



Cook 3 - Stetson's Modern Steak + Sushi

Description

This culinary position requires good communication skills as well as at least two years of previous line and fine dining experience.

A Culinary degree or related hotel experience preferred.

Candidates should be able to perform all basic and intermediate cooking skills including preparation of soups, sauces, stocks, frying, broiling.

This person may be required to give direction in the supervisor's absence.

Qualifications

Requires good communication skills.

3 years of previous line experience preferred.

Culinary degree or related hotel experience is preferred.

Candidates should be able to perform all basic and intermediate cooking skills.

Able to work multiple stations in the kitchen.

Requires moderate supervision and training.

Property: Hyatt Regency Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Culinary/Kitchen

Req ID: CHI006452

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006452&LangID=1>

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Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test. Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor. Employment Office hours are Monday-Friday 10 am-3 pm. For inquiries call 312-640-2548. All candidates will be required to come in prior to interview for a typing test.

Dietary Attendant I

Department: Food & Nutrition Services

Schedule: Registry

Shift: Rotation

Job Details: Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=127103

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Assistant Traffic Manager - WGN America

Job ID 2014-41559

Location US-IL-Chicago

Category Traffic

Posted Date 10/3/2014

Overview:

Responsible for assisting with log production and acting as a back-up for the commercial copy desk.

Also acts as back-up to the Traffic Manager and handles additional responsibilities on an as needed basis and should be versed on all aspects of the Traffic Department for all channels.

Requires one to two years' of experience in TV, radio or agency traffic department and a HS diploma or equivalent related experience.

College degree preferred.

Knowledge of Microsoft Office and broadcast systems such as Wide Orbit are preferred.

Equal Opportunity Employer

If interested, send resume and cover letter to:
WGN-TV / WGN America HR Department
2501 W. Bradley
Place Chicago, IL
60618

Fax: 773-528-1387

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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WGN Sports Sales Account Executive

Job ID 2014-41558

Location US-IL-Chicago

Category Broadcasting

Posted Date 10/3/2014

Overview:

WGN-TV is seeking an individual with a minimum 2-4 years of local sports media sales experience for a unique opportunity selling professional sports (MLB, NBA, NHL) in #3 market. Strong proven track record of new business development within the sports category. Strong client service/relationships and computer skills. Relationships with sports teams a plus. Looking for a self-motivated individual who is willing to work hard and make a difference.

Equal Opportunity Employer

If interested, apply online or send resume and cover letter to:

WGN-TV Human Resources Department

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

Certified Nursing Assistant

Department: Rehab Exempt

Schedule: Part Time

Shift: Nights

Hours: 11:00pm-7:30am

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: CPR certified. Experience is preferred. The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=698428

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TELECOMMUNICATION ATTENDANT

Department: Telecommunications

Schedule: Full Time

Shift: Days

Hours: 11:00am to 7:30pm including weekends

Job Details:

Reporting to the Supervisor of the Telecommunications Department and under direct supervision answers and directs incoming and outgoing calls, operator lines, and emergency lines.

Provides answering services and provides paging services for physicians and hospital personnel.

Monitors the alarm systems and provides updates to on-call schedules for various physicians and departments.

JOB SPECIFICATIONS:

The ability to learn switchboard skills.

Proficient typing skills. Completion of a High School Diploma or its equivalent.

The mental/visual/auditory ability to quickly respond to callers and to attend to video screens, panic and fire alarms panels, monitors and small figures.

Interpersonal skills necessary to interact effectively with all department employees and all levels of hospital personnel and to communicate courteously with all types of callers.

Is able to tactfully and effectively handle complaints when called upon.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=606383

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Administrative Assistant II - Franchise Development

Description: The candidate must be a self-starter with fine-tuned interpersonal and communication skills. The candidate will support an SVP who interacts with owners, prospective franchisees and other external groups where call volume is high. The role will include making travel arrangements for the SVP and several VPs within the department, as well as processing subsequent expense reports. The role will also provide support for the monthly Select Development Committee meetings including booking conference rooms and taking minutes. The candidate must be able to work independently and balance a multitude of tasks.

