



Full Service Delivery Driver - Class A required / Coca Cola

Talent Area: Transportation/Driver

Location: Chicago, IL, USA

Requisition Number: HV024434

Full or Part Time: Regular Employee FT

Position Description

Responsible for delivering product and filling vending machines at all points of availability within established accounts. Collects and is accountable for money.

- Check accuracy and stability of the load.
- Deliver product and fill vending equipment.
- Restock machine to proper level, maintaining accurate in stock levels.

- Invoice and collect monies.
- Secure company assets.
- Maintain machine cleanliness appearance, and all appropriate Point of Sales.
- 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.
- Ability to count and secure cash required.
- 1+ years of commercial driving experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Customer service and cash handling experience preferred.

- Ability to operate a two or four wheeled hand-truck.
- Mechanical/electronic troubleshooting skills.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.

- Valid Class B CDL for straight trucks.
- Class A CDL for combination trucks.
- Driving record within MVR policy guidelines.
- Credit history within the Applicant Background Verification policy guidelines.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/full-service-delivery-driver-class-a-required-chicago-illinois-job-1-4199839>

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Market Development Manager - Alsip

Talent Area: Sales

Location: Alsip, IL, USA

Requisition Number: HV024283

Full or Part Time: Regular Employee FT

1. Execute and close sales calls, focused on value-added selling activities in specified accounts. - Execute Looks of Success in outlets, sell and implement campaigns, and sell promotional programming. - Manage appropriate store inventory levels.
 - Support contract renewal negotiations as requested. - Generate IRR analysis.
 - Develop customer relationships. - Review business results with customers.
 - Ensure assets meet minimum performance requirements and develop a plan of action for those assets generating zero or low volume. - Establish and achieve equipment placement goals - Tracks daily, weekly and monthly call activity and performance measurements against assigned goals and expectations.
 - Manage all assigned Customer Support Tickets through to closure.
2. [AMOP function] - In connection with an Order Replenishment sales call,
 - Ensure account meets Company merchandising standards, - Determine stores' product needs, - Place and transmit appropriate order in conjunction with existing geographic sales routes - Sell in incremental displays and equipment placements;
 - Sell in promotional programs and - Ensure customer compliance.
3. Communicate account and market knowledge to Sales Center, to include information on new customers.
4. Assure account and customer standards are met, including assuring proper POS is executed and proper maintenance of company assets.
5. Check for proper company standards in product rotation.
6. Resolve customer inquiries, including researching and closing Customer Service Tickets.
7. Transport, replace and maintain Point of Sale advertising as appropriate for account.
8. Periodic lifting of 50+ pounds, bending, reaching, kneeling.
9. Business Development Function
 - Acquire specific number of accounts based on assigned territory opportunity - Set up new accounts with channel LOS - Qualify accounts to determine opportunity and investment levels

Required - High School - GED or Diploma - 1+ years general sales experience

Preferred - Bachelor's Degree

- 2+ years sales and customer service specific experience

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/market-development-manager-alsip-alsip-illinois-job-1-4187344>

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Customer Solutions Director-Central

Talent Area : Customer Service Operations

Location : Chicago, IL, USA

Other Location : TX92 - Dallas, TX (Centura Towers)

Requisition Number : 00018913

Full or Part Time : Regular Employee FT

Position Description: This position can be based in Chicago, Dallas or Minneapolis. Partial relocation assistance available. The Customer Solutions Director will serve as the supply chain point of contact for Supervalu/ Giant Eagle/ Hy-Vee/ Schnuck's accounts supporting all routes to market.

This position is responsible for the development & execution of joint customer and Coca-Cola initiatives to improve efficiencies, effectiveness and customer service. Additionally, this position will collaborate with CCR sales teams, key business operations and independent bottlers to:

- Drive customer satisfaction
- Develop supply chain strategies to support Joint Business Plan (JBP)
- Effectively launch new products and execute promotions
- Steward customer service scorecards to customers
- Identify and address systemic service issues
- Implement electronic order-to-cash capabilities (e.g., EDI, ASN)
- Engage customers in Product Availability Program to use scan data for improving on-shelf availability
- Implement joint initiatives that support Coca-Cola's sustainability goals
- Realize productivity savings for CCR's Product Supply organization

Required Education/Experience:

- Bachelors degree or equivalent
- 5 years (Strong background in all aspects of supply chain management is required. Strong account management and collaborative selling & leadership through influencing)
- 3 years (supply chain metrics, lean / CI, Six-Sigma, process improvement, collaborative selling, negotiation, project management, portfolio management, performance reporting, beverage industry with some exposure to warehouse delivery and DSD)

Preferred Education/Experience

- MBA or equivalent:
- 7+years (Strong background in all aspects of supply chain management is required. Strong account management and collaborative selling & leadership through influencing)
- 5+ years (supply chain metrics, lean / CI, Six-Sigma, process improvement, collaborative selling, negotiation, project management, portfolio management, performance reporting, beverage industry with some exposure to warehouse delivery and DSD)

PLEASE SUBMIT RESUMES IN MS WORD OR PDF FORMAT

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/customer-solutions-director-central-chicago-illinois-job-1-4183077>

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Field Recruiter - Niles, Illinois

Talent Area : Human Resources

Location : Niles, IL, USA

Requisition Number : 00018907

Full or Part Time : Regular Employee FT

Position Description

Coaches and trains Hiring Managers and other stakeholders regarding staffing process to drive consistent candidate selection methods. Sets expectations for all stake holders in the hiring process; gains agreement on schedules and responsibilities.

Manages Applicant Tracking requirement and related documentation to ensure compliance with government regulations and reduce risk to company.

Effectively manages the candidate experience for assigned territory.

Understands market trends and employment conditions within their assigned territory.

Bachelors Degree Required or equivalent experience required

Minimum of three years full cycle recruiting experience required

Minimum one year managing multiple clients

Experience managing multiple stakeholders and candidates in a high volume, fast paced environment

Experience sourcing, screening and assessing candidate qualifications,

Experience researching local industry/employment market to drive recruiting process

Experience with recruiting information and applicant tracking systems

Experience partnering with third party vendors

Intermediate to advanced computer skills including MS Office Suite and Lotus

Notes/Outlook

Strong communication skills both verbal and written

Ability to work in a fast-paced high volume environment

Productive and efficient in planning and executing work with multiple projects/priorities

Ability to work independently with limited direction

Strong detail orientation, follow up and organizational skills

Ability to build positive relationships with hiring managers

Customer focused approach to respond to the needs of hiring managers

Listens effectively and develops relationship with candidates

Ability to maintain strict confidentiality

Ability to accurately assess candidate qualifications

Ability to influence and coach managers and peers without direct authority, preferred

This position is located in Niles, Illinois and will support the Michigan Market

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/field-recruiter-niles-illinois-niles-illinois-job-1-4181663>

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Electrician-Niles

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 0019167

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-niles-illinois-job-1-4168561>

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Maintenance Mechanic - Niles

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00019204

Full or Part Time : Regular Employee FT

Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.

- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
- 1+ years of mechanical/electrical experience preferred.

- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.

- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-niles-illinois-job-1-4168534>

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Driver Merchandiser Relief

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : Hv023049

Full or Part Time : Seasonal/Casual 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 or B Driver's 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.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-alsip-illinois-job-1-4148269>

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Driver Merchandiser - Class A CDL Required

Talent Area : Transportation/Driver

Location : Kankakee, IL, USA

Requisition Number : HV019034

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 or B Driver's 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.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-class-a-cdl-required-kankakee-illinois-job-1-4002385>

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ADMINISTRATIVE COORDINATOR

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH NURSG ADMIN OPER'N
Schedule Part-time (benefits eligible)
Shift PM/Night rotation
Hours 8p-8a
Location Elgin, IL
Req Number 122772

Job Details

Responsible for supervising the activities of nursing personnel in all patient care areas, on the shifts when hospital administration is not available, in order to ensure the provision of optimal nursing/Hospital services.

Assumes administrative responsibility for the Hospital environment during applicable shifts.

Represents the Hospital administration after normal business hours and weekends to problem solve, etc., concerning the operations of the Hospital and patient care.)

