



Job Title: Anesthesia Technician I

Department: Anesthesia

Shift: 1st

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

Job Number: 2015-2049

Position Responsibilities

Must be knowledgeable of the JACHO and IDPH regulations as applicable to Anesthesia. Immediately responds to emergency requests from anesthesia staff for additional supplies/equipment. Must be knowledgeable of terminology of anesthesia supplies and procedures. Assists in the preparation of the anesthesia site for all cases/procedures requiring anesthesia. Responsible for cleanliness and disinfecting the equipment in the anesthesia administration sites including but not limited to the Pxyis, and C-cart and all reusable equipment. Be familiar with the Medical Centers Safety Policies & Procedures. Assists in the training/orientation of new hire employees. Assists in recovery of equipment. Certified in the use of the EVOTEK. Responsible for the cleanliness of all airway equipment (i.e. Glidescopes, fiberoptic intubating scopes, etc). Maintains Anesthesia sites with the same specificity as the operating room suites which including but not limited to: PICU, Endoscopy, MRI, Interventional Radiology, IVF, OB and adjacent labor delivery rooms. Maintains inventory supplies in the prep recovery areas. Checks all Anesthesia sites/inventory daily for outdated stock. Stocks designated rooms and other supply sites. Responsible for assembling central line/ A-line kits in accordance with the agreed protocol. Sets-up cardiac and neuro anesthesia sites. Removes and replaces all used single patient care items immediately after each procedure/case. Assists in the turnover of cases
Monitors inventory supply/equipment levels throughout the day

Position Requirements: High School diploma or general education degree (GED).

*EL-LI 1

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Job Title: Administrative Assistant II

Department: Emergency Department Administration

Shift: 1st

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

Job Number: 2015-2441

Job Description:

We are seeking a dynamic Administrative Assistant II to join our department at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

The Administrative Assistant II provides advanced support to the director in managing the operational activities of the Department. The Administrative Assistant uses a pattern of orderly, efficient communication and a high degree of initiative and independent judgment to relieve the Director of administrative detail. The Administrative Assistant accepts appropriate responsibility and prioritizes multiple assignments and projects in a complex and constantly changing environment. The Administrative Assistant II exemplifies the Rush Mission, Vision and Values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School diploma required; Bachelor's degree preferred.

3 or more years of previous administrative experience required, preferably in healthcare. Strong interpersonal and communication skills; ability to work effectively with a variety of staff. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, Ability to work under pressure with accuracy.

Ability to deal courteously and in a professional manner with patients, physicians and staff. Ability to effectively deal with sensitive matters and materials confidently Ability to prioritize multiple assignments and tasks.

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Job Title: Computer Technician - (Temporary Part-time)

Department: I S Telecom Staff

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Help Desk

Job Number: 2015-2479

Job Description:

Provides outstanding 1st-level (initial) support to Rush University Medical Center customers, for desktop computing hardware and software problems. Resolves problems where possible and escalates to Level 2 when unable to resolve. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma

Strong customer service orientation with a positive "can do" attitude

Commitment to keeping technical skills current through ongoing training

Effective multi-tasking, independent worker, and time management skills

Solid telephone, verbal, listening, and written communication skills

Ability to focus during stressful situations and a commitment to meeting deadlines and exceeding expectations

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Mon. 11/02/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 10-91-93672

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Northern FCRC, 8020 St. Louis, Skokie, IL

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services

Lisa Horsley
100 South Grand Ave East, 3rd floor, Springfield, IL 62762
217-524-0347 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: Registered Nurse II

Agency: Human Services
Closing Date/Time: Fri. 10/30/15 4:00 PM Central Time
Salary: \$5,024.00 - \$6,833.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: 10/79-93409

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Clinical Nurse Manager, provides a full range of professional nursing services, consistent with individual treatment plans of mentally ill, deaf/blind hard of hearing recipients; participates as a member of the Interdisciplinary Treatment Team.

Minimum Requirements:

Requires graduation from an approved nursing program with an associate degree in nursing and two years of professional nursing experience preferably in psychiatric setting; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. Requires ability to lift patients and the ability to interact with severely mentally ill deal/ blind hard of hearing recipients.

