



Job Title: Registered Nurse 2 Emergency Room 3rd Shift

Department: Emergency Room

Shift: 3rd

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

Specialty: Emergency Nursing

Job Number: 2013-1933

Job Description:

Are you an experienced RN passionate about bringing your expertise to an established Emergency Room at a leading academic medical center that is changing the landscape of medicine?

If so, you are the right candidate for our RN Emergency Room position!

****3rd Shift****

Position Highlights:

Opportunities to undertake research and by funding ongoing education and professional development through Rush University and its top-ranked College of Nursing.

The emergency department, (ED), at Rush university Medical Center, is designated as a comprehensive emergency department and Associate Hospital by the Illinois Region XI EMS. The ED is also carries the certification of Primary Stroke Center and Chest Pain Center.

The ED moved to a new environment which has 57 treatment rooms; 6 observation rooms. This new space has state of the art accommodations and equipment for patients, families, and staff.

Orientation tailored to clinical experience level and individual need, including classroom education, self-study, and preceptors.

Position Qualifications Include:

Current State of Illinois Registered Nurse Licensure

BSN or MSN degree required

1-2 years of critical care or ER experience required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140102121804&

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Job Title: Temporary Support Associate - Medicaid Biller*

Department: TASC/Billing Clerk

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2013-1644

Position Highlights:

The Temporary Support Staffing Office (TSS)) is comprised of temporary secretarial, accounting, clerical, and service employees efficient in a variety of positions throughout the medical center. Temporary assignments vary in length. General purpose of this temporary position is to secure reimbursement from the payers in a timely and compliant manner. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures

Position Responsibilities:

Submission of claims to the appropriate payer for reimbursement
Manage the reports from the various systems that supports daily billing
Manage the status reports for claims previously submitted
Prepare & generate claims for supplemental reimbursement
Manage the hospital specific edits. Follow up of claims to the appropriate payer for reimbursement. Actively monitor credit balances to ensure that we are compliant with Federal and State regulatory requirements and evaluate each account to ensure that each credit balance is processed correctly. Develop, implement, & monitor system enhancements. Develop and communicate constructive feedback/issue solutions for problems as discovered. Collaborate and communicate constructively with other departments, physician offices, and patients to achieve mutually positive business and service outcomes. Monitor the payer websites for any updates to ensure that our claims our compliant with payer, State and Federal requirements.
Provide documentation and statistics for quality issues

Position Qualifications Include: Sound understanding of billing processes and eligibility requirements of payers. Must be able to perform various Microsoft functions Must have good oral and written communication skills. Must be a high school graduate, or GED equivalency. Identify discrepancies with Managed Care Contracts and report those discrepancies to the Rush Health/Contracting.

Apply online at

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Supervisor, Technical Support

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department.

This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services.

Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance.

Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication. Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems.

Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=651

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Job Title: Medical Technologist 1 - (Genetics) - Part-time

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2013-1896

Job Description:

Are you an experienced Medical Technologist passionate about bringing your expertise to a Cytogenetics Laboratory at a leading academic medical center?

If so, you are the right candidate for our Medical Technologist position!

Position Highlights:

Opportunity to work in a full service Cytogenetics Laboratory
Responsibilities will include performing tissue culture, banding and karyotype analysis of amniotic fluid samples, peripheral blood, bone marrow, solid tumor and products of conception samples. *LI-SK1

Position Qualifications Include:

Bachelor of Science degree in a biological science

Minimum 3 – 5 years experience in a full-service cytogenetic laboratory, clinical cytogenetics and/or molecular diagnostics preferred.

NCA certification (or eligibility) is preferred.

Knowledge of FISH analysis of common microdeletion and hematological disorders is desired as well as previous experience with cancer cytogenetics.

Company Highlights:

Rush's new 14-story hospital — opened in January 2012 — is the cornerstone of the Rush Transformation, an ongoing effort to build new facilities, renovate existing buildings and adopt new technology.

