



College Bursar Assistant I - TRU0000149

Primary Objective: Responsible for receiving and processing tuition payments at the cash terminal and assist with student inquiries regarding their accounts.

DUTIES & RESPONSIBILITIES:

- Receives, verifies, and processes cash deposits, tuition payments, and payments of other bills. Prepares the daily bank deposits for armor pick-up. •Prepares daily cash reports and log sheets for accounts payable. •Reviews, verifies, and processes vouchers, accepts and disburses funds in accordance with procedural guidelines.
- Matches invoices to purchase orders and requests updates as needed. Reviews vendor accounts. •Prepares expense report as needed on vendor budgets and researches outstanding accounts. Contacts vendors for outstanding invoices, order updates and other inquiries. •Processes registration transactions and assists in student registration activities. •Processes third party transactions. •Balances daily cash transactions and cashes petty cash warrants. •Assists students with inquiries regarding their accounts. Reviews system to assess. Match exceptions and problem resolution.
- Assists with data for preparing reports. •Assists in student registration activities.
- Performs related duties as required.

Qualifications

- Associates Degree is required; supplemented by 2 years of cash handling and accurate record of cash balancing; or an equivalent combination of training or experience.
- Good knowledge of basic accounting principles and techniques. Good knowledge of accounting and auditing terminology. Some knowledge of accounting software a plus.
- Ability to prepare and maintain accounting records. Ability to write simple financial statements and reports. Ability to supervise work of student assistants.
- Good organizational skills. Good verbal and written communication skills. Basic computer skills required.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Other Office/Administrative Support

Primary Location: Truman College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: Nov 19, 2013, 8:51:00 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant II - HAR0000162

College Clerical Assistant II Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Transcript request processing, enrollment verification processing, mid-term grade entry, front counter services, archived record services, transfer credit posting, degree audit processing, grade administrative and no-show withdrawals.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. •Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. •Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. •Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer. •Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. •Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Student Services
Primary Location: Harold Washington College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Nov 18, 2013, 3:15:00 PM

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Second Assistant Coach, Men's Basketball (Part-Time) - MAL0000155

Primary Objective: This position assists the Head Coach in the activities of an intercollegiate sport.

- Assists the Head Coach in instruction and analysis of student athletes.
- Provides skill demonstrations of sport coached.
- Critiques athletes' performance to determine skills and abilities that need strengthening for overall team improvement.
- Assists with the recruitment of student athletes.
- Advises students with respect to athletic performance and other personal development issues. Ensures that athletes reach their academic goals by monitoring class attendance and ensuring they receive academic support as necessary.
- Assists with assessment of equipment, uniforms and other necessary apparel and needs; assists with making team travel arrangements, both in accordance with the Board's purchasing guidelines.
- Assists with scheduling pre-season, season and other games and tournaments; assists with training, practices and coaching in league, conference and tournament play.
- Assists with the preparation and maintenance of mandatory national and regional reports.
- Ensures that the conduct of self and the athletes is in compliance with the City Colleges of Chicago Athletic Governance Policy and Athletic Participation Policy.
- Performs related duties as assigned.

Qualifications

- Completion of an Associate's degree required, Bachelor's preferred preferably in Physical Education or related field, supplemented by 2-3 years of coaching and/or professional playing experience. •Familiarity with NJCAA rules and regulations a plus.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Athletics/Sports/Recreation

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: N/A

Job Posting: Nov 18, 2013, 2:22:00 PM

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Member Service Staff

YMCA of Metropolitan Chicago - Chicago, IL

Part-time

Job Summary:

Provides members and prospective members with information and assistance as it relates to membership, program and other YMCA services. Individual is responsible for providing a high level of customer service to YMCA members, program participants, and guests.

Scope of Responsibilities:

Provides members with exceptional customer service and promotes YMCA membership and programs.

Provides information and assistance related to membership rates, programs, services, scholarships and other YMCA amenities.

Prepares member records and issues Membership I.D. cards and handles all registration/enrollment transactions.

Answer phones and performs other assignments as needed in appropriate and efficient manner.

Follows up with prospective members and new members per Association standards

Provides informative tours to prospective members in accordance with Association tour requirements

Previous cash handling and sales experience required.

Additional duties as assigned.

Requirements:

Have some prior experience in member relations/ customer service.

Apply online at

http://www.indeed.com/viewjob?jk=4209963eef3beb85&q=YMCA&l=chicago&tk=189q4q0fp06ag3hp&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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Program Aide

YMCA of Metropolitan Chicago - Chicago, IL

Part-time

Job Summary:

Under the supervision of the Program Director, the Program Aide is responsible for the implementation of day-to-day management of the Extended day program.

