



Social Worker - Bilingual (Spanish)

Job Code: 90086

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

Position Summary:

The Hospital is seeking a Bilingual, Spanish-speaking Social Worker to work with our child and adolescent population in our Partial Hospital Program. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities include:

- Conducts social history assessment interviews.
- Produces a social work assessment or assessment update from the interview data. Documents in the medical record; psychosocial histories, discharge planning, patient contacts, treatment updates, etc.
- Communicates all essential information/data obtained through assessment
- Initiates and follows through on discharge/aftercare planning as assigned.
- Identifies appropriate referral for post discharge services and establishes rapport with same.
- Relative to the assessment, treatment planning and continuum of care processes, understands and considers basic growth and development milestones with interventions specific to the age and population served.
- Attends multi-disciplinary treatment staffings as assigned.
- Functions as a liaison between team members and all involved Social Service Agencies.
- Conducts unit groups.
- May provide clinical supervision for social work interns.

Requirements:

- Master's Degree in Social Work required.
- Bilingual Spanish/English.
- Prior experience working with a psychiatric mental health population, preferably in an inpatient setting.
- Illinois Clinical Social Work License preferred (LCSW)
- Prefer knowledge of case management, discharge planning, group leadership skills, age specific growth and development, crisis and behavior management, family therapy theory and practice.
- Knowledge of theory and practice of psychosocial assessments.
- Able to work cooperatively with other hospital staff and involved community agencies. Good organization skills, as well as oral and written communication skills.

Apply online at <http://www.hartgrovehospital.com/job-hartgrove.html>

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

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Assistant Controller

Job Code: 105628

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Experienced (Non-Manager)

Minimum Education Required: Bachelor's Degree

Category: Accounting/Finance

FTE: 1.00

Position Summary:

The Hospital is seeking a full-time Assistant Controller within our Finance department. The ideal candidate will be 2-4 years within their career, healthcare experience strongly preferred, and looking to gain hands on experience in all aspects of hospital finance. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference

The primary responsibilities are as follows:

- To support the day to day activity of the Finance Department, especially in the area of general ledger.
- To acquire understanding of each general ledger account and computer system to ensure hospital/departmental policies are being enforced.
- To perform responsibilities timely, accurately, and efficiently to produce financial statements by management's deadlines.
- To accurately assemble various financial reports.
- To assist with the preparation and implementation of reports and the ongoing monitoring of periodic budget and system analysis.
- To maintain statistical records.
- To assist the Chief Financial Officer in completing the tax workpapers as well as Medicare Cost Report.
- Responsible for the Business License application and NAPHS survey.

Requirements:

- BS in Accounting, Finance, or General Business required.
- One year previous accounting experience.
- Ability to use a 10-key calculator.
- Good communication and organizational skills.
- Must be able to relocate and travel to other facilities.
- Possible relocation with upward mobility within the organization.
- Must be self motivated, results-oriented individual who is customer focused.

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Business Development Representative

Job Code: 89429

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 60-70%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1.00

Position Summary:

The Hospital is seeking a full-time Business Development Representative who will aid Hartgrove Hospital in sustaining its tradition of excellence in the health care field. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of new and existing hospital programs.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, executive presentations on hospital services, and physician recruitment.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

Job Requirements:

- Bachelors Degree in Marketing or related clinical field such as Psychology required; Masters Degree strongly preferred.
- Experience within healthcare marketing and business development required.
- Ability to create and maintain relationships with physicians, clinicians, and other healthcare professionals.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Drivers License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self motivated, results-oriented individual who is customer focused.

Apply online at <http://www.hartgrovehospital.com/job-hartgrove.html>

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Financial Counselor

Job Code: 106063

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1.0

Position Summary:

The Hospital is seeking a full-time Financial Counselor to work within our Business Office. This is a newly added position and is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Enters all correspondence accurately and timely entered in to the patient account notes.
- Posts cash and adjustments accurately and timely
- Coordinates the work day with Business Office and admission staff to ensure daily work is completed
- Meets with patients within 48 hours of admission for financial consult
- Accurately answers any questions regarding insurance coverage and patient financial responsibility
- Coordinates collection procedures with Business Office Staff and Supervisor
- Utilizes tickler report to follow up on accounts aging
- Supplies app patients with necessary information needed
- Offers assistance to co workers when appropriate
- Delivers excellence that goes beyond departmental and individual job responsibility
- Other duties as assigned

Requirements:

- A minimum of a High School Education Associates Degree in Business, Finance or related field preferred
- Ability to work with a 10key calculator, detail orientation
- Previous hospital experience preferred, knowledge about the Affordable Care Act and the IL Health Insurance Exchange a plus!

