



TITLE: OPERATING ENGINEER (M)

CHARACTERISTICS OF THE CLASS:

Under direct supervision, operates equipment used in park buildings and field houses for heating, ventilating, air-conditioning, refrigeration, ice conditioning equipment, filtration and pumping. Makes minor repairs and adjustments and performs preventive maintenance to said equipment. Performs related duties as required.

EXAMPLES OF DUTIES:

Has direct charge of the equipment, operation and general care of heating, ventilating, air-conditioning, refrigeration, ice conditioning equipment, filtration and pumping equipment in a park building, swimming pool or field house including boilers, burners, fuel handling pumps, compressors, water purifying equipment, water heating appliances, fan blowers, air filters and other electro/mechanical equipment. Fires the boiler, maintains water level in boiler and operates fans and accessory equipment. Writes reports of fuel consumed. Cleans and keeps in order the equipment and premises. Performs preventive maintenance and minor emergency repairs on mechanical equipment.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Experience operating and maintaining heating, ventilating and cooling machinery and equipment, such as water heating appliances and central air-conditioning units is preferred. Previous experience in swimming pool maintenance as well as the operation of water purifying equipment, compressors and other related equipment is desirable.

License Requirement: Current Stationary Engineer's License. Current Illinois Driver's License.

Certification as a Refrigeration Technician.

Knowledge, Skills and Abilities:

Knowledge of swimming pool sanitation standards. Ability to perform maintenance of heating, ventilating and cooling equipment. Ability to perform manual labor. Ability to maintain routine records.

Union: 399 Career Service EEO: Skilled Craft Wkr

FLSA: Non-Exempt

SALARY: \$89,003.20 PER YEAR

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Rental Assistance Demonstration (RAD) Program Manager

Department: Office of Chief Housing Officer

Grade: 67

Position Number: RPM-AMD500

DESCRIPTION

The RAD Program Manager will manage a specific portfolio of RAD applications and projects ensuring they successfully achieve each step throughout the process from assessment through application, financing, construction and final conversion.

SUMMARY OF PRIMARY ACCOUNTABILITIES

Examples of responsibilities of this position may include but are not limited to the following:

- Works across CHA divisions on property-specific issues related to particular RAD applications to ensure details align with CHA priorities and comply with HUD RAD regulations and MTW authority. This includes but is not limited to Asset Management, Office of Development Management, Planning & Reporting and Legal.
- Prepares financial analyses and summaries, and finalizes development budgets (sources and uses) and operating pro formas to ensure conformance with HUD's program guidelines and lender requirements
- Oversees the preparation of physical condition assessments in conformance with RAD program requirements.
- Works with CHA ODM and Finance, the City of Chicago Department of Housing and Economic Development, and Illinois Housing Development Authority on proposed finance plan.
- Attends and facilitates resident meetings in accordance with RAD guidelines as needed.
- Develops and manages individual RAD transaction timelines to ensure appropriate and full utilization of the resource.
- Stays abreast of national RAD policies, program changes and legislation. Assess opportunities as a result of such changes.

REQUIREMENTS: A Bachelor's Degree in public policy, urban planning, finance or the equivalent combination of education and related work experience. Five to ten years' experience as a project or finance manager along with knowledge of public housing / PBV & LIHTC financing regulations is preferred but not required. This position will be expected to have working knowledge of policies and regulations governing public housing, property based vouchers and Low Income Housing Tax Credit financing and operations. Excellent verbal, written and interpersonal skills. Ability to prioritize multiple tasks. Strong organizational and analytical skills. Strong computer skills including Word, Excel, PowerPoint. Ability to work on multiple assessments.

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Set-Up Technician

Grade: 53

Position Number: LSTCH-AMD971

Minimum Salary: Commensurate with experience

DESCRIPTION

This position is accountable for providing audio-visual, public address, special events logistics for dual locations: the Charles A. Hayes Family Investment Center and the Abraham Lincoln Centre. Maintains building and grounds in a clean and neat condition in accordance with standardized procedures and/or prior instruction.