Scope of Responsibilities:

Assist in the planning and implementation of specific group activities for children such as craft projects, athletic activities, field trips, academic activities, games, group discussions, and supervised homework.

Facilitate the formation of the group as a setting that is safe and supportive for children.

Respond to the emotional needs of the children both in the group and in individual situations, with appropriate challenge, encouragement and behavior management.

Assist in the preparation of snacks, according to federal nutrition guidelines. Completes necessary reports and records in a timely and accurate manner.

Requirements:

Must prior experience working with kids. Ability to lead large groups, prepare and serve snacks, assist in the planning of daily activities, interact with parents and children and be aware of the children's safety at all times.

Apply online at

http://www.indeed.com/viewjob?jk=5413f2b4b87df2eb&q=YMCA&l=chicago&tk=189q4q0fp06ag3hp&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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College Storekeeper - DAL0000197

Duties & Responsibilities:

- Tags and records new furniture and equipment.
- Processes requisitions for materials, supplies and equipment in accordance with established procedures.
- Participates in physical inventories and maintains perpetual inventory records.
- Maintains records of the receipt and distribution of materials, supplies and equipment.
- Maintains records of obsolete equipment and furniture.
- Maintain storage room of college records.
- Moves and arranges furniture.
- Adheres to CCC Customer Service Excellence Standards.
- Perform other duties as assigned.

Qualifications

- A high school diploma supplemented by two years of college with two years experience in receiving, recording, storing and issuing materials, supplies and equipment or an equivalent combination of education and experience is required.
- Good knowledge of college store procedures.
- Must be in good physical condition and have the ability and willingness to perform some duties that may require some physical labor.
- Ability to prepare and maintain records and to perform simple mathematical computations.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Facility/Operations
Primary Location: Daley College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Nov 18, 2013, 10:41:00 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant I - PT - Nursing Department - DAL0000178

Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Required to adhere to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good oral communication skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Nov 16, 2013, 2:52:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Clerical Assistant I - PT - Nursing Department - DAL0000178

Duties and Responsibilities

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Required to adhere to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good oral communication skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Clerical/Secretaries

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Nov 16, 2013, 2:52:00 PM

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College Clerical Assistant I - (Part-Time) Advising/Transition - MAL0000153

Duties and Responsibilities

Primary Objective: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
- Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Performs related duties as required.

Qualifications

- Graduation from high school or equivalent is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC

Job: Clerical/Secretaries

Primary Location: Malcolm X College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Nov 14, 2013, 3:31:00 PM

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Chief Development Officer
McGaw YMCA - Chicago, IL

The McGaw YMCA in Evanston, Illinois is recruiting for a Chief Development Officer (CDO). The CDO reports to the President/ CEO and serves as a member of McGaw's senior leadership team, providing strategic leadership in financial development to advance the McGaw YMCA's cause-driven, charitable mission through annual giving, government and foundation grants, major gifts, endowment bequests and gifts and capital campaigns. The CDO leads the effort to create a robust culture of philanthropy. In addition, the CDO assists the CEO in developing an actively engaged fundraising board of directors and volunteers, and in positioning the YMCA as a "charity of choice" for the investment of donations within the local community.

Salary Range: \$90,000--\$130,000

Mandatory Job Qualifications A Bachelor's degree in a related field or equivalent. Eight or more years of professional financial development experience. Evidence of highly developed and effective relationship-building with top volunteers, donors, prospects, and community leaders and diverse groups of people from all social and economic segments of the community. Demonstrated achievement in leading, managing, supervising and inspiring staff and volunteer fund raising teams.

Working knowledge of giving and charitable vehicles. Foundation and government grant writing expertise.

Ability to create interpretive materials to enable potential donors to understand the YMCA and how they contribute to the achievement of its mission.

Knowledge of the media and its use in gaining exposure for the YMCA philanthropic message.

YMCA Organizational Leader certification must be obtained.

Desired Qualifications Master's degree preferred.

A background in fund raising in the YMCA or another cause-driven not-for-profit strongly preferred.

CFRE or equivalent and professional association engagement strongly preferred.

Spanish language fluency preferred.

Apply online at

http://www.indeed.com/viewjob?jk=b0598f248c17fed8&q=YMCA&l=chicago&tk=189ni931u06ag74l&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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Case Manager

Department: Case Management

Schedule: Full Time

Shift: Days

Job Details:

This Case Manager is responsible for the development, planning, coordination, and administration of functions including activities such as Utilization Review, Discharge Planning, Social Services and Resource Management, including daily review of medical records to determine appropriateness and medical necessity of admissions, continued hospital stay, and use of ancillary services.