Rush University Medical Center is a three time Magnet facility located in Chicago, IL
www.rush.edu

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140102122259&

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Job Title: Truck Driver, Class A - Regional - \$1K Weekly Guarantee – Chicago, IL

Requisition Number: 27651
Job Category - Department: Drivers
Employee Group: Regular - Full Time
Relocation: No
Travel Requirement: Driver
Work City: Chicago
Work State: Illinois
Work Zip: 60647

Position Description: As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications
Additional Requirements: •Home Weekly •Ave. \$52K+ per year / \$1,000.00 per week guaranteed •Floating and filling in for drivers that are sick or on vacation •No touch freight / Flatbed experience preferred •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards •Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Apply online at <http://www.ryder.com/en/career/opportunities/drivers.aspx>

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Job Title: Truck Driver (Flatbed) - Home Weekly - Harvey, IL

Requisition Number: 29269

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Harvey

Work State: Illinois

Work Zip: 60426

Position Description: As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly.

Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

Additional Requirements: •Weekends Off, Home Multiple times Weekly •Estimated average earnings of \$60K+ per year •Regional work •Flatbed transporting steel tubes / Strapping and Tarping required •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards •Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

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Job Title: Diesel Mechanic

Requisition Number: 28557

Job Category - Department: Technicians/Service Employees

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 0%

Work City: Melrose Park

Work State: Illinois

Work Zip: 60160

Position Description: This is a Master level Diesel Mechanic position which is responsible for diagnosing and repairing medium to heavy-duty trucks and trailers under minimal supervision. Repairs will include Preventative Maintenance inspections and repairs, air and hydraulic brake repairs, tire repairs, warranty procedures, driveline, steering & suspension, electrical trouble-shooting, AC, refrigeration, overhauls, overhauls & rebuilds of engines and transmissions, plus other duties as assigned. In addition, the Tech IV will assist other Technicians in repairs and will be expected to comply with Safety and EPA procedures and continue to learn new technology in advanced diagnostics, internal engine and transmission repairs.

Requirements: •18 years of age or older •Must be able to read codes and instructions on the computer •Must be able to document repairs on the computer
Additional Requirements: •High School Diploma or GED equivalent preferred
•Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications
•Prefer a Commercial Driver's License or ability to obtain one •5 years of proven medium to heavy-duty vehicle repair including: PM's, tire & wheel, air & hydraulic brakes, diagnosis, computerized diagnostics, electrical trouble-shooting, electronic component repair and a minimum of 2 years experience in refrigeration &/or overhauls and rebuilds of heavy-duty diesel engines and transmissions •Prefer certifications in tire & wheel, brakes, AC &/or EPA, engine rebuild, DOT inspections, transmissions, engines
•Must possess at minimum a set of hand tools up to (3/4") •Ability to work flexible schedules including shift work, weekends, holidays and on-call rotations for roadside assistance

Internal Candidates: Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork.

Responsibilities: Will diagnose and repair medium to heavy-duty trucks and trailers.

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Apply online at <http://www.ryder.com/career/opportunities/technicians.aspx>

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Maintenance Assistant

Job ID 2013-5741

Center Irving Park

Positions 2

Address 4251 W Irving Park Rd

Posted Date 12/30/2013

City Chicago

Category Maintenance

State IL

Type Regular Full-Time

Hours per Week 40

Variable Schedule full-time

Job Summary:

General maintenance at YMCA Facility

Scope of Responsibilities:

Follow all guidelines as presented by the Director of Buildings and Properties or Assistant Director of Buildings and Properties.

Assist Director of Buildings and Properties or Assistant Director of Buildings and Properties in maintaining all facilities, grounds and equipment to be safe for campers and staff.

Maintain inventory of custodial supplies at all times.

Keep inventory stored safely at all times.

Learn CMMS Application for use as Maintenance Assistant

Perform other duties assigned.

Requirements:

Must have a High School Diploma plus specialized training (min 6 mos. to 2 years) and 3 mos. to 1 year maintenance experience. Must be able to read, understand and convey equipment operating instructions. Any trade knowledge. Ability to learn and operate CMMS application and underlying computerized components.

Options :

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5741/maintenance-assistant/job>

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Job Title: Diesel Mechanic / Supervisor

Requisition Number: 27210

Job Category - Department: Technicians/Service Employees

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 0%

Work City: Bensenville

Work State: Illinois

Work Zip: 60106

Position Description: This is a Shift Leader position assisting the Service Manager. The TIC will be responsible for scheduling, planning & assigning work to the Technicians and Service employees under their direction while ensuring quality of work produced and compliance with all Safety and EPA rules and regulations.

