



Patient Care Technician

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

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

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Registered Nurse

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Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Ultrasound Technologist-On-Call

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data. S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology
A.R.R.T. certification required.
ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.
Experience in performing NT (Nuchal Translucency) procedure.
Minimum of 2 years of Ultrasound Technologist experience
Meditech computer experience is a plus.
Knowledge and ability to use automated and conventional radiology equipment.
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

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Loss Prevention Associate job in CHICAGO

Requisition ID: 403675BR

Job Function: Asset Protection/Loss Prevention

Employment Category: Regular, Part-time

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Post Date: 10/15/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010: Sears Chicago Lawrence IL

Jobs in this category are responsible for protecting company assets through activities in safety, inventory recovery and internal/external theft. Some essential duties include including assisting with reduction of loss of inventory, time, and assets, as well as monitors surveillance equipment and apprehends shoplifting suspects.

- Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/365086/Loss-Prevention-Associate-Illinois-II-Chicago>

Now Hiring ALL Hourly Employees/ Shift Leaders

Meatheads Burgers and Fries

601 N Martingale Rd Ste 324 Schaumburg, IL

Opportunities:

Now Hiring ALL Availability for Servers/Cashiers

Now Hiring ALL Availability for Cooks

If you are looking for 15-35 hours a week with people who care, then you should become a professional Meathead!

Capabilities Required:

- Smiling face
- Service-oriented
- Enjoy working in a fast paced environment
- Enjoy serving great food

Apply online at <http://www.shiftgig.com/job/schaumburg/il/cashier-job-openings-at-meatheads-burgers-and-fries-8751031>

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Backroom Associate job in CHICAGO

Requisition ID: 398630BR

Job Function: Sales Support

Employment Category: Seasonal

Location: 1900 W LAWRENCE AVE, CHICAGO, IL 60640, US

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01010

Jobs in the category are responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily stockroom activities. Assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties in Now Hiring ALL Hourly Employees/ Shift Leaders clude promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment.

- Partners with Selling and Sales Support Associates to provide superior customer service
- Unloads delivery trucks, moves merchandise to appropriate staging locations, and maintains stockrooms in a neat, orderly, and safe manner
- Serves customers promptly at Merchandise Pick Up
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Performs Fill Floor process multiple times per day based on business need, pulling and staging merchandise for Merchandising & Pricing Associate to place on the sales floor
- Locates and pulls merchandise on Out of Stock Pull List, and stages merchandise for Merchandising & Pricing Associates to place on the sales floor
- Locates and pulls merchandise and fixtures to support sales floor resets
- Completes minor repairs of store stock and customer merchandise
- Assembles merchandise for sales floor display and customer sales
- Completes point of sale equipment repair and assists Facility team as required
- Inspects returned merchandise, and determines proper disposition or handling
- Adheres to merchandise and inventory protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Ability to move up to 50 lbs. in weight to maintain flow of merchandise
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation
- Must be 18 years of age or older

EOE Minorities / Females / Protected Veterans / Disabled

Apply online at <http://jobs.sears.com/career/360626/Backroom-Associate-Illinois-IL-Chicago>

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Accounts Payable Clerk

Department: Accounting

Status: Full Time

This individual will process all invoices for payment in a timely and accurate manner as well as provide service to external and internal customers with courtesy and professionalism. This individual will perform a variety of functions related to the processing and monitoring of invoices, verifying invoices for appropriate documentation and approval prior to payment, researching and resolving invoice discrepancies, and managing vendor requests.

Responsibilities

This individual will process all invoices for payment in a timely and accurate manner. Also, provide service to external and internal customers with courtesy and professionalism. Responsibilities include, but are not limited to, the following:
Review all invoices for payment terms, discounts, address changes, etc.
Compare invoices with purchase orders and/or receipts.
Run AP checks weekly. Scan invoices and checks into OptiView Document Management.
Run various AP reports. Answer vendor and department questions.
Track problem invoices and research discrepancies. Assist with year-end accruals.
Assist with annual audit. Assist with month-end close.
Assist with special projects as needed.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. High school diploma or equivalent; with one to three months of related experience and/or training; or equivalent combination of education and experience. Ability to write simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees. Must have accounting/finance department experience. Knowledge of Great Plains Accounting software; Database software; OptiView Document Management software; Internet software; and Microsoft Office software. Experience inputting journal entries or financial data into financial system. Must be detail-oriented, accurate and have good analytical and organizational skills.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/accounts-payable-clerk/>

