
PART-TIME (7AM - 7PM)  
8W MEDICAL  
PRESENCE SAINT JOSEPH MEDICAL CENTER

Performs various direct patient care activities under the supervision of a Registered Nurse.

Performs EKG's, draws blood, and assists with diagnostic tests and clinical procedures in accordance with level of training and departmental procedures.

#### Education and/or Experience

High School Diploma or GED

Knowledge of Microsoft Word and Excel

#### Certificates, Licenses, Registrations

Certified Nurse Assistant Program certification

CPR Certification

EOE of Minorities/Females/Vets/Disability

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## **CASHIER**

Facility Presence Resurrection Medical Center  
Department FOOD SERVICES  
Location Chicago, IL  
Req Number 134875  
Status: Part-Time, benefits eligible  
Shift: Day shift  
Weekends: Rotating  
Work Hours: 4:00pm - 8:00pm  
On Call: No

*Location: Presence Resurrection Medical Center  
7435 West Talcott Avenue  
Chicago, IL 60631*

### Summary:

Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift.

### Essential Duties include:

- Maintains knowledge of cash handling policies and adheres to them. Knows the price of food items and accurately rings up customers ensuring charges are reconciled to the appropriate department. Monitors the cash register and quickly rings up the customer.
- Prepares, serves, and stores food in a safe and sanitary manner ensuring all sanitation policies and procedures are followed in accordance with the HACCP principles.
- Restocks and cleans all items in their service area throughout the shift.

### 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 equivalent
- 1-3 years security communication or call center experience preferred

EOE of Minorities/Females/Vets/Disability

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**Job Title: Deputy Inspector General**

Agency: Executive Inspector General \*

Salary: \$4,167.00 - \$7,917.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 101

Minimum Requirements: • graduation from an accredited law school and licensure to practice law in the State of Illinois; • minimum of five years of experience as an attorney, including experience addressing ethical, criminal or employment issues or equivalent experience; • minimum of four years of prior progressive supervisory experience is desirable; • ability to effectively lead, coach, and develop an investigations team toward achieving results is desirable; • excellent interpersonal, analytical, research, writing, organizational, presentation, and communication skills; • demonstrated ability to manage multiple concurrent projects; • high ethical standards and ability to work with sensitive and confidential materials; • ability to exercise independent judgment and make sound business and legal decisions effectively; • valid driver's license and ability to travel in the course of work, including overnight travel; • ability to deal with ambiguous situations and issues; • flexibility to work independently as well as in a team environment; and • demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) and internet applications.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington St., Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

**How to Apply:**

Applicants should select the employment tab on our website at

[www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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**Job Title: Human Services Caseworker**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

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

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### **Driver Merchandiser Relief**

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV045379

Full or Part Time : Regular Employee FT

### POSITION DESCRIPTION

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

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

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-chicago-illinois-job-1-5059992>

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**Maintenance Supervisor, Sparkling Production, Niles, IL**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 29539

Full or Part Time : Regular Employee FT

**POSITION DESCRIPTION**

Responsible for first line supervision for mechanics and electricians who maintain equipment within the production facility. Assists in establishing methods, controls and standards for the actual execution of maintenance work.

- Staff, train, supervise, evaluate and develop team members.
- Maintain equipment to ensure line efficiencies, improve key performance indicators and to eliminate down time.
  
- Service and repair equipment on a continual basis, adhering to established preventative maintenance schedule.
- Ensure that working conditions are safe at all times.
- Maintain safe work environment by holding regular safety meetings to communicate safety awareness and policies.
  
- Manage within labor and OPEX budget.
- Maintain an accurate parts inventory at all times.
- Ensure compliance with good manufacturing practices and safety standards.
- Create, plan and execute preventative maintenance programs.
  
- High school diploma or GED required.
- Bachelor's Degree preferred.
- 2+ years of manufacturing equipment related experience required.
- Prior supervisory experience preferred.
- Strong technical knowledge of manufacturing environment and high-speed production equipment.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-supervisor-sparkling-production-niles-il-niles-illinois-job-1-5057871>

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### **Merchandiser Full Time-Alsip**

Talent Area : Merchandising/Merchandiser

Location : Alsip, IL, USA

Requisition Number : HV045543

Full or Part Time : Regular Employee FT

#### **POSITION DESCRIPTION**

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

#### **Minimum Qualifications/Eligibility Requirements**

Must be 18 years of age.

Must be eligible to work in the United States.

Must have a valid driver's license.

Must have current vehicle liability insurance.

Must have a driving record with no major moving violations in the last three (3) years.\*

Must provide and maintain a personal vehicle for use during employee working hours.

#### **Preferred Qualifications**

1 year experience working in replenishment or as Merchandiser.

1 year experience working in grocery, retail, consumer goods, warehousing, or related field.

1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.

1 year experience working with manual or powered pallet jacks.

Straddle stacker certification.

Powered pallet jack certification.

1 year experience working under little or no supervision.

1 year of college coursework in business, marketing, communication, or related area.

\*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-alsip-illinois-job-1-5054978>

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