Requirements: •18 years of age or older •Must be able to read codes and instructions on the computer •Must have computer experience in Microsoft Word, Microsoft Excel, internet and other related Maintenance computerized programs in order to create reports or communicate with customers, vendors and company representatives

Additional Requirements: •High School Diploma or GED equivalent preferred •Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications •Must meet at minimum Tech II up to Tech IV qualifications plus a minimum of 6 months supervisory or training experience •Ability to work flexible schedules including shift work, weekends, holidays and on-call rotations for roadside assistance •Must be proficient in SMO, SBT, payroll system, warranty recovery and employee handbook •Must have a thorough understanding of Unit utilization procedures

Internal Candidates: Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork.

Responsibilities: Responsible for assisting and training Technicians as needed, providing customer service to the daily customers, and giving feedback to the Service Manager on the performance of employees for appraisal or disciplinary purposes. In addition, the Technician in Charge may also oversee parts distribution & inventory, shop reporting, warranty recovery, unit tracking, payroll administration and other duties assigned by the Supervisor/Manager.

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Job Title: Fueler / Truck Wash

Requisition Number: 28420

Job Category - Department: Technicians/Service Employees

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 0%

Work City: Cicero

Work State: Illinois

Work Zip: 60804

Position Description:

The SEI position is an entry-level position which will allow opportunities to train in SE II level responsibilities. The SE I will perform tasks related to the Fuel Island including fueling and washing vehicles, checking fluid levels and other minor maintenance tasks as assigned by the supervisor.

Requirements:

- 18 years of age or older
- Must be able to read codes and instructions on the computer
- Must be able to document repairs on the computer

Additional Requirements:

- High School Diploma or GED equivalent preferred
- Must have a valid Driver's License and the ability to meet Ryder's driving qualifications
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

Responsibilities:

This position is primarily responsible for performing all tasks related to the Fuel Island at the maintenance facility. Responsibilities include: fueling vehicles, recording fuel activity, checking oil, washing windows and vehicles, checking tire pressures and reporting service issues to the shop. This position is also responsible for performing minor maintenance tasks such as tire repairs under close supervision.

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Job Title: Executive II - Opt C1

Agency: Human Services

Closing Date/Time: Fri. 01/10/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PS Contract-77323

*** THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION ***

This position is responsible for the development and management of the Incubator Program including: program development, policy determination, identifying all potential participants and the requirements of their business space and supports, development of business mentors and resources, organizing business seminars and on-going business education resources, monitoring participants' business goals achievement and qualifications to continue participation in the program, and all other related activities that ensure a successful program.

Minimum Requirements:

EDUCATION: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration, particularly business development, organizational development, adult learning, and program evaluation.

EXPERIENCE: Requires two years of responsible administrative experience in a public or business organization. Require knowledge of market demand, research and entrepreneurialism or small business ownership.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'14 (FEBRUARY 1, 2014 - JUNE 30, 2014) PART TIME (80%)

BIDDING CONTACT: DHS/ICRE-ROOSEVELT

ATTN: BENJAMIN DAVIS 1950 W. ROOSEVELT RD. CHICAGO, ILLINOIS 60608

312/433-3147 - OFFICE 312/433-3180 - FAX

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

Option C1 - Dept Employment Security

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Fri. 01/10/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PS Contract-77324

*** THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION ***

This position reports to the Incubator Program Coordinator and performs a variety of general office duties including; answering phone calls and responding/directing as appropriate, filing, copying, typing, record processing, preparing presentations and informational literature/materials; follow general guidelines and protocols for routine matters and in personal contact with others to give nontechnical information.

Minimum Requirements: EDUCATION: Requires knowledge, skill and mental development equivalent to completion of high school and one year of office experience. Require ability to type accurately at 35 wpm.

EXPERIENCE: Requires working knowledge of office practices, procedures and programs. Require working knowledge of composition, grammar, spelling and punctuation. Require ability to follow oral and written instructions. Require ability to operate commonly used automated office equipment and the use of Microsoft Office application, i.e. Word, Excel and Power Point. Require experience in handling calls and inquiries in a professional manner. Require the ability to work well with a variety of people.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'14 (FEBRUARY 1, 2014 - JUNE 30, 2014) PART TIME (80%)

BIDDING CONTACT: DHS/ICRE-ROOSEVELT ATTN: BENJAMIN DAVIS

1950 W. ROOSEVELT RD. CHICAGO, ILLINOIS 60608

312/433-3147 - OFFICE 312/433-3180 - FAX

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Executive Director - High Ridge Job ID 2013-5909

Center High Ridge, Address 2424 W Touhy Ave., Chicago, IL.

