



Job Title: Administrative Assistant 1

Department: Neurology

Shift: 1st

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

Specialty: Neurological Surgery

Job Number: 2014-2282

Job Description:

Are you a well-organized, professional Administrative Assistant that's proficient in Excel? If this describes you, you may be the right candidate for the Administrative Assistant I position at Rush University Medical center in the Neurosurgery department.

Position Highlights:

An administrative assistant is responsible for providing direct administrative support for the Department including research, clinical and teaching efforts of the physicians. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. Performance Areas/Behaviors: Customer First Goes the extra mile to identify, fulfill and exceed customer needs. Promotes customer rights and ensures confidentiality and privacy at all times. Continuously looks for, suggest and works on better ways to conduct work. Is open to new ideas and changes; encourages other to do the same. Plans for change by involving all those who may be impacted from the start. Treats each employee as an equal and valued member of the team: works cooperatively with other employees to complete the work. Willingly flexes to meet changing workload demands and priorities. Helps make Rush University Medical Center a great place to work by promoting positives and committing to resolve problems.

Position Qualifications Include: Associates degree required. Bachelor's degree is preferred. Proficient experience with Excel is required. Must have strong interpersonal skills and the ability to manage multiple tasks

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141117162651&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Field Technician

Department: I S Infrastructure
Shift: 1st
Full/Part: Type 1 (72-80 Hrs/PP)
Job Number: 2014-2202

Position Highlights: Significant expertise in the distribution of packaged applications to desktop environment using Microsoft's SMS application distribution model. Candidate must be able to engineer, manage and maintain a SMS infrastructure with over 4500+ nodes. Must be able to troubleshoot and resolve desktop application issues, with the ability to identify and proactively resolve on going desktop issues. Experience in writing scripts using visual basic, MS SQL, batch files, WMI, VBscript and Wscript in order to resolve desktop application issues.

Position Qualifications Include:

Minimum of three years' experience required, to provide technical support and technology implementation pertaining to Desktop Operating Systems and hardware. Extensive experience supporting SMS infrastructure ; SMS Report Management ; Knowledge of virtual desktop infrastructure; Active Directory and SMS script Writing Some SQL Query Development (related to SMS database); Overall understanding of software package development via Wise; Software configuration management; Technical writing/documentation; Maintains SMS test environment Recommends and implements policies and standards and ensures adherence to security procedures; Microsoft patch distribution and testing Overall infrastructure security monitoring Audit of hardware/software inventory via SMS Overall understanding of networking Overall understanding of Microsoft systems administration Understanding of Microsoft Active Directory Desktop security management and forensic investigation Command of common office tools (e.g. Microsoft Office Suite, Visio, e-mail)

Strong implementation and Desktop integration background.

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141117163050&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Financial Counselor - Patient Access

Department:

Shift: 1st

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

Specialty: Patient Access

Job Number: 2014-2039

Job Description:

Are you interested in joining a leading health care organization?

We are seeking a highly motivated and detailed oriented Financial Counselor to join our Patient Access team at Rush University Medical Center!

POSITION HIGHLIGHTS:

The Financial Counselor position is responsible for the continual maintenance and improvement of Patient Access registration process.

The position entails creation and maintaining Centervue metric information. In addition the Financial Counselor will assist in the task involved with maintaining Epic's ADT module. Job duties consist of monitoring and presenting reports, developing reports using excel, and improving the registration workflows.

The Financial Counselor will also interview self-pay patients and assist in finding a payer. Financial Counselor position will exemplify the Rush mission, vision and values and will act in accordance with Rush policies and procedures.

POSITION QUALIFICATIONS:

High school graduate.

Knowledge of medical terminology preferred.

Typing skill of 40 WPM.