Current basic nursing skill level

Strong IV Skills preferred

Ability to assess and implement critical thinking skills

Must have excellent written and oral communication skills

Education and/or Experience

Bachelor's Degree in Nursing preferred
3-5 years of progressive nursing responsibility required
Two years in leadership position preferred

Certificates, Licenses, Registrations

Current Illinois Registered Nurse license; BLS; ACLS; Telemetry Certification preferred

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=297660>

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PT Auditor Night (Job Number: FRO016AH)

Work Locations: Hampton Inn Chicago-Gurnee 5550 Grand Ave Gurnee 60031

A Night Auditor with Hampton Inn and Suites is responsible for overseeing the auditing, posting and balancing of daily financial transactions to support the hotels continuing effort to deliver outstanding guest service and financial profitability.

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

With nearly 1,900 hotels globally, Hampton Hotels offer guests friendly service, clean rooms and comfortable surroundings, every time. Guests also enjoy free high-speed Internet access, free hot breakfast and more. Plus, Hampton guarantees 100% satisfaction with every stay if you're not satisfied, we don't expect you to pay.

We provide our guests with all the things they need at a great price, delivering the experience on which our guests depend. Our approachable, authentic and helpful teams genuinely connect with guests. Hampton exists to anticipate a traveler's needs, creating the edge to advance their journey.

Hampton is one of Hilton Worldwide's ten market-leading brands. For more information visit www.hiltonworldwide.com.

If you appreciate friendly service and are committed to Guest satisfaction, you may be just the person we are looking for to work as a Team Member with Hampton.

What will I be doing?

As Night Auditor, you would be responsible for overseeing the auditing, posting and balancing of daily financial transactions to support 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:

- Audit, post and balance daily cashiers work for outlets including, but not limited to, outlets in Rooms and Food and Beverage
- Ensure credit card system reconciles to daily transaction lists
- Schedule, assign daily work, inform and train team members
- Monitor, observe and assist in evaluating team member performance

Apply online at

https://hilton.taleo.net/careersection/hww_cs_internal_global/jobdetail.ftl

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Job Title: Methods & Procedures Advisor II

Agency: Public Health

Closing Date/Time: Fri. 01/31/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 74999

Minimum Requirements:

Requires working knowledge, skill and mental development equivalent to completion of four years of college with courses in public administration, accounting, industrial relations, pre-legal or personnel management. Requires extensive knowledge and ability to assess organization needs, formulate quality improvement plans to meet identified needs, and effectively communicate strategies, tools and skills needed for continuous quality improvement to agency staff and other key stakeholders. Requires ability to utilize information management tools to collect data, prepare reports, organize information, analyze results and submit required reports.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Women's Health & Family Services

Division of Population Health Management

122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1418500-182909

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and office support functions; utilizes independent judgment to respond to inquiries requiring in-depth knowledge of programs and procedures; using a personal computer, works independently to determine appropriate DCFS codes and MARS/CYCIS screens; types a variety of complex data, reports, and correspondence, utilizing independent judgment and a knowledge of legal, medical and social terminology.

Minimum Requirements:

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

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30AM-5:00PM.

LOCATION: 1911 S. Indiana Chicago, IL 60616 SUPERVISOR: C. Jones

AGENCY CONTACT: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60602

FAX # (312)814-7134

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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SR. ADMINISTRATIVE ASSISTANT - T&LD

YMCA: YMCA of the USA

Location: Chicago, IL

KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree or equivalent work experience is required
- Minimum 4-5 years previous administrative support work experience is required
- Experience with administrative support for multiple individuals is preferred
- Must possess superior verbal, written and interpersonal communication skills
- Advanced computer and Microsoft office skills (Word, Excel, Power Point, Access, Outlook) are required
- Ability to handle multiple projects and/or tasks simultaneously is required
- Strong organizational and attention to detail skills are required
- Ability to follow directions and work independently with minimal supervision is required
- Must possess problem solving and analytical skills
- Must possess excellent customer service, relationship building and teamwork skills
- Previous experience with accounting/budgeting is preferred
- Must possess the ability to handle and maintain confidential information
- Requires a commitment to the YMCA character development values of caring, honesty, respect and responsibility

ESSENTIAL FUNCTIONS

Responds to phone, e-mail and online inquiries, including but not limited to: Principles & Practices (P&P), Learning & Career Development Center (LCDC) and Leadership Certification and Competency Model

Schedules and prepares the logistics of P&P (Traditional, Bridge, and On Demand), including but not limited to: submits contract requests, reviews proposals, coordinates event details with hotels/conference centers, sets up and closes classes in LCDC, monitors registration, orders and ships supplies, post event surveys and prepares payments

EFFECT ON END RESULTS/ STRATEGIC IMPACT

This position will help meet the needs of local YMCAs and achieve the goals and objectives of the YMCA of the USA.