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Coordinator, Student Experiences

Department: Education & Guest Services

Status: Full Time

The Coordinator of Student Experiences is responsible for coordinating, developing and implementing facilitated, hands-on education programs for on and off-site groups, within the Museum's Center for the Advancement of Science Education (CASE). This includes, but is not limited to, implementing the Museum's NASA funded initiative, Mission to Mars – a program for middle school students (grades 6-8) and their teachers. In addition, the coordinator will collaborate with the Student Experiences team on the design and implementation of Learning Labs, MedLab, and Live...from the Heart.

Essential Duties and Responsibilities

Research, develop and implement science education programs for the student audience, including Learning Labs, Live...from the Heart, Mission to Mars, MedLab, exhibit guides and other on and off-site programs for school groups, in accordance with the Center for Advancement of Science Education (CASE) priorities and guidelines. Communicate with internal staff and external partners regarding program logistics. Act as liaison to create and maintain productive partnerships with formal education community and other internal and external partners.

Qualifications

Bachelor's degree in science, education or related discipline required.
3-5 years of prior science teaching experience in a formal or informal setting.
A strong understanding of and experience with informal learning strategies and a variety of learning environments, including schools, science centers, and/or museums.
Science program development experience required.
Experience with middle grades students and teachers preferred.
Must be creative and dynamic; exhibit enthusiasm, initiative, flexibility, and openness to new ideas. Must demonstrate comfort in a team environment, with strong collaboration skills. Excellent project management, planning and organizational skills. Detail oriented; excellent verbal and written communication skills, including public speaking required. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, Publisher) required. Bilingual ability is a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/coordinator-student-experiences/>

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Corporate Membership Officer

Department: External Affairs/Corporate Foundation Relations

Status: Full Time

Responsibilities

Under the direct supervision of the Corporate Major Gifts Officer (CMGO), this individual will work with staff across the Museum to coordinate all activities supporting the identification, cultivation, solicitation and stewardship of corporate grants and sponsorships.

Serves as liaison between the Museum and funders during the application process. The Officer will also write and edit grants, sponsorship proposals, applications and supporting documents for all corporate requests including Annual Fund and restricted philanthropic gifts in support of the Museum's funding priorities.

This individual will compose solicitation and cultivation letters to donors, sponsors and prospects, track grant reports and mailings for donors and maintain lists of prospects.

Qualifications

Bachelor's degree required with two years of development experience.

Grant and proposal writing experience.

Advanced oral and written communication skills.

Self-directed and proactive.

Ability to meet deadlines.

Strong research skills.

Detail-oriented with a strong commitment to accuracy.

Able to manage confidential information with discretion.

Knowledge of private, community and corporate funding sources and their procedures.

Knowledge and understanding of the principles, goals and ethics of fundraising and sponsorship, and the roles that corporations and foundations have within the process.

Knowledge of corporate sponsorship a plus.

Familiarity with Blackbaud Raiser's Edge 7 a plus.

Knowledge of Microsoft Office.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/corporate-membership-officer/>

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Maintenance Technician III (Electrician)

Department: Facilities

Status: Full Time

Responsibilities: This individual should be a tradesman who specializes in the electrical wiring of the buildings, stationary machines and related electrical equipment. The Electrician is involved in the installation of new electrical components and the maintenance and repair of existing electrical infrastructure. Also plans layouts, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the following duties. They are required to use the 360 Maintenance Management Systems. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Connect wires to circuit breakers, transformers, or other components. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices to ensure compatibility and safety of system. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes.

Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes. Install ground leads and connect power cables to equipment, such as motors. Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment. Work from ladders, scaffolds, motorized lifts and roofs to install, maintain or repair electrical wiring, equipment, and fixtures. Perform preventative maintenance on electrical equipment. Install lighting and lighting track. Install and dismantle permanent and temporary exhibits.

Qualifications: Associate's degree (A.A.) or equivalent from two-year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience. Technical certification or apprenticeship in electrical installation & maintenance. Minimum of five years' experience with the installation and maintenance of high and low voltage. Experience with security, fire protection, telephone and communication systems are desired. Requires some computer skills. Must have the ability to troubleshoot problems. Candidate shall possess effective interpersonal skills.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/maintenance-technician-iii/>

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Senior Coordinator, Guest Experiences

Department: Guest Experiences

Status: Full Time

This individual leads the Coordinator and Facilitators in providing exhibit content in a positive, fun, inclusive and educational capacity.