SUMMARY OF PRIMARY ACCOUNTABILITIES

Examples of responsibilities of this position may include but are not limited to the following:

1. Provide effective room arrangement services for residents, employee meetings, and special events by arranging and rearranging tables, chairs, audio/visual, public address systems, flip charts, and chalk boards.
2. Performs routine maintenance tasks as needed at the Charles A. Hayes Family Investment Center and/or other locations as needed.
3. Set-up meeting spaces and assist with meetings as well as audio/visual media i.e. projector, microphones and laptop.
4. Must be flexible to working some weekends and nights and at dual locations.
5. Maintain a professional courteous manner with all residents, the public, vendors, contractors, and colleagues.
6. Move furniture, complete small work orders, & perform other miscellaneous tasks as needed.
7. Perform other related duties as assigned.

REQUIREMENTS:

This position requires a high school diploma or GED and previous experience. Effective verbal, written and interpersonal communication skills required. Must be able to follow instructions and carry out duties with minimal supervision. Must be able to adjust HVAC units if necessary and give access to vendors to server rooms and electrical rooms if necessary. This position requires the ability to stand, walk, bend over, and lift up to 50 pounds. The incumbent must be knowledgeable of methods, materials, equipment and practices used in maintenance work and have the ability to read, write and understand work orders and other documents. Must be able to work flexible schedules including work on the weekends.

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Part Time Sr. Customer Assistance Representative -Chicago Riverview

Job ID 2013-94526

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

We are an Equal Opportunity Employer M/F/D/V.

Overview: The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location.

3844 N. Western Ave., Chicago, IL 60618

This is a part-time position that pays \$9.50/hr.

- *Fun and friendly environment
- *On The Job Training in a Professional Work Environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts
- *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service)

Qualifications:

Currently enrolled in college or received an associates or bachelor's degree

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years. No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI). Must be at least 18 years old. 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 available to work the following schedule:

Monday 7am-6pm

Friday 7am-6:00 pm

Saturday 8:30am-12:30pm

Apply online at <https://us-erac.icims.com/jobs/94526/part-time-sr.-customer-assistance-representative--chicago-riverview/job>

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Job Title: Part-Time Clinic Coordinator II - Rush Oak Park

Department: MSP Ob/Gyne

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2013-1810

Job Description:

We are seeking a Part-time Clinic Coordinator II to support our Obstetrics and Gynecology department in Oak Park, IL. You must possess excellent interpersonal skills and have the ability to foster a positive patient experience through your front-desk service! If you have the skills and experience that we are looking for along with the ability to work a flexible schedule please review and consider this great opportunity!

Position Summary:

This position is 20 hours per week - (Tuesdays 1:00-5:00 PM, Wednesdays 8:30-5:00 PM, Fridays 8:30 - 5:00 PM; the position is based at our Oak Park location and occasionally, the coordinator will assist at our main Rush location, as necessary). The Clinic Coordinator performs clinic activities including scheduling, message taking, greeting and acknowledging patients throughout the check-in and check-out process, and managing referral and insurance authorizations. Responsible for carrying and responding to a pager. The employee who holds this position exemplifies the Rush Mission, Vision and Values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

Knowledge, Skills and Abilities:

High school diploma required and medical office experience preferred

Basic computer knowledge required

Attention to detail and accuracy

Excellent customer service and interpersonal skills

Sensitivity to patient health information and protection of confidentiality

Ability to utilize EPIC efficiently

Ability to sit for several hours each day and remain professional and calm under stressful situations

Employees hired into this role must successfully pass the EPIC scheduling test with 3 attempts, within 45 days of completion of training.

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***Part-Time Service Agent (car detailer) - Chicago Hegewisch/East Side**

Job ID 2013-91059

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

We are an Equal Opportunity Employer M/F/D/V.

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.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. Perform miscellaneous job-related duties as assigned.

Qualifications:

Must be at least 18 years old
Must have 1 year of prior work experience
Must have a valid driver's license with no more than 1 moving violation 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 accept the starting pay of \$8.25/hr
Must be able to work the following schedule: Monday-Friday 8:00am-12:00pm OR Monday-Friday 1:00pm-5:00pm

Apply online at https://us-erac.icims.com/jobs/91059/*part-time-service-agent-%28car-detailer%29---chicago-hegewisch-east-side/job

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Part-Time Service Agent - (Millennium Park)

Job ID 2013-98928

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

We are an Equal Opportunity Employer M/F/D/V.