JOB QUALIFICATIONS

1. Must possess a Bachelor's or Associate level degree from an accredited school of nursing.
2. Current Illinois Registered Nurse License required.
3. CPR Certification
4. Ability to establish and maintain effective working relationships with the public.
5. Must be able to follow directions and to perform work according to department standards when no directions are given.
6. Must be emotionally mature and able to function effectively under stress.
7. Must possess crucial thinking skills, effective written and oral communication skills, strong self-initiative and interpersonal skills.

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Under the general supervision of the Manager, nurses in the Case Manager role provide clinically-based case management to support the delivery of effective and efficient patient care. Paces cases from physiological and economic perspectives. Has overall accountability for the utilization management and transition management for patients within the assigned caseload.

Partners with Social Workers and collaborates with other health care team members to identify appropriate utilization of resources and to ensure reimbursement. Utilizes criteria to confirm medical necessity for admission and continued stay. With the patient, family and health care team, creates a discharge plan appropriate to the patient's needs and resources.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=199813

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CASH POSTER

Department: PATIENT ACCOUNTING

Schedule: Full Time

Shift: Days

Job Details:

Performs a variety of duties related to posting payments and adjustments per the explanation of benefits from various payors as well as processing denials from payors. Investigates and reconciles patient accounts as necessary. Occasionally processes manual bank deposits and distributes mail to proper unit. Requires High School diploma or equivalent; one year of related claims processing experience; working knowledge of medical accounts receivable software, ability to use a 10 key adding machine, Excel and Internet.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=346616

Nursing Assistant

Department: PCU

Schedule: Part Time

Shift: Days

Job Details:

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

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=376165

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Cook

Department: Food & Nutrition Services

Schedule: Registry

Shift: Day/PM rotation

Hours: 6a-8p

Job Details: Experience is preferred

This position must be able to perform a variety of functions and tasks pertinent to the production, service, and distribution of foods to patients, employees, and catered services at the specified times. Position will maintain high quality standards in all aspects of production and service. Illinois Department of Public Health Food Service Sanitation Certification required, City of Chicago certification required for all facilities located in Chicago. Certifications should be secured within six (6) months of hire. 1 -3 years experience preferred.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=907129

Dietary Attendant I

Department: Food & Nutrition Services

Schedule: Part Time

Shift: Rotation

Hours: days/evenings and weekends

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

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=596779

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ED Technician

Department: Emergency Department

Schedule: Registry

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=109065

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EEG Technician

Department: ECG/EEG
Schedule: Registry
Shift: 4 hour shift
Hours: 8am-12pm M-F prn

Job Details:

Applies electrodes from a multi-channel recorder to the head of the patient to record and measure electrical brain wave activity.

May also conduct Evoked Potential response tests to measure latency of response to stimuli for detecting other neurological disorders.

Observes and notes patient's response and behavior during tests and records. May also conduct basic electromyography studies.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=712633

Environmental Services Aide I

Department: Environmental Services
Schedule: Registry
Shift: Evenings

Job Details:

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=474011

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Paramedic

Department: Emergency Department

Schedule: Registry

Shift: PM/Night rotation

Job Details:

Reporting to the Director or the Emergency Department communicates with resource hospital and state personnel in the management, regulation, and function of the associate hospital within the EMS system. Coordinates EMS activities through the Region 8 Trauma Program as required by law and the trauma plan for the region. Provides orientation and serves as a liaison for MacNeal Hospital staff to assist with the understanding of the EMS system.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=230518

Receptionist

Department: SECURITY DEPARTMENT

Schedule: Full Time

Shift: Days

Job Details:

Reporting to the Manager of Security is responsible for welcoming patients, family members and visitors to the main hospital and provides information regarding particular services, units or patients. Creates an atmosphere in the hospital that is calm, caring and efficient.

JOB SPECIFICATIONS:

High School diploma required.

Intermediate computer skills to access patient information.

The ability to work unsupervised, multi-task and relate tactfully to patients, family members, visitors and all hospital personnel.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=612788

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Coordinator II - MAL0000159

Primary Objective: The position is responsible for, but not limited to, coordinating and maintaining the day-to-day operations of multiple programs within an office at CCC.