Salary: \$43,900 - \$50,000

HOW TO APPLY: All interested applicants **MUST** complete the online application for consideration. We will not accept emailed resumes.

Apply Online: <http://sj.tbe.taleo.net/SJ6/ats/careers/jobSearch.jsp?org=YMCA&cws=1>

Resumes until: 2/3/2014 Contact: Erica Lee

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HEAD SWIM TEAM COACH - CRYSTAL LAKE

YMCA: YMCA of Metropolitan Chicago

Location: Chicago, IL

Scopes of Responsibilities:

Effectively design and plan a workout curriculum for all levels.

Provide constant feedback to participants to facilitate improvement.

Record and maintain attendance records.

Set up the facility and equipment, and store the equipment upon completion.

Complete all administration duties related to the team.

Enforce aquatic rules and policies by maintaining constant surveillance of participants.

Create a season outline containing practice schedules, meet schedules, workout goals, and important events to present to Aquatic Director

Enforce payment of program fees under the direction of the Aquatic Director

Act as a primary responder in case of injury, accident, or illness in the pool area and provide backup to lifeguards as needed in emergencies and crowd control. Report all injuries and complete required forms.

Maintain a positive attitude and act in a professional manner when interacting with patrons, program participants, and other staff, at all times.

Perform other duties as assigned by supervisor.

Requirements:

Must have a high school diploma or equivalent with prior experience with competitive swimming experience. Must be proficient in swimming and safety skills. Must have ability to motivate and educate participants. Must be mentally capable to handle dangerous situations in order to assure the safety of all swimmers. Must be willing to obtain the following certs paid by us: CPR, First Aid, and AED, Red Cross Safety Training for Swim Coaches, YMCA Principles of Swimming and Diving.

Hours: M-F, some weekends

Pay: 35k, full time benefit package, free family membership

Sage YMCA 701 Manor Rd Crystal Lake, IL 60014

Salary: \$35,000 - \$35,000

Additional Compensation Details: Full Benefits Package

HOW TO APPLY

Please apply online at <https://careers-ymcachicago.icims.com/jobs/5787/head-swim-team-coach/job>

Resumes until: 3/31/2014

Contact: Brandi Frattini

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Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1400001-002639

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs technical, administrative secretarial and office support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; provides general information and assistance to office inquiries; abstracts information and supportive data; serves as lead worker of lower level clerical staff.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm; requires Illinois licensure as a notary public.

Work Hours & Location/Agency Contact: 8:30 AM - 5:00 PM

LOCATION: JRTC 100 W. RANDOLPH, 6-100 CHICAGO, IL 60601

SUPERVISOR: T. COSEY

Contact: Shirley Treseler DCFS 406 East Monroe, Station 70 Springfield, IL 62701

Phone: 217/785-0364 Fax: 217/557-0690

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: Security Therapy Aide I

Agency: Human Services

Closing Date/Time: Mon. 02/03/14 4:00 PM Central Time

Salary: \$3,532.00 - \$5,110.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 15

Plan/BU: RC009 Bid ID#: EMHC-14-0301

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Nursing Manager and clinical guidance of a Registered Nurse, provides direct care and supervision to adults who need treatment and containment in a moderate security forensic unit while receiving care for psychiatric symptoms. Supervises, monitors and observes patient activities and behaviors. Monitors and supervises patient movement during meals, recreational activities, and off unit programs. Performs routine face checks of patients. Attends treatment planning meetings, reports and documents patient behavior and provides input in the development and implementation of treatment programs with team members. Attends and provides input into shift meetings and staff training.