Work Hours & Location/Agency Contact:
CONTACT INFORMATION: Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583
Days 7am - 3pm Rotating Days off

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: Senior Public Service Administrator Opt 7
Assistant Warden of Operations**

Agency: Corrections

Closing Date/Time: Mon. 11/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: BB-00 Bid ID#: IDOC29-63-15-0023

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Warden (Sr. Public Service Adm.), serves as Assistant Warden of Operations; formulates, organizes and directs the overall Operation Program for the Correctional Centers; supervises staff; maintains and enforces disciplinary, safety, security and custodial measures; administratively responsible and accountable for execution of policies and procedures in management of the institutions while serving as Duty Warden

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in law enforcement, criminology, penology or a related field; requires four years of progressively responsible administrative experience in a law enforcement public or private organization, a correctional facility or related field. Requires ability to travel. Requires ability to qualify with firearms within twelve months of start date, and annually thereafter in accordance with agency directive and state or federal laws.

THIS POSITION IS RUTAN EXEMPT AND EXEMPT FROM THE PERSONNEL CODE.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans.

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

Work Location: Various facilities within the Illinois Department of Corrections

Agency Contact: Karey Wanless, Illinois Department of Corrections

1301 Concordia Court, PO Box 19277, Springfield, IL 62794 Ph: 217-558-2200 ext 5010

How to Apply: APPLICANTS INTERESTED IN APPLYING FOR THIS POSITION MUST SUBMIT A COVER LETTER STATING POSITION OF INTEREST AND LOCATION, RESUME AND A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION TO THE CONTACT AT ADDRESS ABOVE. THIS IS A NON-CODE TITLE AND IS NOT COVERED BY CMS, NO GRADE IS REQUIRED.

Option 7 - Law Enforcement/Corr

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**Job Title: Senior Public Service Administrator Opt 7
Assistant Warden of Programs**

Agency: Corrections

Closing Date/Time: Mon. 11/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: BB-00 Bid ID#: IDOC29-63-15-0021

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Warden (Sr. Public Service Administrator) serves as the Assistant Warden of Programs, formulates, organizes, and directs the overall Program Services for Correctional Centers; maintains and enforces disciplinary, safety, security, and custodial measures; administratively responsible and accountable for execution of policies and procedures in management of the institution while serving as Duty Warden; serves as full line supervisor; assigns and reviews work.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in law enforcement, criminology, penology or a related field; requires four years of progressively responsible administrative experience in a law enforcement public or private organization, a correctional facility or related field. Requires ability to travel. Requires ability to qualify with firearms within twelve months of start date, and annually thereafter in accordance with agency directive and state or federal laws.

THIS POSITION IS RUTAN EXEMPT AND EXEMPT FROM THE PERSONNEL CODE.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans.

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

Work Location: Various facilities within the Illinois Department of Corrections

Agency Contact: Karey Wanless / Illinois Department of Corrections

1301 Concordia Court, PO Box 19277, Springfield, IL 62794

Phone: 217-558-2200 ext. 5010

How to Apply: APPLICANTS INTERESTED IN APPLYING FOR THIS POSITION MUST SUBMIT A COVER LETTER STATING POSITION OF INTEREST AND LOCATION, RESUME AND A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION TO THE CONTACT AT ADDRESS ABOVE. THIS IS A NON-CODE TITLE AND IS NOT COVERED BY CMS, NO GRADE IS REQUIRED.

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Job Title: Senior Public Service Administrator Opt 7 - Warden

Agency: Corrections

Closing Date/Time: Mon. 11/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: BB-00 Bid ID#: IDOC29-63-15-0024

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to management approval of the District Deputy Director (SPSA), plans develops, organizes, controls and manages the programs and operations at Correctional Centers; develops recommends and implements policies and procedures pertaining to the programs and operations facility wide; formulates and implements policies, procedures, objectives for employees and offenders; directs, assigns, evaluates work activities and areas and responsibility of all department heads; plans, direct, approves facility's fiscal budget.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in law enforcement, criminology, penology or a related field; requires four years of progressively responsible administrative experience in a law enforcement public or private organization, a correctional facility or related field. Requires ability to travel. Requires ability to qualify with firearms within twelve months of start dates, and annually thereafter in accordance with agency directive and state or federal laws.