Apply online at <http://www.hartgrovehospital.com/job-hartgrove.html>

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Registered Nurse

Job Code: 69744

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: Associate Degree

Category: Allied Health

FTE: 1.00

Position Summary:

The Hospital is seeking full-time, part-time and per diem RN's to work with children, adolescents and adults within our nursing department. There are currently two full time positions available on the second shift. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

Bilingual (English/Spanish) candidates a plus!

The primary responsibilities are as follows:

- Provide quality, professional, psychiatric nursing care.
- Coordinate and delegate the nursing care within the prescribed treatment plan.
- Assign nursing responsibilities.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all data and records.

Requirements:

- One year psychiatric experience in mental health nursing preferred.
- Must be licensed as a Registered Nurse in the State of Illinois.
- Graduate of a nursing program, BSN Preferred.
- Must be self motivated, results-oriented individual who is customer focused.

Benefits:

- Sign-On Bonus & Retention
- 401(k)
- UHS Stock Purchase Plan
- Health, Dental, & Vision
- Tuition Reimbursement
- Much More

Interested applicants are encouraged to apply online at

<http://www.hartgrovehospital.com/job-hartgrove.html>

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Job Title: Office Assistant - Opt 1
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:
Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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

Option 1 – General

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Job Title: Office Clerk - Opt 1
Agency: Human Services
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

How to Apply:

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

Option 1 – General

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Job Title: Office Clerk - Opt 2
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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

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Job Title: Rehabilitation Case Coordinator I
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

How to Apply:

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

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

How to Apply:

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

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Job Title: Staff Development Specialist I
Agency: Human Services
Closing Date/Time: Fri. 12/06/13 5:00 PM Central Time
Salary: \$4,291.00 - \$6,452.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-11-72366

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, participates in the design, development and delivery of training programs to DHS staff. Organizes and participates in the development of training procedure manuals, guidelines and course materials. Utilizes on-line learning tools, various software programs and computer-based communication strategies to assist with developing and delivering training. Provides training to support creating a positive organizational culture, i.e., human resource planning, leadership development team building, enhancing morale and individual/group performance enhancement. Designs and provides training focusing on content to accommodate diverse learning styles to fit the face and style of the human services field. Maintains liaison relationship with other department divisions, administrators and interest groups. Travels statewide to conduct training.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in quantitative measures, educational methods, psychology of individuals, organizational or group behavior or related fields. **REQUIRES TWO YEARS OF EXPERIENCE IN DELIVERY OF TRAINING PROGRAMS.** Requires the ability to travel.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
OHR, Bureau of Training & Development 401 S. Clinton, 3rd floor Chicago, IL
BIDDING CONTACT: DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL
ATTN: KRIS TAPOCIK 100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762
FAX: (217) 524 3385

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

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Job Title: Support Service Worker

Agency: Human Services
Closing Date/Time: Wed. 12/04/13 5:00 PM Central Time
Salary: \$15.87 - \$19.48 hourly
\$1,269.43 - \$1,558.16 biweekly
\$2,761.00 - \$3,389.00 monthly
\$33,132.00 - \$40,668.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 2
Plan/BU: RC009
Bid ID#: 12/047

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Dietary Manager, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

Minimum Requirements:
Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Dietary Department Day/Evening Shift

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave. Hines, IL. 60141
Fax# 708-338-7078

How to Apply:

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

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Student Recruiter (South & West Side Campuses)

Noble Network - Chicago, IL

DUTIES AND RESPONSIBILITIES

Building relationships with school counselors/leadership as well as neighborhood organizations (YMCA, B&G Club, after school programs, resource centers, school counselors (including private), families, etc...

Compile a list of 8th grade public school counselors, elementary charter and archdiocese school leadership as well as local organizations in the following neighborhoods and surrounding areas: .