The primary job responsibilities are:

Calendar management for an SVP

Travel planning and securing international travel visas as needed

Reconciling expense reports and processing invoices

Project-based work as needed and assigned, including attending meetings, editing relevant materials and monitoring deadlines

Monitoring and responding to manager's email account as appropriate

Coordinating and attending regularly scheduled team meetings

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Minimum 5-10 years of administrative experience or

Hospitality experience a plus

High school diploma required

Associate's degree or equivalent a plus

Fully proficient in Microsoft Office suite

Prior experience working in a highly confidential environment

Project a professional image and ability to work independently

Ability to juggle multiple projects and priorities at the same time

Property: Real Estate and Development

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Yearly US Dollar (USD)

Job Level: Administrative

Job: Administrative

Req ID: CHI006495

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006495&LangID=1>

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Intern

Job ID 2014-41598

Location US-IL-Chicago

Posted Date 10/9/2014

Overview:

Tribune Media Company has an exciting internship opportunity in the Internal Audit group for a high-level performer! This internship is a year-round position that is part-time during the summer months and throughout the rest of the year (with the possibility of additional hours during the summer months).

Responsibilities:

Assist in executing and reporting on results of financial statement and internal controls audits

Compile results of Sarbanes-Oxley compliance efforts

Review quarterly reports from various Tribune business units to support 302 certification assessment

Track status of submitted business unit documents on a quarterly or annual basis, conducting follow-up as needed

Perform Executive Expense Report audit procedures, including testing, analysis, and follow-up with executives

Assist external audit team with various audit procedures and projects, including pulling support documents and running queries in Tribune databases

Bind, file and copy audit workpapers for audit team members

Provide additional assistance to auditors and management as required, performing ad hoc projects that could be audit-related or administrative in nature

Qualifications:

Be pursuing a degree in accountancy—completion of auditing courses a plus

Graduation date of May 2016 or later

Have excellent analytical, organizational, and written/oral communication skills

Possess excellent knowledge of Word and Excel applications

Be available to work 20 or more hours/week over the summer, and 10-20 throughout the school year

Apply online at <https://careers-tribune.icims.com/jobs/41598/intern/job?hub=8>

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Emergency Services Coordinator

Job Code: 128645

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Part Time

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 0.01

Responsibilities include:

Conducts initial intake assessments and establishes provisional diagnosis for patients. Provides accurate and complete information to Hospital Administration and physicians regarding admissions, referrals, discharges, etc.

Assure compliance with all applicable laws, codes, rules and regulations that pertain to psychiatric admissions.

Establish a provisional diagnosis for patients upon admission.

Maintain all data/records regarding the intake and admission process.

Possess a strong understanding of department computer systems.

Assure the maintenance of a safe and sanitary environment.

Requirements:

Masters Degree Required in Social Work, Clinical or Counseling Psychology; or RN, Doctorate preferred.

Two years experience working within an intake department in a psychiatric hospital setting.

LPC, LSW, LCPC, LCSW, RN w/Masters Degree in Psych Nursing; or eligible within one year.

Bilingual in both Spanish and English a plus!

Working knowledge of Illinois Confidentiality Act, Illinois Mental Health Code, EMTALA and ILPA process detailed understanding of psychiatric criteria for various levels of care.

Thorough understanding of DSM-IV criteria.

Computer training/experience, crisis intervention and risk assessment, customer service skills, leadership skills.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Patient Account Specialist

Job Code: 132367

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1.00

The primary responsibilities are as follows:

- Billing follow-ups and collection efforts for all patient accounts of the hospital.
- Assists the admitting department with insurance verification.
- Works with patients and their families in establishing financial arrangements.
- Attains and maintains outstanding Accounts Receivables.
- Prepares the daily cash deposit and assures the daily posting of cash to patient accounts' files.
- Assists the Utilization Review department in monitoring patient benefits, while also assisting the Business Office Manager in reviewing and selecting accounts to be placed with outside collection agencies.