Works with team members to ensure exhibit content is being communicated to guests in an engaging capacity, that staff members are proactive about addressing guest needs throughout the Museum, and that staff perform core operational job requirements.

Assists scheduling Special Group Tours with Marketing Department.
Oversees exhibit staffing and museum operations, including hiring and training of

Coordinator and Facilitator 1s.

Responsible for managing a Coordinator and a team of up to 25 Facilitators.

Qualifications

Required qualifications are as follows:

Bachelor's degree with 3-5 years related experience; or an equivalent combination of education and experience required.

Must have a minimum of two years of experience supervising diverse teams.

Excellent communication skills are required.

Proficiency of MS Office (Word, Excel, PowerPoint and Outlook) required.

Ability to research and learn exhibit content grounded in the fields of science, technology, engineering, medicine and aviation.

Ability to creatively problem-solve.

Strong team work and collaboration skills.

Ability to lead teams using positive management strategies.

Team performance maximization skills.

Ability to talk to and engage guests.

Ability to handle several activities at one time.

Additional experience that is recommended:

Bilingual ability a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/senior-coordinator-guest-experiences/>

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Facilitator 1

Department: Guest Experiences

Status: Temporary Part Time (until 1/04/2015)

The Facilitator 1 (F1) position is part of the Guest Experiences team, responsible for providing a world-class guest experience to all visitors of the Museum of Science and Industry (MSI).

F1's are responsible for engaging guests with scientific exhibit content in an educational, memorable and fun capacity by providing compelling and personalized exhibit experiences throughout the Museum.

F1's will perform core operational functions in support of the exhibits, wayfinding, and opening/closing of the Museum.

Qualifications

One year of college or 1-2 years' related or relevant experience

Ability to learn and teach exhibit content in a museum environment

Ability to effectively present content in exhibits throughout the museum in both one-on-one and group situations in an engaging, compelling, energetic manner

Exceptional public speaking skills

Ability to learn math and science content

Ability to learn and engage guests with science content

Ability to anticipate guests' needs and solve guest issues

Positive attitude required: strong love for working with people in a fun, educational atmosphere

Ability to talk and engage guests for long periods of time

Ability to handle several activities at one time

Must be able and willing to work weekends and holidays, and some evenings

Prior formal or informal educational experience, science experience, theatre experience, or improvisation experience is important

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/facilitator-1/>

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Mon. 11/03/14 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly \$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 4

Plan/BU: RC062 Bid ID#: 10-07-86148-51

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college, preferably with coursework in business or public administration or one of the behavioral sciences; requires one year of responsible administrative experience in a public or business organization, including professional experience in casework or related area and experience in working with collections of Federal and State debt, or completion of an agency approved professional management training program.

Requires ability to converse with DHS clients on a high volume, daily basis regarding their overpayment accounts. Requires proficiency with Microsoft Office Suite or similar word processing/spreadsheet/database software. Requires current (i.e. within the last two years) experience processing overpayments, working with civil litigation and bankruptcy cases, and maintaining accounts receivable, including experience working with the Accounts Receivable System (ARS), the Comptroller's System, and the Federal Offset System. Requires extensive knowledge of current Federal Regulations and Illinois laws, rules, and regulations with special emphasis on the Supplemental Nutrition Assistance Program (SNAP) and the Cash Assistance programs.

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

Office of Fiscal Services

Bureau of Collections 401 South Clinton, 2nd floor Chicago, IL 60607-3800

How to Apply: Please submit CMS 100 (revised 10/2014) applications to:

Bureau of Employee Services

Lisa Horsley 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).

