



Job Title: Supply Chain Tech 1

Department: Receiving & Warehouse

Shift: 1st

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

Specialty: Warehousing

Job Number: 2014-2217

Principal Duties and Responsibilities

Inclusive of all Supply Chain Tech I duties (i.e. SPD, Receiving, and Warehouse). Receive, pack, and unpack items to be stocked and/or delivered on shelves/bins/Point of Use locations (i.e. in the warehouse, storerooms, units, and any off-site locations). Receive and/or count stock items with accuracy and correctly record data manually or using the computer. Verify established inventory par levels by comparing them to actual physical counts and re-order replenishment stock accordingly. Ensure accuracy of received supplies by counting and comparing packing lists/restock lists with delivered goods and inspect for damage, defects, or breaking, reporting any of these issues to the supervisor. Must meet established Supply Chain Policy #1 job performance standards and all scheduled timelines. Performs any and all Supply Chain job functions as assigned or required.

Knowledge, Skills, and Abilities

One year working experience in a service industry position or equivalent job experience. High School Diploma/GED required. Must have basic math, reading, and writing skills. Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. The majority of the work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis. Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions. Familiar with personal computers preferred. Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

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=20141107115613&

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Dental Assistant

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

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

Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Mammography Technologist

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

Description:

The Mammography Technologist produces breast radiographs to aid in the diagnosis and treatment of disease for both symptomatic and asymptomatic patients. S/he operates x-ray equipment and performs various mammography related procedures. The Mammography Technologist develops and evaluates the film for technical quality such as density contrast, definition, and distortion. S/he explains the procedures and educates women about the role of regular mammography in preventive breast health. Other responsibilities include preparing and maintaining patient records and files and cleaning and adjusting equipment as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA-approved school or the combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. ARRT (American Registry of Radiologic Technologists) certificate in Diagnostic Mammography. Illinois Department of Nuclear Safety License. A minimum of three (3) years of experience as a Mammography/Radiological Technician. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Nurse Practitioner

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Description:

The Nurse Practitioner, in collaboration with the primary care physician, provides primary health care and advice on how to maintain a healthy lifestyle to patients with complex chronic and acute health conditions. S/he works with patients and their families either at our hospital or in the patient's home. The Nurse Practitioner will travel to the patient's residence as either a follow-up after hospital discharge or when the patient is unable to travel. S/he often serves the elderly and/or disabled. The Nurse Practitioner also serves at-risk families across age groups. S/he obtains medical histories; performs physical examinations; formulates diagnosis and treatment plans of patients; maintains accurate records; and provides health education to the patients as well as other work as required.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelors degree in Nursing.

Licensed Nurse Practitioner in the state of Illinois.

Minimum one (1) year of experience as a Nurse Practitioner

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

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Patient Care Technician

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Description:

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

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

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

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

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Registered Nurse

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Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population.

Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse.

Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

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

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RN-UR Clinical Case Manager

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Description:

This position is responsible for coordinating the continuum of care activities for our patients from admission to discharge as well as reviewing for optimum utilization of resources.

Efficient collaboration and communication with physicians, nurses, and other members of the health care team will be used to achieve desired patient outcomes.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Registered Nurse license in state of Illinois

Minimum of 2 years of clinical utilization review experience in acute care setting.

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

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Job Title: Office Assistant - Opt 2 (NRC Rec Office)

Agency: Corrections

Closing Date/Time: Fri. 11/21/14 11:59 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: IDOC29-82-14-0376

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Assistant R & C Record Office Supv .(Executive I), performs difficult and complex typing and records maintenance function of the Reception & Classification Center Record Office; types forms and reports.

Position Number: 30010-29-82-442-36-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm Monday through Friday with day off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: IDOC Stateville Correctional Center, Diana Wysocki, Human Resources Representative, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.
Fax Number: (815) 727-0838 - Email address: Diana.wysocki@doc.illinois.gov

How to Apply:

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

Option 2 - Typing

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Job Title: Office Associate - Opt 2 (HCU)

Agency: Corrections

Closing Date/Time: Fri. 11/21/14 11:59 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-1060

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Health Care Unit Administrator, performs a variety of complex clerical duties, highly specialized in nature involving the receiving, sorting, typing and distribution of employee injury reports and workman's compensation related claims; serves as unit secretary; establishes and maintains confidential medical files.

