



**Job Title: Pharmacy Technician**

Agency: Human Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-86469

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of a registered pharmacist, performs paraprofessional pharmacy services for the pharmacy. Runs and maintains the automated packaging machines; compounds simple prescriptions. Enters physician's orders into the computer system; fills orders for medications and supplies; transports medication to recipient units; retrieves orders and restocks automated medication machines; keeps stock records and inventories of medication supplies; keeps work area clean, as well as keeps maintenance records on automation equipment and performs routine maintenance.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires Illinois certification as a certified Pharmacy Technician; must be at least 18 years of age. Requires knowledge of basic math computation. Requires knowledge of aseptic handling of drugs and practices of pharmacy. Requires ability to communicate with people at various levels of the facility. Requires basic PC operations. Requires ability to lift and carry medication cassettes and supplies up to 50 lbs for an extended time.

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

OCAPS Ludeman Pharmacy Hub 114 Orchard Drive Park Forest, IL 60466

Please submit applications to: Kelly Kindred

Bureau of Employee Services / Hiring Unit

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Pharmacy Manager**

Agency: Human Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$7,456.00 - \$11,576.00 monthly \$89,472.00 - \$138,912.00 annually

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-89-86471

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, serves as the Pharmacy Manager for Kiley Developmental Center. Provides a full range of professional pharmacist services in compliance with DHS and facility policy, Public Aid, Public Health, HCFA, Accreditation standards and other applicable laws and regulations. Supervises pharmacy staff, compounds and dispenses medication, conducts quarterly reviews.

**Minimum Requirements:**

Requires licensure by the Illinois Department of Professional Regulation and a Registered Pharmacist and licensure for controlled substance and Division III Pharmacy. Requires completion of five years of pharmacy college, plus four years of progressively responsible administrative experience in the pharmacy field. Requires the ability to communicate in English orally and written form.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
OCAPS/Kiley Developmental Center 1401 W. Dugdale Center Waukegan, IL 60085

Please submit applications to: Kelly Kindred  
Bureau of Employee Services Hiring Unit  
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762  
FAX: 217-524-2116

**How to Apply:**

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**Job Title: Program Integrity Auditor Trainee**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IG0592

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direct supervision, participates in an Agency sponsored medical provider auditor training program of not more than twelve months duration; completes assignments of increasing difficulty to gain experience and develop auditing skills; completes assigned auditing projects to develop and refine knowledge of the tools and techniques utilized in performing medical provider audits and in drafting comprehensive audit reports; attends and participates in staff meetings and conferences; travels to various sites throughout the State to assist senior auditors in conducting audits.

**Minimum Requirements:**

Requires possession of a Bachelor's degree with course work concentration in accounting or business administration; requires an appropriate valid driver's license or the ability to travel to remote sites.

**Work Hours & Location/Agency Contact:** Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Medicaid Integrity

401 South Clinton Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel

412 North 5th Street Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Public Service Administrator - Opt 8L**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 11/13/14 5:00 PM Central Time

Salary: \$6,009.00 - \$9,213.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC036

Bid ID#: IG0589

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, presents evidence on behalf of the Department at Formal Administrative Hearings, examines and cross-examines witnesses; interviews Department witnesses (i.e., auditors, computer experts, etc.); initiates subpoenas for relevant documentation for evidentiary purposes; evaluates cases involving medical vendors participating in the Medical Assistance Program and/or recoupment of alleged overpayment; travels statewide to attend meetings at various sites.

Minimum Requirements: Requires graduation from a recognized law school. Requires possession of a license to practice law in Illinois. Requires prior experience equivalent to three years professional experience in the practice of law. Requires ability to travel statewide to attend meetings at various sites. Requires possession of a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Counsel to Inspector General

401 South Clinton Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel

412 North Fifth Street Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 8L - Law License Illinois**

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**Coder I**

Department: MED RECORDS CHI MKT

Schedule: Full Time

Shift: Days

Job Details: Codes and abstracts diagnoses and/or surgical procedures on all inpatient, outpatient and ER records utilizing ICD-9 CM and CPT-4 coding classification systems. Completes MS-DRG and APC assignments on inpatient or outpatient record as appropriate.