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

This position reports to Patient Access Assistant Director

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141117164141&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Food Service House Attendant - Room 500 Dining Room

Department: Room500 Dining Room

Shift: 1st

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

Specialty: Food Service

Job Number: 2014-2261

Job Description:

FOOD SERVICE HOUSE ATTENDANT

Position Highlights:

Under direct supervision, assembles, operates and maintains foodservice supplies and equipment. Performs ware washing and pot and pan cleaning. Cleans kitchen, dining, and public areas. Clears and resets tables during meal service. Sets up, takes down, and moves tables, chairs, equipment, and supplies.

Position Qualifications Include:

Ability to read, write, speak English

H. S. Diploma or GED required

Interpersonal skills, customer service oriented

Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141117164256&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Mental Health Worker - Temporary Float

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 4th (Rotating)

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

Specialty: Psychiatry

Job Number: 2014-2236

Job Description:

Are you looking to bring your interest in adult psychiatry to a leading academic medical center? If so, you may be the right candidate for our Temporary Float Mental Health Worker position!

Position Highlights: As a staff member of the Clinical Staffing Office, the Mental Health Worker (MHW) utilizes basic principles of the biological and behavioral sciences in the management and treatment of patients across all inpatient Psych units. The MHW is accountable to and practices under the direct supervision of a registered nurse. Position provides opportunity to float and provide psych expertise to Adult, Geriatric and Child/Adolescent inpatient units. Opportunity exists to work more than minimum number of required hours if available

Position Responsibilities:

Perform ADL care for patients of all ages in the clinical setting. Includes taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit. Problem solve and interact effectively with others in difficult situations

Position Qualifications: Bachelor's Degree in psychology, sociology or related field
At least one year of experience with chronically ill psychiatric patients
Demonstrated ability to interact effectively with others in difficult situations
Scheduling flexibility required. Must be able to work a minimum of 2 weekend shifts and 2 additional shifts per 4 week schedule and a minimum of 3 Holidays per year which includes a Holiday Eve. Experience as a EMT, CNA a plus

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141117164409&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Public Health

Closing Date/Time: Wed. 12/03/14 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#: IDPH 80539

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation, basic mathematics; requires ability to follow oral and/or written instructions. Requires ability to type accurately at a minimum of 45 wpm.

Work Hours & Location/Agency Contact:

Work Hours & location: 8:30AM - 5:00PM

Office of Health Care Regulation

Division of Health Care Facilities & Programs

122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 627

61

Phone: 217-785-2031 Fax: 217-785-2038

How to Apply:

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

Option 2 – Typing

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 8L

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 12/01/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: CS3079

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to management approval, performs complex, professional, legal services; reviews and evaluates federal, State, and local laws, rules, and regulations and Agency policy related to child support services issues and operations; conducts professional legal research, provides legal interpretations, and advises administrative staff; researches and develops case evidence for litigation by the Attorney General and the State's Attorney in defense of issues brought by the Department; conducts professional, legal searches of court documents; drafts new, revised, and proposed legislation, amendments, resolutions, procedures, rules, and regulations; travels to attend meetings and hearings.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to the completion of four years of college; requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires three years professional experience in the practice of law; requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services

Bureau of Contract Management (52)

191 South Gary Avenue Carol Stream, IL 60188 (DuPage County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701

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

Option 8L - Law License Illinois

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Senior Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Wed. 12/03/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: IDPH 80536

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to the approval of the Chief of the Division of Long Term Care Field Operations, serves as Regional Supervisor for the Cook County Region (Bellwood and Chicago offices) of the Division of Long Term Care Field Operations. Administers and manages all Division operations in Cook County including State Licensure, Federal Certification, as well as Complaints and other connected issues. Serves as supervisor.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires four years of progressively responsible administrative experience in Medicare/Medicaid. Must be licensed in Illinois as a Professional Registered Nurse. Prefers a Certified Professional Survey Discipline or a Certified Health Facilities Surveyor (HCFA). Requires ability to travel/valid Illinois driver's license.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Health Care Regulations

Division of Long Term Care Field Operations 4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources 535 W. Jefferson St. 4th fl

Springfield, IL 62761 Phone: 217-785-2031 Fax: 217-785-2038

How to Apply:

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

Option 8N - Nurse Registered II

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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

New Fine Dining Thai Restaurant is now hiring for servers and Kitchen Helpers

Herb Restaurant

5424 N Broadway St. Chicago, IL

Andersonville, Edgewater

Job ID: 8964261

Job Type: Full Time

Shift Type: Afternoon, Night

Compensation: Hours + Tips

Experience: 1-3 Years

No walkins or phone calls will be considered. Please apply online

Job Description

Full time servers and Kitchen Helper wanted at Herb Restaurant in Edgewater. Herb is a newly opened Thai Fine dining restaurant. We are now seeking new servers and we will provide professional training.

Please send resume to fa2qwne2uk@jobs.shiftgig.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Chief Safety Officer

Location: Arlington Heights

Office: Revenue Services

Department: Safety

Job Description:

Under the direction of the Department Manager Safety, Training and Security or designate, responsible for ensuring the safest possible environment for all Pace employees, various agencies which deal with Pace, or riders and the general public. In addition, safeguarding rolling stock and facilities. Supervises the duties related to the instruction, development and presentation of Pace Standard Operating Procedures and Defensive Driving training course at Fox Valley centralized training facility for Fixed Route, Paratransit, contractors and Vanpool. Monitors and conducts driver's license and record checks. Assists with local police and fire departments on emergency drills and bus construction. Supervise and coordinate special projects. Prepare and maintain accident data for the FTA. Monitor, track and review all Pace accidents looking for trends and make recommendations, when necessary to improve safety record utilizing the accident statistical reports. Supervise and audit Secretary of State third party certification program. Monitor paratransit and contract carrier employee information. Review and approve license and DOT physical and drug/alcohol for compliance with paratransit contractors. Develops, prepares and implements safety and training manuals and materials for operating personnel. Recommends and tests new safety material and investigates major accidents.

Qualifications:

Qualified candidate must have an Associate's degree in Public Administration, business or equivalent experience as well as a Class A CDL with passenger and airbrake endorsements, or able to obtain within 3 months, DOT certification and third party certified certification through the Secretary of State. Must have a minimum of five (5) years experience in transportation or related experience, must be familiar with Pace Operations including a through knowledge of safety, training and maintenance procedures inclusive of Standard Operating Procedures and Defensive bus driving. Computer experience with emphasis on Microsoft Windows application. Must be proficient in computer word processing programs and computer applications to extent required by specific job functions and must be prepared to write documents related to job duties using the work processing applications. The performance of these duties must be available 24 hours a day, 7 days a week and be able to maintain confidentiality.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=692

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Fast growing QSR looking for Cooks, Prep, and Line Workers!

GRK Greek Kitchen

251 E Huron St Chicago, IL
Near North Side, Streeterville

Job ID: 8965955

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: Based on Experience

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

GRK Greek Kitchen, with downtown Chicago locations at 219 W. Washington (Loop) and 251 E. Huron (inside Northwestern Memorial Hospital in Streeterville), and soon to be opening TWO MORE LOCATIONS IN THE LOOP. We are currently looking for GENERAL MANAGERS, SHIFT SUPERVISORS and part-time and full-time LINE CREW MEMBERS.

GRK is a quick-serve Greek restaurant with two locations and growing, in addition to Hub's Restaurant in Lincoln Square since 1976. To join the GRK team is a step in the right direction for those interested in the restaurant industry.

GRK business hours are Monday - Friday from 7:00am - 9:00pm and Saturday & Sunday from 11:00am - 4:00pm. Candidates should have flexibility to work weekdays (early morning, daytime, late evening) and weekends (daytime) as needed.

Quick-serve restaurant experience is a plus. Must be able to handle a fast-paced, high-volume, team-oriented restaurant environment and excel at friendly customer service and keeping the restaurant clean. GRK offers competitive hourly pay and an included meal.

Job Requirements:

--CASHIERS - LINE CREW MEMBERS should have experience with standard cashier duties and working on, restocking and cleaning the food line/area at a quick-serve restaurant.