Position Number: 30015-29-82-210-00-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations. Requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: IDOC Stateville Correctional Center, Diana Wysocki, Human Resources Representative, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

Fax Number: (815) 727-0838 - Email Address Diana.wysocki@doc.illinois.gov

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

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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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 – General

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Wed. 11/19/14 5:00 PM Central Time

Salary: \$7,645.56 - \$7,951.80 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 9986

Minimum Requirements: Requires knowledge, skill and mental equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires a Stationary Engineer license. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate valid driver's license and/or the ability to travel. Requires working rotating shifts, including weekends and holidays. Requires the ability to serve on an on- call basis.

Work Hours & Location/Agency Contact: Work Hours: Rotating Shifts & Days Off, including Holiday Shifts; 6:30am-2:30pm, 2:30pm-10:30pm, 10:30pm-6:30am

Work Location: Central Management Services
Property Management/Facilities/Chicago Northern
2020 W. Roosevelt Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-6239 217-782-9925 Fax You will be contacted if chosen for an interview.

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Ultrasound Technologist-On-Call

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Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data.

S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

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

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Guest Experience Ambassador -- Winter Holidays 2014

Location: Chicago, IL

Education: High School Graduate or GED

Experience: 1 - 2 Years

Salary: up to \$9

FLSA Status: Non-Exempt Hours: PART-TIME

Position Summary:

As a guest experience ambassador you will be part of our guests' total experience. Guest experience ambassadors can be the primary contact for all guest interaction within the aquarium. Each team member actively engages the guest, shares knowledge and information, and provides answers and solutions to guest concerns and questions. Operationally, the guest experience ambassadors monitor assigned areas for traffic flow and safety concerns. All team members act as role models for outstanding customer-service standards, both within the department and within the aquarium.

Qualifications:

Retail, attraction, or customer-service experience in a high-volume environment. Previous ticketing system or cash handling experience preferred.

Performance or theatrical background a plus.
Fluency in multiple languages is also desirable.

The guest experience must be the highest priority.
Ambassadors must be outgoing, dynamic and enthusiastic.

Must have reliable cash-handling track record or experience.
Must have the ability to multi-task, have good verbal and written communication and be friendly and personable to all; embracing the multicultural differences of our guests.

Must be willing to work weekends and holidays (varied hours). -- we are looking for individuals with OPEN AVAILABILITY

This is a seasonal (or temporary) position to help with the busy winter holiday seasons. Positions will begin sometime in mid-late November 2014.

Physical Demand: May be required to stand or sit for long hours.

Work Environment: May be required to work outdoors.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Great Lakes Partnerships Manager

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

Responsible for the development, delivery and management of the Great Lakes and Sustainability (GLS) strategic plan as it relates to community engagement and partnerships. Represents GLS programs to external and internal audiences.

Qualifications:

Education:

Bachelor's degree required, Master's degree preferred in policy, non-profit management, science, conservation or related field.

Experience:

Minimum 4 years of program development, delivery and management, including significant partnership creation and stewardship. Partnership experience across sectors preferred.

Special Skills:

Excellent communication skills, including writing and public speaking. Experience establishing partnerships across communities, including but not limited to: NGOs, government, community organizations, industry, etc. Experience with project management (initiation through completion), budget management, grant management, team leadership and strategic planning. Demonstrated interest in the Great Lakes, and awareness of current local, national and international conservation issues.

Excellent leadership qualities, self-starter, detailed-oriented, and organizational skills. Diplomacy, confidence, strong work ethic, sense of humor, and positive attitude required. Must be comfortable with "small talk" and social situations.