THIS POSITION IS RUTAN EXEMPT AND EXEMPT FROM THE PERSONNEL CODE.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans.

Work Hours & Location/Agency Contact: Work Hours: Mon through Fri 8:30am-5:00pm
Work Location: Various facilities within the Illinois Department of Corrections
Agency Contact: Karey Wanless/ Illinois Department of Corrections
1301 Concordia Court, PO Box 19277, Springfield, IL 62794 Ph: 217-558-2200 x 5010

How to Apply: APPLICANTS INTERESTED IN APPLYING FOR THIS POSITION MUST SUBMIT A COVER LETTER STATING POSITION OF INTEREST AND LOCATION, RESUME AND A COMPLETED AND SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION TO THE CONTACT AT ADDRESS ABOVE. THIS IS A NON-CODE TITLE AND IS NOT COVERED BY CMS, NO GRADE IS REQUIRED.

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Job Title: Storage Tank Safety Specialist

Agency: State Fire Marshal
Closing Date/Time: Fri. 10/30/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 50-50-SFM15-017

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of and stabilization of hazardous situations, or incidents involving fire, explosion or environmental release.

PLEASE NOTE: THE SELECTED CANDIDATE MUST RESIDE IN KANE COUNTY WITHIN 90 DAYS OF HIRE.

Work Hours & Location/Agency Contact: WORK SCHEDULE: 4-DAY WORK WEEK; 9.5 HOURS FOR THREE DAYS AND 9 HOURS ONE DAY; SATURDAYS AND SUNDAYS OFF; FRIDAY OR MONDAY OFF.

WORK LOCATION: Office of the Illinois State Fire Marshal, Kane County Field Office

AGENCY CONTACT: Lloyd Peterson
Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277, Springfield, IL 62794
PHONE: 217-557-6015

How to Apply:

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

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Field Service Technician

Job ID 15007301

Date posted 10/06/2015

Ready Refresh by Nestle Waters

Location: Northbrook, IL

Shift/Hours: Monday-Friday 7am start till workload completed

KEY RESPONSIBILITIES: Provide quality "PM" service to all routed customers daily. Each routed day is unique and entails an average of 10-12 "PM" activities or pieces of equipment serviced. The primary role of the FPMT is to execute quality "PM" service to all routed customers (equipment) in a safe and productive manner. Desired candidates should have the ability to follow strict quality process requirements and have strong customer interaction skills.

Required Experience:

- A high school diploma, GED, or equivalent experience - Previous experience working with Point Of Use equipment and/ or Office Coffee brewer equipment, and or other related product lines is preferred -Prior HVAC experience, plumbing experience, water filtration, and/or auto mechanical technical experience is strongly preferred but not required - Motor Vehicle Record - in the last 3 years only 1 license, no driving-related suspension, revocation or cancellation, no disqualifying offenses, no more than 2 moving violations and no reckless driving incidents - Motor Vehicle Record (last 7 years)
- no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene, driving a commercial vehicle without a CDL, or at-fault fatal incident
- Conditional offer requirements for this role include an extensive criminal background check and pre-employment drug screen

Required Skills:

- Must be an articulate verbal communicator - Must possess strong organizational skills and a customer centric focus - Must display a high degree of initiative combined with a commitment to high quality work standards - Must be technically inclined and detail oriented - Must be able to work both independently and as part of a team

Equal Opportunity Employer

M/F/D/A/V

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <https://www.nestlewaterscareers.com/job/northbrook/field-service-technician/1822/864779>

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Route Sales Delivery Driver

Job ID 15007561

Date posted 10/16/2015

Ready Refresh by Nestle Waters- Route Service and Delivery Driver

Location: Chicago, IL

Schedule/ Hours: Monday through Friday + occasional Saturdays (approximately 1 per month) 6am start time until the daily delivery workload is completed

Required Qualifications include:

High School diploma, GED, or equivalent work experience

Ability to secure and maintain a CDL Class B license with the proper endorsements

Preferred Qualifications: At least 6 months to 1 year of work experience in a delivery driving role . Work history involving outdoor and/or physical labor work
Relatable delivery or merchandising work history, and/or prior sales or customer service experience

Motor Vehicle Record Requirements (firm):