Minimum Requirements: Requires completion of an approved STA Training Program; Requires physical strength and ability to restrain combative individuals. Any applicant who is not currently a State Employee should complete a CMS 100 application and go to one of the State Testing Site and take the test for Security Therapy Aide Trainee.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Work Location: Elgin Mental Health Center - Forensic Treatment Program
CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Phone: 847-742-1040, Ext 2060; Fax: 847-429-4933

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: Storekeeper III

Agency: Human Services

Closing Date/Time: Fri. 01/31/14 5:00 PM Central Time

Salary: \$3,729.00 - \$4,971.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: 10-72-78320

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, supervises large scale store keeping and warehousing operation; involving the receipt, storage and distribution of large and varied stocks of general institutional, mechanical, office and medical supplies and equipment; makes arrangements for proper storage, rotation of stock items, and supervises the keeping of important inventory and other store records used as control for purchasing or other management purposes. Plans, assigns and reviews work of all employees in the store rooms. Contacts vendors regarding scheduling of deliveries, complaints, etc. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of High School. Requires two year supervisory experience in the keeping of stores and stores records. Requires extensive knowledge of store keeping and warehousing methods and procedures in the purchase, requisitioning, receipt, storage and shipment of a variety of goods. Requires extensive knowledge of purchasing and requisitioning procedures & uses of grading different types of merchandise.

Work Hours & Location/Agency Contact:

HOURS OF WORK 8:00 A.M. TO 4:30 P.M. Monday –Friday

LOCATION: Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466

CONTACT PERSON Alice M. Chambers / Human Resources Representative

Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60411

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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Benefits and Tuition Reimbursement Specialist

Facility Presence Health - Corporate Office

Department HUMAN RESOURCES - CORP

Schedule Full-time

Shift Day shift

Hours Monday - Friday 8:00 am - 4:30 pm

Location Chicago, IL

Req Number 125444

Job Details

Implements and maintains the employee system benefits related policies and programs of Presence Health.

Provides front-line customer service for all benefit requests and ensures the smooth operation of system benefits programs.

Has primary responsibility for the tuition reimbursement program including approval of tuition requests and subsequent reimbursements.

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

One to three years experience in human resources or related field required. Bachelors degree preferred.

Computer Skills

Expert use of MS Office (Word, Excel, PowerPoint, and Access)

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=830252>

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CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Full-time
Shift Day/PM rotation
Hours AM/PM
Location Joliet, IL
Req Number 125630

Job Details

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Ring up cafeteria purchases and accept payments by cash, credit card, quick charge and voucher.
 - B. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation, etc.
 - C. Verify cafeteria deposits after closing register.
 - D. Clean dining area.
 - E. Train staff and assist with developmental issues.
- Excellent people skills a must!

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=172568>

CARDIOLOGY TECHNICIAN I

Facility Presence Saint Francis Hospital
Department CARDIOLOGY(HEART STATION)
Schedule Full-time
Shift Day/PM rotation
Hours Mon-Sun 4:30am-1pm;5:15a-1:45p;1:15pm-10pm
Location Evanston, IL
Req Number 125308

Job Details

Under supervision and within established policies and procedures performs routine and STAT electrocardiograms applies and removes holter monitors and assists in preparing patients for treadmill testing and signal averaged EKGs. High school diploma or equivalent and ECG recognition course completion. BLS Certification A minimum of 6 months experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=487295>

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COOK I

Facility Presence Mercy Medical Center
Department PMMC FOOD & NUTRIT SER
Schedule Part-time (benefits eligible)
Shift 4 hour shift
Hours 10:30am - 2:30pm
Location Aurora, IL
Req Number 121378

Job Details: Under general supervision, the Cook prepares family and room service style meals, including hot and cold foods for patients, staff, and guests in accordance with medical center policies, departmental procedures and sanitation standards.

QUALIFICATIONS Education and/or Experience- High School Diploma or General Education Degree (GED). Six months related cooking experience preferred. Ability to read, write and speak English.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=402669>

ENV SERVICE WORKER

Facility Presence Holy Family Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Casual/ Part-time (no benefits)
Shift Night shift
Hours 11:00pm-07:00am
Location Des Plaines, IL
Req Number 124727

Position Summary: Performs a variety of cleaning tasks to maintain patient rooms, hallways, offices, and public areas by cleaning, disinfecting and replenishing supplies in assigned areas of hospital.

Requirements: - 1+ years of hospital environmental services experience preferred, may consider hotel or office building experience, commercial experience required
-Physical requirements include being able to stand/walk for extended periods of time; frequently reach above shoulder level, and able to push/pull up to 25 pounds.
-Ability to speak and write English to the extent necessary for the safe and efficient performance of the job.
-Personable and friendly, with stable work history
-Dependable and trustworthy

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=204450>

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