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: 20 E RANDOLPH ST 3RD FL., CHICAGO, IL 60601

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

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 the following schedule:

Monday-Friday 11:00 am - 4:00 pm

Apply online at <https://us-erac.icims.com/jobs/98928/part-time-service-agent---%28millennium-park%29/job>

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***Part-Time Service Agent (Car Detailer)- Oak Park**

Job ID 2013-99046

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

We are an Equal Opportunity Employer M/F/D/V.

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 position is based at 25 Chicago Ave, Oak Park 60302

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned.

Qualifications: Must be at least 18 years old. Must have 1 year of prior work experience. Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident 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 a non-negotiable wage of \$8.25/hr. Apart from Religious observances you must be able to work one of the following schedules:

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

Every other Saturday: 9:00am - 12:00pm

Apply online at https://us-erac.icims.com/jobs/99046/*part-time-service-agent-%28car-detailer%29--oak-park/job

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Job Title: Payroll Analyst
Department: Finance
Shift: 1st
Full/Part: Type 1 (72-80 Hrs/PP)
Job Number: 2013-1670

Position Highlights: The Payroll Analyst will perform a full range of record keeping and payroll processing activities, thereby allowing the medical center employees to be paid in an accurate and efficient manner. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

Assist supervisors and employees in respect to Policies and Procedures of the Medical Center, payroll procedures, computing wages, wage deductions, and supporting the Time and Attendance System. Audit daily online payroll/personnel system for employee W-4 information and notify Compensation and Benefits about inconsistencies. Prepare manual checks for appropriate adjustments. Calculate pay, deduct taxes, and voluntary deductions. Input data to update earnings information on the online system. Audit manual checks prepared by other payroll analysts. Informs employees on tax form options for withholding status for Federal and State taxes, and encoding tax information in a timely manner. Maintain a manual W-4 card file. Maintain and Re-issue W-2 requests. File returned W-2. Audit, review, and enter other compensation requests for areas of responsibility assuring proper employee identification and cost distribution per requests. Monitor employee jury duty and military recoveries. Communicate with employees and departments, calculate recovery amounts and make necessary payroll deductions if appropriate. Prepare and calculate vacation and cash advances.

Position Qualifications Include:

- High School Education or a GED
- Basic knowledge of PCs, and various software packages
- Analytical and Communication skills required
- Ability to be at work in a timely manner and prioritize work flow
- Knowledge of Infor or Lawson Systems is preferred, but not required
- Payroll experience highly preferred
- Work experience in Finance, Accounting and/or Payroll highly preferred

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Part-Time Driver - (Alsip)

Job ID 2013-98174

Category Customer Service/Support - Driver

Location US-IL

Area Chicagoland

We are an Equal Opportunity Employer M/F/D/V.

Overview:

The Driver delivers vehicles and in some instances, customers, employees or vendors safely and timely to the appropriate destination(s) while giving helpful, courteous and professional customer service.

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

Responsibilities:

The Part Time Driver is responsible for the transporting of customers, fleet cars and vans to and from Enterprise Rent-A-Car locations, as well as navigating written directions.

- Drive and deliver vehicles locally or out of area as needed, following all rules of the road

- Deliver customers and vehicles to appropriate destination in a safe and courteous manner

 - Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

 - Organize travel route and ensure vehicle paperwork is accurate and timely

 - May need to communicate via 2-way radio or cellular phone

 - May be asked to clean vehicles

 - Perform miscellaneous job-related duties as assigned

Qualifications:

- Must be at least 18 years of age. One year of work experience required.

- Must have valid driver's license with no more than one moving violations and/or at-fault accidents 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.

- Apart from religious observation, must be available to work Tuesdays, Thursdays, and Fridays from 8:00am until 4:00pm

Apply online at <https://us-erac.icims.com/jobs/98174/part-time-driver---%28alsip%29/job>

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Sales Management Trainee - DeKalb

Job ID 2013-94502

Category Management Trainee Program - All Positions

Location US-IL

Area Dekalb

We are an Equal Opportunity Employer M/F/D/V.