Motor Vehicle Report: no more than 2 moving violations in the last 3 years

Motor Vehicle Report: (last 7 years) displaying no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene of an accident, driving a commercial vehicle without a CDL, or at-fault fatal incident

Must be 21 years of age or older (DOT requirement)

Key qualifications include:

High School diploma, GED, or equivalent work experience

Ability to secure and maintain CDL Class B license with airbrake endorsement

Motor Vehicle Record - in the last 3 years only 1 license, no driving-related suspension, revocation or cancellation, no disqualifying offenses, no more than 2 moving violations and no reckless driving incidents

Motor Vehicle Record (last 7 years) - no major driving offenses including DUI/DWI, reckless driving, refusal to test, leaving the scene, driving a commercial vehicle without a CDL, or at-fault fatal incident

Must be 21 years of age or older (DOT requirement)

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

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Direct Store Delivery Driver

Job ID 15007227

Date posted 10/06/2015

Direct Store Delivery Representative

Ready Refresh by Nestle Waters

Daily Reporting Location: Chicago, IL

Compensation: Salary + Generous commission structure

Schedule/ Hours: Monday through Friday (full time hours) 6am start time to daily workload completion. Reports to: Direct Store Delivery Unit Leader

Zone Sales Development Manager - Mid West

A comprehensive on the job training program that supports our CDL B licensing requirement (great training preparation provided prior to test date, NWNNA sponsors your CDL test fee, we offer our CDL truck for your test date)

Training provided on best practices for marketing our brand portfolio The chance to work with some of the top industry professionals in the direct store delivery space

Qualifications

The DSD Route Sales Representative may be the right fit if you enjoy a challenge, have a history of exceeding performance goals, are persistent, and have high energy.

Key Qualification include:

High school diploma or GED or equivalent experience; Ability to secure and/or maintain CDL Class B with airbrake endorsement; Clean driving record; Sales experience preferred; Strong face-to-face sales/negotiation skills; Service-oriented; Ability to work independently; Ability to effectively interact with people from diverse backgrounds; Good organizational skills; Ability work in different types of weather; Ability to manage time and work efficiently; Ability to lift and carry an average of 300+ product units per day, each weighing up to 45 pounds, using product handling tools as appropriate, with or without a reasonable accommodation; Ability to climb in and out of a commercial vehicle on average 30-40 times per day; Ability to work an average 45 hour week or more, including variable start/end times; Ability to alternately sit, stand, push, pull and walk all day, with or without a reasonable accommodation

Equal Opportunity Employer M/F/D/A/V

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Job Title: Human Resource Generalist*

Department: Human Resources

Shift: 1st

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

Job Number: 2015-2447

Job Description: We are seeking a dynamic Human Resources Generalist content expert in an integrated HR business partner and practice center model in a unionized healthcare setting to join our team.

Position Highlights: Under general direction, is responsible for performing HR-related duties on a professional level and works closely with Business Partners in supporting client groups. This position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Qualifications:

Bachelor's degree in Business Administration, Human Resource Management, Industrial Psychology or related discipline required.

Minimum three (3) years' experience in an entry-level HR role or as a Human Resource Generalist required. HR certification preferred.

Critical thinking and problem solving skills are required to assess and resolve issues around scheduling, projects and/or daily responsibilities.

Strong, written and verbal communication skills; excellent interpersonal skills. Proficient in MS PowerPoint, Outlook, Word, and Excel.

Ability to maintain a high level of integrity and confidentiality, and exercise independent judgment.

Highly organized to effectively plan, track, evaluate and follow up on multiple priorities for multiple people. Sense of urgency around customer service to model behavior to others.

Ability and willingness to approach tasks with a spirit of collaboration in order to problem solve with peers and customers. Viewed by others as approachable, dependable and a self-starter.

Ability to quickly grasp the essence of an issue or problem, and a curiosity to uncover facts. Has the desire and ability to either build a long-lasting solution or provide a quick fix, and the judgment and expertise to distinguish which is appropriate in the given circumstance.

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Job Title: Guest Relations Associate-Guest Relations

Department: Guest Relations

Shift: 4th (Rotating)

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

Job Number: 2015-2299

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.