No phone calls. Management will contact you if your credentials are a fit. A background check is completed on all hired employees. Thank you!

Apply online at <http://www.shiftgig.com/job/chicago/il/kitchen-worker-job-openings-at-grk-greek-kitchen-8965955>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Temporary Sign & Shelter Technician

Location: Arlington Heights
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.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=592

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Supervisor/Dispatcher

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, performs road supervisor and/or dispatcher duties. Supervision encompasses all field operations including, but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers, and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Other duties as assigned or required.

Qualifications:

Qualified candidate must be 21 years of age and have at least five (5) years experience in transportation. Must have, or be able to obtain, a valid Illinois Commercial Driver's License (CDL), Class B. Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history. Management experience preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=305

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Cashier/Sales Associate – Hudson Group

Chicago O'Hare International Airport (ORD)
10000 W Ohare Ave Des Plaines, IL
O'Hare, Lakeview

Job Summary: Provide excellent customer service and maximize sales by assisting in the daily operation of the store.

Job Responsibilities:

- *Acknowledge and greet customers as they enter the store or approach the cashwrap.
- *Follow all company policies, cash handling policies and special store loss prevention procedures.
- *Communicate effectively with customers, fellow employees and store management.
- *Effectively operate a cash register.
- *Understand how to sell Lottery tickets, Mass Transportation tickets and Telephone Calling Cards.
- *Know basic store layout to assist customers in their selection of product and be able to answer customer questions about the entire store.
- *Be knowledgeable and familiar with the surrounding businesses/offerings within the facility.
- *Assist other store employees in maintaining security in stores.
- *Stock merchandise.
- *Inform management of any out of stock situations.
- *Help maintain a neat, clean, organized store, which includes sweeping, dusting, straightening of merchandise on store fixtures and displays.
- *Perform related work as assigned.

Knowledge, Skill and Ability:

- *Ability to interact with diverse personalities.
- *Proficiency in the operation of a cash register. *High degree of interpersonal skills.

Education and Experience:

- *High School Graduate or equivalent.
- Prior cash handling experience preferred

Requirements & Skills

MUST RESIDE IN THE CITY OF CHICAGO
Must be unemployed/underemployed

Apply online at <http://www.shiftgig.com/job/des-plaines/il/sales-associate-job-openings-at-chicago-ohare-international-airport-ord-8923581>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



**Be a guest services ambassador on the Magnificent Mile!
(Part-time and full-time)**

Magnificent Mile
North Michigan Ave Chicago, IL

Job Description

Energetic and friendly individuals needed to provide outstanding service in a customer service position at a retail location on the Magnificent Mile. Assist guests to the mall with their questions, sell gift cards and promote mall services. Starting wage \$13 per hour. Must have superior customer service skills and be able to multi-task. Professional appearance is a must. Whether you are on your way to college or retirement - or somewhere in between - we invite you to become a part of our team!

We are looking for people who:

Have an outgoing, friendly personality and are comfortable approaching mall guests to market services and gift cards.

Have a strong knowledge of the mall, the Magnificent Mile and Chicago, and can serve as an informational resource for the mall and the surrounding area.

Are able to work in a fast-paced environment, accommodating and communicating to a broad range of clientele with varied needs.

Are able to collaborate and work within a team environment

Are proactive, approachable and solution-focused.

Have an upbeat, friendly and professional demeanor.

Are punctual and dependable.

Are proficient on basic Microsoft Office applications, iOS (smartphone) applications, and Internet.

Have a flexible schedule with availability on weekends and holidays.

Have sufficient mobility to navigate a large retail complex without assistance for up to 8 hours at a time.

Have prior retail or hospitality experience (preferred).

All candidates must successfully pass a background check and drug screening before hire. Full-time positions will average 35-40 hours per week and are eligible for benefits. Part-time positions will average 16-24 hours per week. To apply, please email a copy of your resume to xo639uu3ds@jobs.shiftgig.com in response to this ad. Be certain to reference "Position ID SDW840" in the subject line of your email.