Must be able to work flexible hours including early mornings, nights and weekends as necessary. Position requires frequent travel. Must be comfortable working outdoors in all weather. Must be able to walk/stand for extended periods of time. Must have a valid driver's license. Must be able to do moderate lifting.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Culinary Conservation Coordinator

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

Champions the day-to-day execution of Shedd's Right Bite sustainable seafood program and other culinary conservation efforts. Executes industry and consumer education and outreach; builds strategic partnerships to advance GLS goals; serves as resident sustainable seafood expert at the Aquarium; supports communication and collaboration with other departments and stakeholders.

Qualifications: Education:

- Culinary Arts or Bachelor's degree required, preferably in the areas of fisheries science, biology, environmental science, conservation, or education.

Experience: At least 3 years of successful experience with program coordination, public outreach and presentation delivery. Culinary industry experience a plus.

Special Skills:

Demonstrated ability to handle large workload in a fast-paced, high-energy department. Excellent communication skills and a talent for planning and delivering educational activities. Proficient with Microsoft Office suite. Aware of current, local, national and international conservation issues, with the ability to effectively and clearly communicate them to various audiences. Skilled home cooks, preferred.

Poised, articulate professional with diplomacy, a sense of humor, a positive attitude, and charisma. Driven, highly organized self-starter. Confident, outgoing, and enjoys socializing with diverse audiences. Appreciation for and strong attention to detail. Passionate about the environment. A lifelong learner. Foodies preferred.

Must be able to work flexible hours including frequent nights, weekends and early mornings, as necessary, and walk/stand/sit for extended periods of time, both indoors and outdoors. Must be comfortable working outdoors in all weather. Position requires consumption of seafood and shellfish. Position requires frequent travel. Must have valid driver's license. Must be able to do moderate lifting to transport equipment and material to sites.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Part-Time Branch Shuttle Driver - Deer Park/Kildeer, IL

Job ID 2014-126705

Category Customer Service/Support - Driver

Location US-IL

Area Chicago: West Suburbs

Overview: The Branch Shuttle Driver for Deer Park/Kildeer, IL provides friendly, efficient service during all aspects of the rental car process, transports customers to and from the rental facility in a safe and timely manner, and establishes and maintains clear communications with the management team to ensure consistent, superior levels of customer service.

Responsibilities: The Part Time Branch Shuttle Driver is responsible for the transporting of fleet cars to and from rental locations, transporting customers, as well as navigating written directions. Deliver vehicles and customers in a courteous and professional manner. Provide customer service and courtesy including greeting customers upon pick-up (ie. hand shake, opening doors, positive attitude, thank customer for business) Provide safe, clean and comfortable transportation (shuttle vehicle should be clean upon arrival and drop off of customer) May be asked to assist customers with belongings, directions, car options. Drive locally or out of area as needed, following all traffic signals and rules of the road. Ability to answer general rental questions regarding policies and procedures. Notify manager of any customer service or vehicle issues including daily maintenance, including but not limited to ensuring proper oil, tire, and fluid levels. May be asked to perform miscellaneous job-related duties assigned Maintain regular and reliable level of attendance and punctuality

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years of age
6 months work experience required. Previous customer service experience
Must have valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past three years.
No drug or alcohol related conviction on driving record in the past three years.
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future
Must have reliable transportation to and from Deer Park/Kildeer, IL
Customer Service experience preferred
Must have at least 6 months of work experience. Must be willing to work for \$8.25/hr
Must be able to work up to 25 hours per week (flexible with scheduling)

Apply online at <https://us-erac.icims.com/jobs/126705/part-time-branch-shuttle-driver---deer-park-kildeer%2c-il/job>

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Conservation Communications Specialist

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary: Works directly with EAC leadership to fulfill the variety of GLS content needs and implement daily public relations tactics to position Shedd Aquarium as a leading conservation, research, education and sustainability organization in North America, with a special focus on the Great Lakes region.

Qualifications:

Education: Bachelor's degree in a communications, environmental science or education-related field preferred.