Positions 1 Posted Date 12/31/2013

Type Regular Full-Time Hours per Week 40

Variable Schedule Flexible. Must be able to work holidays, evenings and weekends.

Scope of Responsibilities: Manages the centers in accordance with the policies, procedures and standards established by the Board of Managers of the YMCA of Metropolitan Chicago with counsel and guidance of the Centers Board of Directors. Manages an operating budget of approximately \$1.5 for High Ridge . Provides leadership to program launches and new program development. Continuously updates and improves current programs such as, fitness, youth sports, family activities, day camp and collaborative ventures with community agencies. Provides leadership to the annual support campaign and financial development activities of the Association. Participates in the membership and marketing initiatives of the YMCA of Metropolitan Chicago as well as creates new and innovative approaches to attract and retain membership. Develops the strongest possible staff team; evaluates the performance of employees; counsels them in areas where improvements are needed and continually strives to improve performance level of employees through the continuous improvement process and performance standards. Supervises the use and maintenance of the facility to ensure a bright, clean, and functional environment. Conducts facility audits including life-safety, mechanical, structural-architectural, electrical equipment, furnishings, etc. Joins with community networks to develop and provide programs to address community issues. Collaborates with businesses and institutes in order to further the work of the YMCA. Administers the customer listening program (Continuous Improvement). Improves customer service survey score each year. Follow and adheres to the Association Center Management Standards of Excellence goals set each fiscal year.

Requirements: Bachelor's degree, Masters preferred with a minimum of 5-7 years successful executive experience that includes extensive management and supervisory experience, YMCA experience a plus. Should have a positive history of leadership in the areas of lay and staff development, program planning and innovation, budget development and management of fiscal control systems, financial development, strategic planning and community development. Familiarity with the community a plus.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5909/executive-director---high-ridge/job>

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Job Title: Office Associate - Opt 2

Agency: Employment Security

Closing Date/Time: Fri. 01/10/14 11:59 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: RCRA11444

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serving as the secretary for the Lombard Call Center Manager, performs a variety of highly complex secretarial duties requiring the use of a personal computer, word processing and scheduling software. Exercises independent judgment in making decisions on a variety of office activities and through the dissemination of information to call center staff; composes and types correspondence for the manager; maintains files, schedules appointments; ensures the Lombard Call Center is run in an efficient manner and that all confidential material is secure.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion high school and two years of experience. Requires extensive knowledge of IDES office practices and procedures and familiarity with requirements of the Illinois Unemployment Insurance Act and Administrative Code. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to work within short timeframes, make decisions independently, work with and maintain confidentiality of documents. Requires ability to operate a PC with related software such as Microsoft Word, Excel, Outlook and the internet. Requires the ability to type accurately at 45 WPM.

Work Hours & Location/Agency Contact:

WORK LOCATION: Lombard Claimant Service Center Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

607 E. Adams - 9th Floor Springfield, IL 62701

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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Barista (US)

Starbucks

Job Summary and Mission

This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

Summary of Experience: No previous experience required

Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication

Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients

Available to perform many different tasks within the store during each shift

Required Knowledge, Skills and Abilities

Ability to learn quickly

Ability to understand and carry out oral and written instructions and request clarification when needed

Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Apply online at

https://wfa.kronostm.com/index.jsp?locale=en_US&applicationName=StarbucksNonReqExt&SEQ=positionDetails&POSTING_ID=667441924

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Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Mon. 01/13/14 11:59 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11447

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to successful completion of four years of college including courses in mathematics, statistics, accounting, computer systems, public administration or business administration. Requires three of progressively responsible professional experience in a management information system. Requires extensive knowledge of computer applications, Microsoft SQL and benefit business operations. Requires working knowledge of management principles, applied research, and systems modeling. Requires ability to develop and manage an operational subsystem of a management information system and to resolve management problems through computer applications; effectively document and determine benefit business requirements. Preferred experience in Illinois Benefits Information System (IBIS), Illinois Job Link (IJL), Overpayment Recovery System (ORS), Benefit Audit Reporting Tracking System (BARTS) and New Hire directory.