Overview: Regardless of college major or professional experience, nearly 100% of our full-time employees start out in our Sales Management Training Program. This allows everyone to learn our business from the ground up and understand how they play a significant role in seeing it succeed. During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions.

Responsibilities: As a Sales Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Qualifications: Bachelor's degree required. Must have a minimum of 1 year of sales experience (sales is defined as work that involves a great deal of customer contact, persuasion, selling of services/products - examples can include retail sales, restaurants serving/bartending or similar). Will also consider participation in an organized athletic environment. Will also consider military experience in a leadership role in lieu of sales experience. Must be at least 18 years old. Must have a valid drivers license with no more than 2 moving violations and/or at-fault accidents on driving record in the past 3 years. No drug or alcohol related conviction on driving record within the past 5 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.

Apply online at <https://us-erac.icims.com/jobs/94502/sales-management-trainee---dekalb/job>

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Job Title: Temporary Administrative Assistant - Support Associate

Department: TASC/Administrative Assistant

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2013-1640

Job Description:

Rush University Medical Center is seeking an exemplary and experienced Temporary Support Associate - Administrative Assistant

General Summary

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

Qualifications

Minimum of two to five years of administrative and/or business office coordination experience required.

High School diploma or GED required; Bachelors degree strongly preferred.

Familiarity with automated phone systems and standard office equipment such as fax machine, medical terminology, photocopier and Dictaphone.

Minimum typing speed of 45 wpm required.

Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

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***Part-Time Service Agent (car detailer) - Matteson Automall**

Job ID 2013-94944 Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

We are an Equal Opportunity Employer M/F/D/V.

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.

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

- Clean vehicle exterior by hand, brush or by operating washing equipment

- Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

- Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

- Determine need for and add windshield fluid, gas, oil, water and antifreeze

- Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

- Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

- May be responsible for maintaining an inventory of cleaning supplies

- May assist with local automobile deliveries

- Perform miscellaneous job-related duties as assigned

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation 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 accept the starting pay of \$8.25/hr

Must be able to work the following schedule: Monday, Tuesday, 7am-6pm Thursday 7am - 1pm and Every other Saturday 9am-12pm; or Monday, Tuesday, Wednesday 7am-1pm and Saturday 9am-12pm.

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Administrative Assistant (CHS)

Department: MHP Administration

Schedule: Full Time

Shift: Days

Job Details:

Bachelors Degree preferred

Experience is required

Reporting directly to the VP of Operations, this role is responsible for providing support to the Finance department. This position will assist in other clerical functions throughout the organization as necessary.

Job Responsibilities:

1. Responsible for maintaining meeting schedules for the finance staff.
2. Coordinates travel schedule as necessary for finance staff
3. Screens calls and visitors
4. Maintains regular communication with other divisions and departments in order to ensure efficient processing of work, to obtain and relay information and to resolve problems. Responds to a variety of inquiries which require considerable knowledge about the CHS policies, procedures and operations.
5. Assists in the preparation of administrative reports; performs difficult and/or confidential information gathering and compiling
6. Prepares documents and materials as necessary for committee meetings, presentations
7. Assists in work assignments amongst the organizations clerical personnel

Job requirements:

The level of knowledge normally acquired through the completion of a Bachelor's Degree or equivalent work experience

Proficiency in Excel, Word, Power Point

Excellent communication skills with the ability to facilitate groups and possesses well-developed team work and collaboration skills

Interpersonal skills necessary to interact effectively with teams of people

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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 <http://www.westsuburbanmc.com/About/careers.aspx>

CLASSROOM COUNSELOR

Department: MacNeal School

Schedule: Full Time

Shift: Days

Job Details: The classroom counselor works as a member of the classroom team in conjunction with the teacher, providing clinical interventions for emotionally disturbed students and assisting in the maintenance of the integrity of the education environment within the community of the classroom.

Job Specifications:

Level of knowledge normally acquired through the completion of a bachelor's degree, preferably in the field of psychology. A minimum of one year's experience in working with severely, emotionally/behaviorally disordered children and adolescents.

The interpersonal skills necessary to interact with students in an appropriate clinical fashion and to maintain professional relationships with colleagues, referring school districts, and parents. The analytical ability necessary to develop specialized/individualized behavior plans for students.