Ensures ethical and accurate coding, in accordance with all regulatory requirements and AHIMA Standards of Ethical Coding. months ICD-9 CM coding experience in an acute hospital setting preferred . RHIT (or eligible), RHIA (or eligible), CCS or CPC-H. Non-credentialed candidate with previous coding experience or those with coding certificate will be considered.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=453475](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=453475)

**Coordinator Credentialing**

Department: Med-Dental Staff Off

Schedule: Full Time

Shift: Days

Job Details: Assists in the credentialing process of physicians for the PHO. High School graduate or equivalent. Prior general office experience. Light typing 15-30 WPM. Data entry skills. Prior credentialing experience required.

Customer service oriented; general office practices, maintain filing systems, transcribe dictated documents and use computer packages to prepare reports. Personal computer (Microsoft applications), photocopier, printer and facsimile.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=281460](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=281460)

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## **CT TECHNOLOGIST/RADIOLOGY TECH**

Department: Computerized Tomography

Schedule: Registry

Job Details: Associates Degree Preferred

### **JOB SUMMARY**

Responsible for performing radiological diagnostic and CT services on a daily basis, according to protocols established by the Director.

Obtains images of highest quality under minimal direction and supervision.

Responsible for professional performance and decision making in accordance with the clinical, fiscal and organizational objectives of the department and hospital.

### **JOB QUALIFICATIONS**

1. Completion of an Allied Health Education and an AMA approved program in Radiology.
2. Current ARRT certification and IEMA licensure (or Registry eligible), Current advance CT certification (or obtained within the first three months of employment)
3. CPR certification
4. Excellent interpersonal communication skills
5. Ability to handle information in a sensitive and tactful manner

\*cb\*

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&CJobId=980058](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=980058)

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## **ED Technician**

Department: Emergency Department

Schedule: Full Time

Shift: 12 Hr. Shifts

### Job Details:

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information.

Provides all services in accordance with established hospital/departmental policies and procedures.

### JOB QUALIFICATIONS

1. High School diploma or equivalent
2. Qualifications:
  - a. Certified as an EMT-P; or
  - b. Certified as an EMT-B and 1 year ED experience preferred; or
  - c. Medical Assistant certification; or
  - d. Certified as CNA and 1 year ED experience preferred; or
  - e. Board Certified Nuclear Medicine Technologist and 6 months ED experience preferred
3. CPR certification
4. Good communication skills
5. Good PC skills for data entry

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=943721](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=943721)

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### **Transporter**

Department: Transportation Services

Schedule: Part Time

Shift: Rotation

Job Details: Responsible for the safe, courteous movement of people and equipment within the hospital.

### **JOB QUALIFICATIONS**

1. High school diploma preferred.
2. One year experience in patient contact in a hospital and/or healthcare facility.
3. Ability to read, write, and speak English.
4. Knowledge of personal computers

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=664792](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=664792)

### **Electronic Technician I**

Location: South Holland

Office: Revenue Services

Department: Maintenance

### **Job Description:**

Under the direction of the Supervisor, Technical Services or designate, responsible for all field and in-house repair of electronic Automatic Passenger Counter System, electronic fare boxes, destination signs and Electro-Mechanical Revenue Collection Equipment which will be to component level. Other duties as assigned or required.

### **Qualifications:**

Qualified candidate must have a degree from an accredited electronics school or its equivalent. A solid digital background with good mechanical aptitude and knowledge of low power transmitters and receivers is essential. Some related hands on experience preferred. The performance of these duties may be required at any time of the day and night, any day and night of the week. Candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=99](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=99)

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### **Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

#### Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

#### Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=439](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439)

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## **Administrative Secretary/Receptionist**

Location: Elgin

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll.

Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary.

Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

### Qualifications:

Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary. Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required.

Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel. Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality.

Ability to handle cash and check receipts, understand payroll practices. Knowledge of the Elgin, Illinois area and Associate or Bachelor Degree preferred. Qualified candidate must have a good work and attendance history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=543](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=543)

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**Vehicle Return Associate in Chicago Illinois United States**  
Avis Budget Group

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma or equivalent At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits: \* We provide you: \* Competitive pay \* Medical, Dental, Vision & 401K \* Full training to learn the business and enhance your professional skills \* Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Job Title: Vehicle Return Associate  
Requisition Number: 231963  
City: Chicago  
State: IL  
Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/7D052ACFA6574242AF5EFC85C7CD39A2/job/>

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**Vehicle Service Attendant-Service Agent in Chicago Illinois United States**  
Avis Budget Group

We're headquartered in Parsippany, N.J. and own and operate most Avis and Budget car rental offices in North America, Europe and Australia, and operate primarily through licensees in other parts of the world. As a Customer Led, Service Driven organization, our approximately 28,000 employees are empowered to make decisions and move things forward.