Principal Duties and

Position Requirements:

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

High School diploma or equivalent required

One year of college preferred

1-2 years previous job related experience

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Job Title: PATIENT ACCESS COORDINATOR

Shift: 2nd

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

Specialty: Registration

Job Number: 2015-2233

Position Highlights:

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

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Job Title: Sr. Human Resources Consultant- Employee Relations *

Department: Employee Relations

Shift: 1st

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

Job Number: 2015-2407

Position Highlights: The Senior Employee/Labor Relations Consultant provides consultation and direction to management and staff on matters pertaining to employee relations activities. Provides Human Resources employee relations support in an integrated HR business partner and practice center model. Consultant has responsibility for providing dedicated employee relations support for specific client areas, as well as employee relations subject matter expertise in a practice center context. On an ongoing basis, the Employee Relations Sr. Consultant facilitates special client or ER related projects linked to organizational strategic needs, fields a variety of questions and interprets Rush HR policies and procedures and collective bargaining agreements. The Senior Consultant will support organizational efforts to enhance the employee relations environment at Rush. This position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Qualifications:

Minimum of Bachelor's degree in Human Resource Management, Business Management, Labor/Industrial Relations or related field required.

Master's degree or JD desirable. PHR or SPHR desirable.

A minimum of 5 years in employee relations consultant role, or in a Human Resources related function (i.e. HRBP, HR Generalist) with a depth of experience and emphasis in implementing employee relations projects required.

Experience in a unionized environment preferred.

Strong project management and critical thinking skills required, including proven problem solving and planning skills required.

Ability to explore alternatives to existing services and identify opportunities to improve procedures and practices.

Ability to identify and analyze trends from a variety of data sources. Recommends and implements solutions, as necessary.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151020155006&

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Department Manager, Purchasing

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description: Under the direction of the Chief Procurement Officer, Purchasing, the position is responsible for procuring materials, supplies, construction and services, through appropriate procurement methods to meet established priorities within the confines of regulations. Directs and manages the procurement staff to ensure timely, efficient, and effective contract awards with approval authority up to \$50,000 in order to support the business objectives of Pace. Exercises sound and rational judgment in application of established procurement principles. Maintains policies and procedures in compliance with governing Federal, State and Regional Transportation Authority (RTA) regulations. The position is required to apply principals of the FTA Circular for all procurements funded by the Federal Government and Regional Transportation Authority, respond to FTA and to RTA audits ensuring all audit deficiencies are addressed. This position at times will represent the Chief Procurement Officer for all Procurement matters. Duties include, but are not limited to, planning, assigning and coordinating the work of the procurement team members; assessing personnel needs, schedules and staff accordingly to ensure timely completion of procurements. Establish goals and objectives for the department and responsible for directing special projects. Participate and assist with the preparation of the annual budget. Manage the formulation of overall objectives, policies and necessary standard operating procedures for the procurement staff and department end users. Responsible for establishing and managing performance measurements, management reports, compiling information, and making recommendations for action. Practice excellent customer service and provide feedback to the end users on status of requisitions and other procurement matters. Act as lead negotiator for complex and highly-visible procurements. Prepares and administers a training program for new staff and monitors progress.

Qualifications: Qualified candidate must have a Bachelor's Degree and have ten years of progressively more responsible purchasing experience. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

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Receptionist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, the Front Desk Receptionist fills a critical gatekeeper role for Pace Headquarters.

The position requires communication skills to serve Pace customers in a courteous and professional manner.

Duties include greeting customers, job applicants, vendors, and other visitors; answering in-coming calls and directing them to the appropriate individual/department; receiving and directing clients, mail and packages to appropriate individual/department; selling Ventra passes and maintaining proper accounting of transactions; handling reduced fare card applications, taking customer pictures, and mailing all information to the RTA.

Provide route schedules as requested. Other duties as assigned.

Qualifications:

Qualified candidate must possess excellent communication and interpersonal skills, 3-5 years experience in customer service as a switchboard operator or in a call center environment is preferred.

Must display professional demeanor at all times.

Qualified candidate must have a good work history.

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Payroll Administrator

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees.

Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, serves as petty cash custodian and back up receptionist as needed.

Other duties as assigned.

Qualifications:

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history. Experience with Microsoft Office and Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

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Temporary Sign & Shelter Technician

Location: Melrose Park

Office: External Relations

Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing. Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting.

Must be able to keep good records of work performed and complete work orders. Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends.

Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

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