Requirements

Job Requirements:

- High School Diploma is required; some college experience preferred.
- Previous experience in hospital Patient Accounting required.
- Previous Medicaid collections in a psychiatric facility a strong plus.
- Computer literacy skills, organizational, filing and typing skills are required. Must be fluent in all Microsoft Office applications; experience with Midas and MedSeries 4 a plus.
- Must be self motivated, results-oriented individual who is customer focused.

Benefits:

- 401(k)
- UHS Stock Purchase Plan
- Health, Dental & Vision
- Tuition Reimbursement
- Much More

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Job Title: Clinical Pharmacist

Agency: Human Services

Closing Date/Time: Fri. 10/24/14 5:00 PM Central Time

Salary: \$6,547.00 - \$10,163.00 monthly

\$78,564.00 - \$121,956.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-89-81466

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, functions as a clinical pharmacist in the pharmacy at Elgin Mental Health Center; provides clinical monitoring and reviews recipient drug therapy and treatment regimens; dispenses pharmaceutical preparations and supplies. Verifies clinical services are appropriate with respect to chronological age, developmental age and social maturity of the adult (18-64 yrs) and geriatric (65+ years) population.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of an accredited five year College of Pharmacy including formal training in clinical pharmacy practice or completion of the American Society of Hospital Pharmacist Introduction to Clinical Pharmacy; requires registration as a Pharmacist in the State of Illinois; requires one year professional experience as a registered practicing pharmacist.

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

OCAPS/Elgin MHC 750 S State St Elgin, IL

Please submit CMS 100 (revised 08/2014) applications to:

Milee Butcher / Bureau of Employee Services

Contractual Rights Hiring Unit 100 S. Grand Avenue East, 3rd Floor

Springfield, IL 62762

PHONE: 217-557-0347 FAX: 217-524-2116

How to Apply:

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

Agency: Public Health

Closing Date/Time: Fri. 10/24/14 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 81993

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings. Conducts on-site monitoring visits at non-compliant facilities.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required. Requires excellent computer skills and work experience in word processing.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week
Office of Health Care Regulations
Division of Long Term Care Field Operations 4212 W. St Charles Rd. Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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 Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Fri. 10/24/14 5:00 PM Central Time

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: 10-72-85739

Description of Duties/Essential Functions Benefits Supplemental Questions Under the direction of the Staff Development Director, this position completes confidential functions for the director of staff development. such as policy and procedural recommendations, routine management reports, performance evaluations and training records, and coordinates and maintains Staff Development training records, and ensure the security of these files. This position will also coordinate the scheduling of classrooms for various training events, ; maintains timekeeping for personnel in training; composes and replies to correspondence, types memorandum, reports, training schedules and training curriculum, attends staff development meetings and takes, transcribes and distributes minutes. Conducts special projects such as gathering instructor evaluations and completing a preliminary report on the data. Establishes employee training files and maintains hard copy documentation and computerized training records of training and issuing training certificates.

Minimum Requirements: Requires general knowledge of rules and regulations, facility policies and procedures; requires the ability to type 60 words per minute. Requires the ability to operate a computer.

Work Hours & Location/Agency Contact: Work Hours: 8:30-5:00 PM. Mon Thru Fri
Work Location: Elisabeth Ludeman Center 114 N Orchard Drive Park Forest, IL 60466
Contact Person: Alice M. Chambers / Human Resources Representative
114 N. Orchard Drive Park Forest, IL 60466 708-283-3015

How to Apply:

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

Option 2 - Typing

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Job Title: Products & Standards Inspector

Agency: Agriculture

Closing Date/Time: Thu. 10/23/14 5:00 PM Central Time

Salary: \$3,784.00 - \$5,448.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: IDOA 1573