- Recommends the hire of staff within the department or a specific area. Supervises, trains, and manages their day-to-day activities in support of the program mission.
- Monitors daily operational tasks in the Department to ensure that the office runs effectively.
- Collects and records weekly reports.
- Assists in the registration of students during registration and as needed.
- May schedule and assign tutors in support of an academic program.
- May administer the payroll for the department to ensure that certificate of attendance are done accurately and in a timely manner.
- Assists instructors and staff in solving problems.
- Develops and distributes publicity materials and keeps faculty and students abreast of department activities.
- Monitors internal budgets and expenditures for the department.
- Prepares reports for the Department Head approval.
- 11. Serves as liaison between the College, operating staff and students.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree, Master's preferred, in Counseling, Guidance, Psychology or related social science/business fields and five (5) years of experience in a Human case management and/or job coaching, and supervisory management expertise.
- Ability to use computers, collect and disseminate data and assessment of employer and employee needs and evaluation of basic competencies.
- Excellent written and verbal communication skills
- Ability to work well as a team player.
- Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the District. Must be able to meet deadlines in a timely manner.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Other Office/Administrative Support

Primary Location: Malcolm X College

Employee Type: Full Time | Regular

Union Code: 1600Profes

Job Posting: Nov 14, 2013, 3:23:00 PM

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Janitor-Temporary - WIL0000186

Primary Objective: Perform all traditional janitorial work in and around the buildings.

1. Dust all ledges, counter tops, files, office equipment, desk and walls.
2. Dust and mop all hard surfaces.
3. Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.
4. Thorough cleaning of all bathroom fixtures and partitions.
5. Polishing furniture.
6. Metal polishing.
7. Hosing and sweeping of sidewalks.
8. Trash removal.
9. Dismantling and cleaning of light fixtures.
10. Operation of vacuum cleaners.
11. Cleaning of Venetian blinds (washing & vacuuming).
12. Policing of facility and grounds (inside & outside).
13. Washing of exterior walls.
14. Scraping of gum and other objects form hard surfaces and carpet.
15. Spot cleaning furniture or carpet, but not more than 2 hours per day.
16. Setting up and /or take down of chairs and tables.
17. Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.
18. Operation of compactors and /or balers.
19. Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
20. Adheres to CCC Customer Service Excellence standards.
21. Performs other duties as assigned.

Qualifications

1. Completion of a high school diploma or the equivalent preferred.
2. Preference will be given to current temporary janitors at City Colleges of Chicago.
3. Must be able to perform all duties listed above.

Chicago residency is required for all full-time employees within 6 months of hire.
We are an equal opportunity and affirmative action employer.

Thanks for your interest in CCC!
Primary Location: Wilbur Wright College
Employee Type: Full Time | Temporary
Job Posting: Nov 12, 2013, 4:23:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Janitor - TRU0000146

Primary Objective: Perform all traditional janitorial work in and around the buildings.

- Dust all ledges, counter tops, files, office equipment, desk and walls.
- Dust mop all hard surfaces.
- Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. •Thorough cleaning of all bathroom fixtures and partitions.
- Polishing furniture. •Metal polishing. •Hosing and sweeping of sidewalks.
- Trash removal. •Dismantling and cleaning of light fixtures.
- Operation of vacuum cleaners.
- Cleaning of Venetian blinds (washing & vacuuming).
- Policing of facility and grounds (inside & outside).
- Washing of exterior walls.
- Scraping of gum and other objects form hard surfaces and carpet.
- Spot cleaning furniture or carpet, but not more than 2 hours per day.
- Setting up and /or take down of chairs and tables.
- Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. •Operation of compactors and /or balers.
- Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
- Performs other duties as assigned.

QUALIFICATIONS:

- Completion of a high school diploma or the equivalent preferred.
- Preference will be given to current temporary janitors at City Colleges of Chicago.
- Must be able to perform all duties listed above.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Janitorial
Primary Location: Truman College
Employee Type: Full Time | Regular
Union Code: Loc1 SEIU
Job Posting: Nov 12, 2013, 2:21:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Registrar I

Department: Admitting & Registration

Schedule: Registry

Shift: Rotation

Job Details:

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=615484

Social Worker II

Department: Rehab Exempt

Schedule: Full Time

Shift: Days

Job Details:

Plans, organizes and implements social work services for the patients and their families/significant others in their homes.

Acts as a counselor, advisor and resource person to patients in accordance with the medical plan of treatment, Vanguard standards, and the National Association of Social Workers standards for social work in the health care setting.

Master's degree in social work from a school approved by the Council on Social Work Education.

Current State of Illinois license as a Licensed Social Worker (LSW) or as a Licensed Clinical Social Worker (LCSW). LCSW preferred; current CPR certification

1-3 years of experience in a Rehab setting preferred.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=322155

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