Experience: Minimum 2 years of experience in communications related to conservation, sustainability and/or education

Special Skills:

Excellent writing, editing, verbal and organizational skills required. Demonstrated ability to tell compelling stories in a variety of formats to a wide range of audiences including, but not limited to, social media, web, print media, grant proposals and reports, annual reports, etc. Must possess a high level of decision-making ability; good planning, problem-solving skills; understand complementary relationship between external and internal communications; perform well under pressure, juggle multiple tasks simultaneously. Must know word processing and be computer literate. Must be available 24/7 via cell phone (with exception of scheduled vacations.)

Positive attitude and supportive to colleagues in a team based environment necessary. Interest in conservation, zoo/aquarium, non-profit, cultural institutions and strong desire to excel in this industry. Ability to handle confidential information, maintain composure, be flexible and perform under pressure. Demonstrated love for adventure, exploration and storytelling. Interact with staff and the public in a consistently honest, friendly and positive manner.

Must be able to work flexible hours including frequent nights, weekends and early mornings, as necessary, and walk/stand/sit for extended periods of time, both indoors and outdoors. Must be comfortable working outdoors in all weather. Position requires handling live animals. Position requires frequent travel. Must have valid driver's license. Must be able to do moderate lifting to transport equipment and material to sites.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Part-Time Service Agent - Western and Roosevelt

Job ID 2014-124927

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The starting salary for this position is \$8.25/hr.

*This position is located at:
1224 S WESTERN AVE
CHICAGO IL 60608*

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have one year of prior work experience.

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work one of the following schedules:

Monday - Friday: 1:00pm - 6:00pm

Apply online at <https://us-erac.icims.com/jobs/124927/part-time-service-agent---western-and-roosevelt/job>

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Special Recreation Instructor (H) (Deaf / Hard of Hearing) Job ID: 1775

Closing Date: 11/15/2014

Special Recreation/Special Recreation Instructor (H)

Date Posted: 10/31/2014

Location: Special Recreation

Region: Districtwide

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, instructs and conducts recreation and leisure activities designed to meet the needs of people with disabilities and other special populations in Chicago. Conducts classes, coaches teams, controls special recreation equipment, and recruits and trains volunteers. Serves as liaison with local advisory councils and local park staff. Performs related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least 20 credit hours in an accredited college or university in Therapeutic Recreation, Physical Education, Recreation or a closely related field, plus one year experience in Therapeutic Recreation, or an equivalent combination of education and experience is required. An Associate of Arts degree in one of these fields is recommended. A Bachelor of Arts degree is preferred. Certification Requirement: Valid CPR certification from the American Red Cross or other nationally recognized organization. Certification Recommended: Therapeutic Recreation Assistant or Specialist (National Council for Therapeutic Certification), Adapted Aquatics Instructor, Water Safety Instructor, Special Olympics Sport Coach (various). Fluent in ASL- American sign language is preferred. Extensive experience working with deaf & hard of hearing population is preferred.

Knowledge, Skills and Abilities:

Knowledge of therapeutic recreation theories and principles. Knowledge and understanding of a deaf person and culture. Knowledge of deaf resources. Familiarity with commonly accepted methods and techniques for teaching children and adults with disabilities and other special populations. Effective oral and written communication skills. Skill in teaching a full range of therapeutic recreation sports and cultural and social activities. Ability to observe and evaluate individual participant progress.

Union: SEIU –Local 73 Career Service EEO: Para-professional FLSA: Non-Exempt
SALARY: \$ 16.81 Per Hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Wed. 11/19/14 5:00 PM Central Time

Salary: \$7,645.56 - \$7,951.80 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 9986

Minimum Requirements: Requires knowledge, skill and mental equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires a Stationary Engineer license. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate valid driver's license and/or the ability to travel. Requires working rotating shifts, including weekends and holidays. Requires the ability to serve on an on- call basis.

Work Hours: Rotating Shifts & Days Off, including Holiday Shifts; 6:30am-2:30pm, 2:30pm-10:30pm, 10:30pm-6:30am

Work Location: Central Management Services Property Management/Facilities/Chicago Northern 2020 W. Roosevelt Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702

217-782-6239 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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