COOK COUNTY NORTH OF I-55 RESIDENCY REQUIRED AT TIME OF HIRE

Conducts special inspections and tests of wholesale small liquid meters, liquid petroleum gas meters, small capacity scales (capacities two thousand pounds or less), grain moisture measuring devices, and wholesale large petroleum meters using test standards and associated equipment. Completes inspection duties, certifies device or takes appropriate enforcement action. Lifts and carries test standards and equipment up to 50 pounds. Performs inspections outside during all seasons and in environments with dust, chemicals, petroleum products, livestock, and refrigerated areas. Operates vehicle and test equipment during the course of inspections. Computes inspection and other reports and maintains records of inspections. Maintains vehicle, computer, printer and testing equipment.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of two years of college, preferably with coursework in fields relating to business, management or communications and the successful completion of an agency approved training program. Requires valid Class B Commercial Driver's License and ability to travel. Requires ability to perform weights and measures inspections by lifting and carrying 50 pounds of weights and measures, ability to communicate orally and in writing, ability to climb, work in an environment with dust, chemicals, gasoline, livestock, refrigerated areas and outside during all seasons, and ability to utilize computer to complete reports

Work Hours & Location/Agency Contact: 8a-4:30p w/ 30 minute lunch

Contact: IDOA/Bureau of Human Resources

PO Box 19281 - IL State Fairgrounds Springfield, IL 62794-9281 217-785-5099

How to Apply:

Qualified candidates must submit bid form, CMS-100 and copy of most recent evaluation to IDOA Human Resources before the close of business on the final date to apply. If not filled as an inspector, will be filled as a Products & Standards Inspector Trainee. Candidates interested in the Trainee Program, must submit CMS-100 to the IDOA, Bureau of Human Resources. Salary range for the trainee is \$3057-\$4731/month.

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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 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: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 10/21/14 4:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 14/032

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Dietary Manager, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Dietary Department
Evening Shift

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

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: Community Navigator

Department: Breast Cancer Task Force

Shift: 1st

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

Specialty: Social Work/Human Services

Job Number: 2014-1948

Job Description: The Metropolitan Chicago Breast Cancer Task Force at Rush University Medical Center is looking to add a Community Navigator to their team!

Position Highlights:

The Metropolitan Chicago Breast Cancer Task Force is a not-for-profit organization formed in response to the large racial disparity in breast cancer mortality in Chicago. The Task Force is working to eliminate disparities in breast cancer outcomes and improve breast health for all Chicago area women through a multi-faceted approach that involves initiatives in policy, advocacy, outreach, education, navigation and quality improvement in medical care.

Position Qualifications Include:

A high school diploma or equivalent is required, Bachelor's degree is preferred. At least 3 to 5 years of experience in community relations, community outreach or a related field; candidates may substitute years of direct experience for years of education. Cultural competency expressed via experience and interest in working with (racially/ethnically, economically and educationally) diverse populations, along with ability to work in low resource environments. Experience conducting breast cancer related outreach and education. Ability to use Microsoft Office. Data entry experience. Ability to attend evening and weekend community events and meetings. Healthcare background preferred. Bilingual or multilingual a plus.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141010123519&

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Job Title: Guest Relations Associate

Department: PBC Medical Oncology

Shift: 1st

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

Specialty: Customer Service

Job Number: 2014-2051

Job Description: Are you a multi-tasking individual that has front desk customer service work experience?

Rush University Medical Center is seeking an individual with exceptional customer service skills for their Guest Relations Associate position.

Position Highlights:

The Guest Relations Associate is responsible for providing a welcoming, high quality and supportive hospital service experience for patients, families, visitors and staff. The position is responsible for greeting and responding to the needs of these customers by providing information, high quality service and support in a timely manner. Individuals in this position are expected to behave in a positive and enthusiastic manner as they are often the first contact patients and visitors will have with Rush. In all interactions, the Guest Relations Associate will be mindful of the institutional values of innovation, collaboration, accountability, respect and excellence, and will exemplify the Rush mission, vision, and values and act in accordance with Rush policies and procedures.