Option H7 - Dept Human Services

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Job Title: Office Associate - Opt SS2

Agency: Department of Labor

Closing Date/Time: Thu. 11/06/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 15-IDOL-0036

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs receptionist duties in the Chicago Office; answers incoming calls, greets visitors, disseminates technical information on agency programs and state labor laws; assists in preparing mailings; labels wage claim file folders and enters data into computer.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; Requires elementary knowledge of the agency's programs, laws, rules and regulations.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30am to 5:00pm (no weekends or State holidays)

Illinois Department of Labor 160 North LaSalle Street Chicago, IL 60601

Contact: Illinois Department of Labor / Deborah Morris

900 South Spring Street Springfield, IL 62704 217-782-0596 Fax

deborah.morris@illinois.gov

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 SS2 - Spanish Speaking/Typing

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Job Title: Public Service Administrator - Opt 1

Agency: Human Services

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

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: MC-05

Bid ID#: 10-75-85316

Minimum Requirements:

Requires knowledge, skill, mental development, and administrative experience comparison to a human resource position and graduation of 4 years of college preferably with courses in public administration or business. Requires 3 years progressively responsible administrative experience in a public or business organization. Prefers professional experience in human resources. Requires thorough knowledge of the collective bargaining contracts, CMS Personnel Code and Rules, Classification Plan, Pay Plan, DHS, and Shapiro policies and procedures. Requires the ability to communicate effectively in both written and verbal format.

Work Hours & Location/Agency Contact: Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

Non-state employees must submit a completed Employment Application (CMS-100) to the contact listed above prior to 5:00 pm on the last date to apply listed above. To apply, candidates must be deemed qualified or have submitted an application to the Department of Central Management Services, 500 Stratton Building, Springfield, Illinois 62706 to receive a qualifying grade prior to the closing of the posting period. Candidates are responsible for obtaining a qualifying grade from CMS. Candidates who do not comply with the bidding requirements identified above will not be considered for the position.

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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Rehabilitation Case Coordinator I - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC I OPT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762
Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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: 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: Credentialing Assistant

Department: Medical Staff Office

Shift: 1st

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

Specialty: Health Care Administration

Job Number: 2014-2133

Job Description:

Are you a multi-tasking individual who has credentialing experience working in a fast paced medical staff services?

If this describes you, you may be the right candidate for the Credentialing Assistant position in the Medical Staff Office team at Rush University Medical Center!

General Summary:

Coordinates Medical staff credentialing activities. Responsible for providing varied clerical/administrative support for the Medical Staff Office, including data entry and physician database maintenance (ECHO); the credentialing processes and other duties that support various Medical Staff Office activities. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills and Abilities:

High school diploma, GED or equivalent required.

Associate's degree preferred.

1-5 years credentialing experience in medical staff services.

Certified by the National Association Medical Staff Services (NAMSS) preferred.

Proficiency in Microsoft Word, Excel applications and database systems.

Highly attentive to detail and accuracy and possess strong organization skills.

Must possess excellent oral and written communications skills.

Must display professional demeanor and ability to relate positively with other departments and hospital staff.

Must work well as a member of a team and maintain confidentiality at all times.

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Job Title: Patient Access Coordinator

Department: Emergency Room

Shift: 2nd

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

Specialty: Registration

Job Number: 2014-1507

Job Description:

We are seeking a dynamic Patient Access Coordinator to join our Patient Access Department at Rush University Medical Center!

*** This is a second shift position, 2:30 p.m. – 11:00 p.m. ***

Must be available to work weekends and holidays

General Summary: 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.

Knowledge, Skills and Abilities:

High school graduate or equivalent.

Knowledge of medical terminology preferred.

Keyboard experience with the typing skill of 25 WPM 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: RUMG Clinic Coordinator 3

Department: PBC-TRANSPLANT

Shift: 1st

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

Job Number: 2014-2042

Job Description:

Join Rush University Medical Center!

We are seeking a dynamic RUMG Clinic Coordinator III to join our University Transplant Program at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

Coordinates clinic activities including, coordinating all template management, scheduling, greeting and acknowledging patients throughout the check-in and check-out process, and coordinating referral and insurance authorizations, coordinating all telephone activities and troubleshooting business issues.

The employee who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

Position Qualifications Include:

High school diploma required and medical office experience preferred

Basic computer knowledge required

Attention to detail and accuracy

Excellent customer service and interpersonal skills

Sensitivity to patient health information and protection of confidentiality

Ability to utilize EPIC efficiently

Ability to sit for several hours each day and remain professional and calm under stressful situations

Ability to adapt to change and be flexible

Employees hired into this role must successfully pass the EPIC scheduling test with 3 attempts, within 45 days of completion of training.

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Requisition ID 2014-8048 Primary

State/Province IL

Primary City CHICAGO

Employment Type Regular - Full Time (4)

\$60,000-\$70,000 per year !!

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•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

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