Baker- South Chicago

Butler- Roseland

Comer- Greater Grand Crossing

DRW Trading- North Lawndale

Hansberry- Auburn Gresham

Johnson- Englewood

Rowe-Clark Math & Science Academy- Humboldt Park

QUALIFICATIONS

Minimum requirements- Bachelor's degree

Vision and Mission: Candidates must uphold a firm commitment to Noble's vision and mission

Relentless Achiever: Candidate must have high expectations for their own achievement. High level of self- motivation with ability to take independent action and assume responsibility. Excellent communication skills, including writing, speaking, listening as well as strong strategic thinking and planning skills

Dynamic personality and perseverance needed to develop high- leverage relationships. Grassroots experience. Understanding of different communities and cultural competency; Ability to work a flexible schedule including evenings and weekend engagements; must have access to a car

Ability to work well with individuals with diverse backgrounds and viewpoints

Proficiency in using Microsoft Word, Excel, Power Point, Publisher and database management

COMPENSATION: Commensurate with experience. Excellent Benefits; full health and dental coverage; life insurance, long-term disability and long-term care coverage; 401K; flexible spending/benefits plan; holidays and vacation accrual.

Apply online at

http://www.indeed.com/viewjob?jk=97915e41ed404d94&q=YMCA&l=chicago&tk=189amiocg06ag5bo&from=ja&alid=326bd0f70f861499&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts

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Executive Office Manager-Office of Information Technology (OIT) - DIS0000250

Duties and Responsibilities

Position Summary: An Executive Office Manager handles a wide range of confidential, high level administrative and executive support tasks that involve effective communication and interaction with executive level employees, including but not limited to an Officer of the District ("OD"). An Executive Office Manager must have a strong professional demeanor and must be reliable and trustworthy. This individual is expected to carry out all of the duties of the position in a manner consistent with the mission, strategic plan, and goals of City Colleges of Chicago.

Qualifications

Bachelor's degree or equivalent combination of education and/or experience required.

Five years progressive business/office experience which includes researching issues; writing drafts, reports, summaries, and other correspondence; and verbally disseminating information.

Extensive computer and software experience, including word processing, spreadsheets, database management, and desktop publishing. Must be able to adapt to computer and software changes as the District continues to upgrade automation.

Demonstrated ability to coordinate a high volume of diverse assignments, effectively handling competing priorities, maintaining a high level of confidentiality, and maintaining attention to detail.

Must be able to work well with employees at all levels of the organization, in addition to individuals working outside of the District. Must be able to handle all situations with tact and diplomacy. Must possess flexibility to adjust to a dynamic work environment.

Must be self-directed and able to prioritize assignments. Must be able to meet assignment deadlines.

High-level of human relations skills, maturity and considerable discretion in handling confidential matters required.

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

We are an equal opportunity and affirmative action employer.

Apply online at www.ccc.edu

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Assistant Human Resources Director | CHI005820

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

Assistant Human Resource Directors should have HR generalist knowledge, and be versed in the areas of benefits, workforce planning, recruitment and staffing strategies, wage and salary administration, associate and labor relations, workforce training and development, and local diversity initiatives. This highly visible role assists in short and long term planning of the HR function and is heavily involved in executing the HR initiatives. Hyatt develops Assistant Directors to progress into the role of a Human Resource Director. The Human Resources function prides itself on excellence, service, integrity and accountability.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

- A true desire to satisfy the needs of others in a fast paced environment.
- Refined verbal and written communication skills.
- Professional presentation skills
- Bachelors Degree or equivalent HR experience
- 2 years HR generalist experience

Primary Location

: US-IL-Chicago

Organization

: Hyatt Regency Chicago

Pay Basis

: Yearly US Dollar (USD)

Job Level

: Assistant Director | Full-time

Job: Human Resources

Apply online at www.hyatt.jobs

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Banquet Server- On Call | CHI005765

Description

Banquet servers are responsible for food and drink service at hotel banquet functions. They make sure function space visually appealing and present the menu offering for the event.

This may include linen and table setting, food station design, and beverage service. Other duties include general banquet preparation, room refreshes, and maintaining a sanitary environment.

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

To view additional hotel job opportunities visit <http://hyatt.jobs>.

Qualifications

- A true desire to satisfy the needs of others in a fast paced environment.
- Must have physical stamina to lift moderate amounts of weight.

Primary Location : US-IL-Chicago

Organization : Hyatt Regency Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | On-call/Casual

Job: Banquets

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Nail Tech (Part Time) | CHI005734

Description

Manicurist are responsible for providing a great guest experience while providing nail services. Good communication skills as well as excellent customer service are required.