Work Schedule:

Full Time - Benefits Eligible

Monday - Friday 8:00a - 4:30p

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree preferred.

1-2 years previous job related experience

Strong organizational skills and multi-tasking skills

Ability to set appropriate priorities in a dynamic environment

Excellent customer service skills

Collaborate and work well with employees at all levels

Communicate effectively and in a positive manner, both orally and in writing

Good computer skills

Proficient bi-lingual skills a plus

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141010124049&

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Job Title: Schedule Coordinator

Department: RUMG CALL CENTER

Shift: 1st

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

Job Number: 2014-2010

Job Description: Are you a multi-tasking individual who has administrative office experience working in a fast-paced environment? If this describes you, you may be the right candidate for the Schedule Coordinator position!

This is a full time position with working hours: 10:30am-7:00pm

Position Highlights:

The RUMG Scheduling Coordinator will work in collaboration with others in the RUMG Access Center to meet RUMG's overall patient access and growth vision, and to enhance the patient experience at Rush. As part of RUMG's centralized patient access center, the person in this role will coordinate and schedule appointments and ancillary testing across multiple practice locations. This position will also act as an effective communication link between the patient and clinical care team by taking and routing clinical and non-clinical messages, following established practice protocols.

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree is preferred.

Minimum of one year customer service experience, preferably in a medical office setting
Experience working in a call center or performing high volume patient scheduling preferred

Exceptional customer service and telephone skills required, including the ability to use independent thinking, sound judgment and creative problem solving

Ability to deescalate emotionally-charged callers and situations

Excellent interpersonal skills, including the ability to establish and maintain effective relationships with patients, physicians, management, staff and others

Ability to balance multiple priorities and effectively handle challenging situations

Excellent verbal and written communication skills

Knowledge of basic medical terminology required.

Proficient in Microsoft Office Suite required

Ability to use computers and select software applications including Epic Cadence

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Job Title: Temporary Support Associate - Payroll Preferred

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2014-2035

Job Description:

Rush University Medical Center is seeking an exemplary and experienced Temporary Administrative Assistant with Payroll experience

General Summary

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

The Temporary Support Associate - Administrative Assistant with payroll experience will perform a variety general office duties including but not limited to the following:

Qualifications

Minimum of two to five years of administrative and/or business office coordination experience required. Payroll experience preferred

High School diploma or GED required; Bachelors degree strongly preferred

Familiarity with automated phone systems and standard office equipment such as fax machine, medical terminology, photocopier and Dictaphone.

Minimum typing speed of 45 wpm required.

Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

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HUMAN RESOURCES SPECIALIST, FILE MAINTENANCE

Department: HUMAN RESOURCES

Schedule: Full Time

Shift: Days

Job Details:

Reporting to the Manager of Compensation and Benefits and under direct supervision performs a variety of administrative duties primarily including data entry, file maintenance, benefit resolution, and other compensation and benefits needs.

EXPERIENCE AND QUALIFICATIONS REQUIRED:

Minimum of one (1) to three (3) years of experience in a Human Resources Department with a proven track record of progressively responsible compensation or benefits experience. Strong organizational skills necessary to maintain orderly and accurate compensation record keeping and the ability to maintain confidentiality. Exceptional data entry skills with minimal keying errors. Proficient with Microsoft Office applications.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=106569

LABORATORY AIDE

Department: GENESIS-ANATOMC PATH

Schedule: Registry

Shift: Rotation

Job Details: Reporting to the Shift Supervisor the Laboratory Aide performs a variety of clerical tasks related to specimen retrieval, filing, record keeping, inventory supply and other duties necessary for meeting regulatory agency requirements. Level of knowledge normally acquired through the completion of a High School Diploma. The computer skills necessary to check for the completeness of testing, locate duplicate orders and locate specimens with multiple accession numbers. Ability to maintain documents, records and laboratory supplies in an organized system. The interpersonal skills necessary to assist co-workers. Must be able to lift from 5 lbs. to 50 lbs.

Apply online at

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