In our Vehicle Service Attendant position you will be on your feet all day in a fast pace outdoor environment cleaning the interior and exterior of the vehicles. You will also perform regular maintenance: non-mechanical services such as check tire pressure, fluid levels, gas the vehicle, in a timely and safe manner. You will also identify and report vehicle damage. Essential duties and responsibilities will vary.

In order to be considered for this outstanding opportunity you must be willing to work shifts that may include evenings, weekends, and holidays, previous detailing experience is a plus!

**VEHICLE SERVICE ATTENDANT REQUIREMENTS:**

- Must speak English
- Must be 18 years of age or older
- High school diploma or equivalent
- 6 months of prior work experience preferred
- Physical ability to move in and out of vehicles
- Effective verbal communication skills to communicate with customers, co-workers and management
- Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- Must be willing to work outdoors in all types of weather conditions
- Ability to work various shifts including weekends, evenings, and holidays

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Job Title: Vehicle Service Attendant-Service Agent  
Requisition Number: 231966  
City: Chicago  
State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant-service-agent/B24CF3FAF40549F791C1EE12506361A6/job/>

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**POSITION TITLE: Program Aide (Multiple Locations)**

POSITION GRADE: 3

SALARY RANGE: Competitive Salary

DATE JOB OPEN: N/A

**BASIC FUNCTION:** Provides direct service/support to the residents, under the supervision of the Team Leader/QSP and Residential Service Director.

**EDUCATION/EXPERIENCE:** The position requires a High School Diploma or equivalent, and successful completion of the certified Habilitation Aide Training Program within 6 months. Demonstrates the experiences, beliefs, attitude and awareness that indicate cultural sensitivity to the client population served. Valid driver's license is needed, and providing of a motor vehicle report acceptable to the Agency's insurance broker.

**LOCATION:** ECSS/Residential Services Division

**STARTING DATE:** Open

**SEND RESUME TO:** MarShon A. Sutton [msutton@adasmckinley.org](mailto:msutton@adasmckinley.org)

Fax 773.918.6207 or 773.476.4976

**POSITION TITLE: Health Services Coordinator**

POSITION GRADE: 8

SALARY RANGE: Competitive Salary

DATE JOB OPEN: March 31, 2014

**BASIC FUNCTION:** Under the supervision of the Director of Nursing, provides nursing services, staff training, consultation, health education, and health care coordination for clients living within a community residential setting.

**EDUCATION/EXPERIENCE:** Position requires a current, valid license as a Registered Nurse in the State of Illinois; two years of successful direct nursing with developmentally disabled adults. It is desirable that the individual have the requisite training and experience to qualify as a certified developmental disabilities registered nurse (CDDN).

**LOCATION:** ECSS/Residential Services Division

2659 W. 59th Street Chicago, IL 60629

**SEND RESUME TO:** Lonnie Hall, Director of Nursing

[lonnie.hall@adasmckinley.org](mailto:lonnie.hall@adasmckinley.org) Fax 312.918.6207 or 773.476.4976

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**POSITION TITLE: Chief Cook/Housekeeper**

POSITION GRADE: 04

SALARY RANGE: Competitive Salary

DATE JOB OPEN: 9/1/2014

**BASIC FUNCTION:**

Plans and administers food service and housekeeping programs in accordance with agency standards, under the direct supervision of the Residential Service Director.

**EDUCATION/ EXPERIENCE:**

Position requires high school diploma or equivalent with Food Service Sanitation Certificate.

Or

High School diploma or equivalent, two years of cooking experience, and certification in Food Service Sanitation within 6 months.

Use of personal car may be required. If personal vehicle is used, must have a valid driver's license and insurance.

**LOCATION:**

ECSS/Residential Division – Davis House  
4237 S. Indiana  
Chicago, IL 60653

STARTING DATE: ASAP

SEND RESUME TO: Evalynn Beavers  
House Director

[ebeavers@adasmckinley.org](mailto:ebeavers@adasmckinley.org)

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**POSITION TITLE: Social Service Worker II**

POSITION GRADE: 6

SALARY RANGE: Will be discussed during interview

DATE JOB OPEN: September 2014

**BASIC FUNCTION:** Implements and plans for direct casework services to clients within agency policy and procedure, under the direct supervision of the Program Supervisor.