These are regular positions, not seasonal employment.

You must apply to the email address listed above; applications sent only via Shiftgig will not be seen nor considered.

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Manager, Surgical Services

Weiss Memorial Hospital, Chicago, IL

Department: Surgery

Schedule: Full Time

Shift: Days

Job Details: Responsible and accountable for coordinating and supervising the nursing care provided to patients having operative or other invasive procedures.

JOB QUALIFICATIONS

1. Bachelor's degree in Nursing
2. Graduate from an accredited school of nursing
3. Registered Nurse with current Illinois Nursing License
4. Basic Life Support (BLS) Certification
5. Advanced Cardiac Life Support (ACLS) Certification
6. Certified Nurse, Operating Room (CNOR) Certification
7. 5 years of perioperative services experience
8. Knowledge of regulatory requirements
9. Basic computer skills (e.g., Microsoft Excel, Power Point, etc)

Preferred:

- Master's degree in nursing, business, or other related field
- Two years of management or specialty team leader experience

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=272251

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



PATIENT CARE TECH II

Department: FLOAT POOL

Schedule: Registry

Shift: Days

Job Details: Registered with the State of Illinois as a Certified Nursing Assistant. Phlebotomy & EKG skills required. Minimum one year experience required.

Reporting to the Director of the Nursing unit, under the direction of a Registered Nurse (RN) and according to established policies and procedures, provides basic nursing care to patients and assists professional nurses with complex patient care up to the validated level of training. Performs related services and clerical duties according to the assigned unit.

KNOWLEDGE, PRACTICAL EXPERIENCE AND LICENSURE/REGISTRATION REQUIRED:

1. Level of knowledge normally acquired through the completion of high school with courses in Math, English and typing.
2. One (1) to three (3) months of training and experience in a healthcare field to acquire a basic knowledge of medical terminology, know correct procedures for chart preparation and record maintenance and know how to interact effectively with unit personnel and others.
3. Successful completion of an eight (8) week PCT training course or Certified Nurses Aide or Nursing Student who has completed at least one (1) Med-Surg Clinical Rotation. Demonstrated competency through on-the-job PCT training at MacNeal Hospital.
4. Successful completion of the PCT exam to validate all required skills.

Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs and respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=336825

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



NOW HIRING -VALET PARKING DRIVERS - (Chicago, Skokie, Oakbrook, Joliet)

Venue Valet USA

1177 N Elston Ave Chicago, IL

Goose Island, Noble Square

Job Description

Now Hiring

Full Time and Part Time Positions Available

****Must have valid drivers license and good driving record****

Venue Valet USA is a leading valet parking company servicing businesses all throughout Chicago and the suburbs. If you're professional, friendly, reliable, honest, and hard working, we want you!

Job Duties and Responsibilities include be are not limited to:

May work a variety of shifts, including nights, weekends, and holidays

Retrieves and parks cars courteously, timely and safely.

Attends to the parking booth to ensure the security of guests' vehicle keys.

Expedites and controls the movement of guests' vehicles upon arrival or departure.

Familiarizes self with hotel and assigned property's policies, special events and promotions to answer guest inquiries. Check for satisfaction with guest at the end of each interaction.

Demonstrates a pleasant and enthusiastic demeanor at all times when providing information and assistance to guests, motorists and tourists.

May oversee the parking of vehicles at various locations and or within a parking complex.

Experience and or Educational Requirements: High School Diploma or GED preferred

Customer Service and or Hospitality Experience preferred

Exposed to various weather conditions each day.

Sprints short distances.

Requires ability to communicate verbally to provide customer service

Calculates unpaid parking fees, without the help of a calculator or fee computer

Venue Valet USA, LLC. is an Equal Opportunity Employer.

Requirements & Skills

Must have good driving record

Apply online at <http://www.shiftgig.com/job/chicago/il/delivery-job-openings-at-venue-valet-usa-8961859>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others