Primary Location: US-IL-Chicago
Organization: Park Hyatt Chicago
Pay Basis: Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Part-time
Job: Spa

Apply online at www.hyatt.jobs

Server Assistant (Busser) - NoMI Lounge | CHI005774

Description

The Food Server Assistant is responsible primarily for assisting the Food Server in serving the guest.

This person must have good communication skills as well as the ability to lift, pull and push moderate weight. This is a fast paced position with continual customer contact.

Primary Location: US-IL-Chicago
Organization: Park Hyatt Chicago
Pay Basis: Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Full-time
Job: Bars/Restaurants/Outlets

Apply online at www.hyatt.jobs



Server- In-Room Dining (Part Time) | CHI005828

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

In Room Dining Servers are responsible for presenting guest food and beverage preferences timely and to temperature.

Servers engage in casual conversation and enhance the experience by their style and service attributes.

Other duties include general in room dining preparation, removal of serving trays, and maintaining a sanitary environment.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

This is not your typical career opportunity. This is the Hyatt Touch.

Qualifications

- A true desire to satisfy the needs of others in a fast paced environment.

- Refined verbal communication skills.

- Must have physical stamina to lift moderate amounts of weight.

Primary Location : US-IL-Chicago

Organization: Park Hyatt Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Part-time

Job: Room Service

Apply online at www.hyatt.jobs

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

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Senior Network Engineer | CHI005817

Description

Hyatt is seeking to add a Senior Network Engineer to support the Hyatt team. The role provides daily challenges and no day is the same as the next.

This role has both operational and strategic responsibilities, along with interaction with customers.

This role will plan, coordinate, implement and deliver services to our customers and partners on a variety of platforms and vendors, including Cisco, Juniper and Dell.

The ideal candidate will have subject matter expertise in all areas, but a minimum of four with the ability to rapidly scale up in other areas will suffice.

The Senior Network Engineer's goal will be to deliver a high-quality product by committed delivery dates, consistently.

Qualifications

- Bachelor's Degree in Computer Engineering or related field

- Advanced knowledge of switches, firewalls and security concepts (IOS, NEXUS, ASA, VPN, ACL)

- Advanced knowledge of routing protocols and encapsulation (BGP, OSPF, MPLS, GRE)

- 7+ years experience hands on support and troubleshooting of networks

- 4+ years experience with design and implantation on complex networks

- Understanding of network management, security and monitoring

- Excellent written and verbal communication skills

- Flexible to work on/off shift to meet company, customer and internal requirements

- Detailed documentation skill set

- CCIE (routing, data center, security or service provider) preferred

- Knowledgeable on Load balancers technologies (ACE) preferred

- Knowledgeable on VOIP networks (Mitel, Cisco,etc) preferred

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Brand Manager, Grand Hyatt | CHI005814

Description

This role is the lead manager for all aspects related to the marketing of the Grand Hyatt brand worldwide, implementing projects and initiatives that support the broader short and long-term brand strategy. This person is the corporate brand interface for all Grand Hyatt hotels and collaborates with the Studio, digital, PR, analytics, sales, global operations, and HR to ensure coherent platforms, communication, innovation, and service for the brand.

The Brand Manager position reports into the VP, Luxury Brands in the Brand Management group reporting into the Chief Marketing Officer of Hyatt Hotels & Resorts.

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

The ideal candidate must be able to demonstrate previous success in 5 critical skills including project management, creativity, teamwork, analytics and problem-solving

Minimum of five years experience in consumer brand management and marketing or communication in the hospitality, luxury goods or retail industries

Experience working in an international business a plus – knowledge of Asian markets and or our brand in Asia strongly preferred. Speaking one or more foreign languages a plus

Experience developing & executing brand management, marketing plans & managing budgets

Analytical experience such as consumer research

Experience developing and managing creative projects

Familiar with developing social media

Undergraduate degree required. Graduate degree a plus.

Proficient in Word, Excel & Powerpoint

Strong organizational, project management and detail orientation skills, with the ability to multi-task

Excellent verbal and written communication skills

Ability and willingness to operate in a complex and global corporate environment

High degree of energy and enthusiasm

Possess a can do positive attitude, outgoing, proactive, team oriented

Displays initiative and readily accepts responsibility

10% travel including International travel

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