**EDUCATION/EXPERIENCE:** Position requires a Bachelor's Degree in Social Work or one of the Behavioral Sciences. Must have a personal vehicle and valid driver's license.

Must have successfully passed all of the following Certifications; Child Care Act (CCA), Child Welfare for Employee Licensure (CWEL), Child Endangerment Risk Assessment Protocol (CERAP). Only candidates meeting the above criteria will be considered.

**LOCATION:** Ada S. McKinley Community Services, Inc.

Child Welfare Services Foster Care 7640 So. Vincennes Ave, Chicago IL. 60620

**STARTING DATE:** ASAP

**SEND RESUME TO:** Address To: R. Conner, Office Manager II

Fax : (773)602-2676 Email : [rconner@adasmckinley.org](mailto:rconner@adasmckinley.org)

**Foreman**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel. Performs administrative duties as required. Updates and maintains Vehicle Repair Logs. Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders. Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed. Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

**Qualifications:**

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. Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age. Class A CDL and A/C certifications required. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=661](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661)

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## **Rental Sales Associate in Chicago Illinois United States**

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

### **Basic Qualifications/Minimum Requirements:**

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

### **Compensation & Benefits:**

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D; and 401K Savings Plan.

### **Some of the programs and services we provide include:**

Free tobacco cessation courses (including nicotine replacement supplies) Customized nutritional coaching Fitness center discount program Healthy weight loss nutrition solutions One-on-one active lifestyle coaching Trusted, on-line health information available 24/7 Free flu shots

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Rental Sales Associate

Requisition Number: 206720

City: Chicago

State: IL

Country: US

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/D4CC88C4591A497383F09F1843909ADB/job/>

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## **Courtesy Bus Driver in Chicago Illinois United States**

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

### **Basic Qualifications/Minimum Requirements:**

- Must have a high school diploma or equivalent
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record with previous driving experience
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database
- Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds
- \* Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate as mandated by state and location\*

### **We provide you:**

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

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Job Title: Courtesy Bus Driver  
Requisition Number: 223649  
City: Chicago  
State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/1C99611AC0B54D8FAC1037CDF082D8A4/job/>

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### **Customer Service Agent - Payless Car Rental in Chicago Illinois United States**

Payless is an action-packed, high-energy workplace where things move forward every day. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done.

Our goal is to provide customer care and to foster life-long customer relationships. That is why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

#### Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Job Title: Customer Service Agent - Payless Car Rental

Requisition Number: 213978

City: Chicago

State: IL

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent-payless-car-rental/48003B96B21F4DE1857D356765FA07E2/job/>

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## **Administrative Assistant**

Requisition #: 216726

Chicago, IL

This exciting position will provide administrative support at Chicago O'Hare. Responsibilities include but are not limited to: basic administrative duties including answering phones, calendar management, filing, and generating reports.

Also creating PowerPoint presentations, booking travel, processing expense reports. In addition, ordering office supplies, processing requests for computers and other office equipment, coordinating office maintenance and repair work, managing and monitoring communications including mail, phone and electronic correspondence.

Lastly, working on special projects as requested such as maintaining files including confidential documents and Human Resources data entry.

This position requires someone who can multi task while working in a very fast paced environment.

### Minimum Qualifications:

High School Diploma

3 years working in an office environment

2 years of administrative experience preferred

Expertise in Microsoft Office Suite including Excel, Word, and PowerPoint

Strong analytical skills and the ability to multi-task

Excellent communication skills (both written and oral)

Proven and progressive organizational skills

Creative problem solving skills

We offer a competitive salary and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

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Apply online at

<https://avisbudget.greatjob.net/jobs/JobDescRequestAction.action;jsessionid=A9EFE74F6897C774806F97856E98F0C7?PSUID=16d0614f-f55d-400c-9135-1adca82e72dd>

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### **Merchandiser Full Time-Alsip**

Talent Area : Merchandising/Merchandiser

Location : Alsip, IL, USA

Other Location :

Requisition Number : HV041890

Full or Part Time : Regular Employee FT

### Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves. This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts. This job description does not include all job duties associated with this position.

### Minimum Qualifications/Eligibility Requirements

- Must be 18 years of age.
- Must be eligible to work in the United States.
- Must have a valid driver's license.
- Must have current vehicle liability insurance.
- Must have a driving record with no major moving violations in the last three (3) years.\*
- Must provide and maintain a personal vehicle for use during employee working hours.

### Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

\*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-alsip-alsip-illinois-job-1-4890471>

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