Special Skills: Requires education/experience as outlined above for the following: extensive knowledge of PC hardware, software, applications, applied research and systems modeling, management principles and practices. Application programming, database management systems, and business processes analysis/systems analysis and design; PC software: Windows XP, File Transfer Utilities, Adobe, Microsoft Internet Explorer, Outlook, Word and Excel. Requires working knowledge and experience of the complexity of the various parts of the functions contained in the Benefits systems.

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

Work location: 33 South State Street Chicago, Illinois

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

Option 3 - Mgt Info Sys/Data-Telec

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Sat. 01/18/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

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

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

Phone: 217-782-6239 / FAX: 217-782-9925

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 2A - Revenue Audit Field Manager

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School Aged Child Care Staff

Job ID 2013-5607

Center Greater LaGrange

Positions 2

Address 1100 E 31st St., City LaGrange Park, IL.

Category After School Programs

Type Regular Part-Time; Hours per Week 9

Variable Schedule 3-6pm Monday - Friday

Job Summary: The School Age Child Care Staff is responsible for implementation of activities for children enrolled in School Age Child Care. The School Age Child Care Staff will also help Assistant in providing a safe, secure, nurturing environment for the children participating in the program.

Scope of Responsibilities: Interaction and supervision of school age children (grades K-5) through games, crafts, homework help and other group activities. Assist program assistant and site director with daily clean-up, setting up supplies, leaving program area neat and clean at end of program hours. Must be creative, patient, understanding, be flexible and adapt to changing situations. Aide in implementing Healthy Kids Curriculum and encourage healthy choices while children are at the program. Must have a broad knowledge or program skill appropriate to the child care setting such as games, crafts, and other activities. Work positively with parents, children, supervisors, co-workers principal, teachers, office staff, and custodians at school site. Notify supervisor immediately if there is a problem or damage occurs to school property. Must possess a positive attitude and act as a role model for children, adults, and other staff demonstrating the Character Development Values of respect, responsibility, caring, and honesty. Assist in the maintenance of the highest standards of health and safety keeping the health and welfare of all child free in mind at all times.

Requirements: Must have a High School Diploma or equivalent with some prior experience working with kids. Must be at least 19 years of age and/or 5 years older than the oldest child that participates in the program.

Certification/Licensure Required for Job: TB test and medical sign off by doctor. Must complete Critical Care, Child Abuse Prevention, Blood Borne Pathogens, CPR/First Aid/AED Training and others as scheduled by supervisors.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply online at <https://careers-ymcachicago.icims.com/jobs/5607/school-aged-child-care-staff/job>

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Job Title: Vocational Instructor - Opt C

Agency: Human Services

Closing Date/Time: Fri. 01/10/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PS Contract-77325

* THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION * This position provides occupational instruction in a Microsoft Suite applications; Word, Excel, Power Point, and Access, providing both the necessary practical knowledge and marketable work skills to facilitate student entry into employment or self-employment; adapt training materials to structure a lesson plan and provide a systematic course of instruction; evaluate student progress, prepare individual reports and maintain program records.

Minimum Requirements: EDUCATION: Requires two years of practical experience in the use of Business Software Applications, i.e., Microsoft Suite, Word, Excel, Power Point, etc.

EXPERIENCE: Requires extensive knowledge of the practical applications of Business Software, particularly Microsoft Suite applications; Requires ability to maintain discipline, safety, and an effective learning environment; requires ability to use the tools, materials, software and hardware associated with business software and instruct other in their proper and skillful use; Requires ability to prepare reports and evaluate training progress using suitable performance measures; Experience working with people with disabilities preferred.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'14 (FEBRUARY 1, 2014 - JUNE 30, 2014) PART TIME (80%)

BIDDING CONTACT: DHS/ICRE-ROOSEVELT

1950 W. ROOSEVELT RD. CHICAGO, ILLINOIS 60608

312/433-3147 - OFFICE 312/433-3180 - FAX

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 C - General/Multiple Areas

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College Clerical Asst I - PT (Adult Education) - KEN0000175

Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 29, 2013, 9:11:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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