The ability to be flexible to adapt to the needs of the students and program.

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Program Aide

Job ID 2013-5804
Center McCormick Tribune
Positions 1
Address 1834 N Lawndale Ave
Posted Date 11/19/2013
City Chicago
Category Sports & Recreation
State IL
Type Regular Part-Time
Hours per Week 25
Variable Schedule Days, afternoon, evenings and weekends

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.

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.

Options:

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5804/program-aide/job>

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Member Service Staff

Job ID 2013-5849
Center McCormick Tribune
Positions 2
Address 1834 N Lawndale Ave
Posted Date 11/19/2013
City Chicago
Category Membership Services
State IL
Type Regular Part-Time
Hours per Week 20
Variable Schedule 20 hours a week, mornings, evenings, weekends

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.

Options:

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5849/member-service-staff/job>

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Job Title: Clinic Coordinator II - Family Medicine

Shift: 1st

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

Specialty: Family Medicine

Job Number: 2013-1729

General Summary: Coordinates clinic activities including, coordinating all template management, scheduling, greeting and acknowledging patients throughout the check-in and check-out process, and coordinating referral and insurance authorizations, coordinating all telephone activities and troubleshooting business issues. The employee who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

Principal Duties and Responsibilities: Works with minimal supervision. Resolves office problems and facilitates solutions, confers with supervisor to resolve more complex issues, assists in preparing ad hoc reports, assists in training of new employees, generates letters requested by physician or patient, per office protocol. Manages physician's template and schedule in EPIC. Enters, per office protocol, non medication orders and/or referrals. Performs pre-certification of orders, procedures and surgeries. Performs data entry of in-patient or procedural professional charges as assigned. Collects time of service payments, posts payments in EPIC, and reconciles end-of-day receipts. Answers patient billing questions, coordinates set-up of payment plans, and refers as necessary to appropriate RUMC resources. Schedules, cancels and reschedules patient appointments, procedures, and surgeries. Appropriately transfers patients to pre-registration for insurance verification per RUMG policy. Greets and acknowledges patients at the front desk, checks patients in and out of the clinic, and performs practice designated activities to support new patients. Accesses EPIC to retrieve referrals, orders and other documentation and contacts various outside agencies to obtain referrals and other documentation. Coordinates administrative office functions as assigned including completion of EPIC administrative in-box messages. Flexible Hours/Schedule for this position inclusive of the following shifts: 7:30 AM - 4:00 PM, 8:00 AM - 4:30 PM, one evening per week (11:30 - 8:00 PM) and one Saturday per month which will be a 7:30 AM -12:00 PM shift.

Qualifications: High school diploma or equivalent required; college coursework preferred. Two or more years medical office experience required. Intermediate knowledge or Microsoft Office Suite (Word, Excel, PowerPoint) Excellent communication skills, written and oral.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131126165502&

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Job Title: Care Coordinator - Older Adults Program

Department: JRB Older Adults Program

Shift: 1st

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

Specialty: Gerontology

Job Number: 2013-1780

Job Description:

MSW Care Coordinator-Rush University Medical Center Health and Aging Department
The Care Coordinator is a key member of Rush Health and Aging. This position provides on-site and follow-up (both in person and via telephone) interventions/consultations for both individuals and caregivers/families around health, aging and caregiving issues.

Position Highlights

Position develops relationships throughout RUMC to find older adults and family/caregivers who can benefit from the Rush Resource Centers and Rush Generations services. Provides transitional care and care coordination services
Learn/understand context of current healthcare and an academic medical center
Client/patient and family contact to offer information and assistance, resource development and direction. Organize and staff satellite post placed throughout RUMC to bring resources to consumers at "the right place and the right time"
Increase awareness and utilization of the Rush Resource Centers and Rush Generations
Increase participation in education/support groups, wellness programs, medical center clinical services. Create seamless referral system to RUMC services
Help older adults/people who care for them navigate the system by removing potential roadblocks for support and care. Maintains accurate records of all requests for service, information and support, and keeps track of services provided as well as unmet needs
Liaison to other RUMC departments
Facilitates support groups

Qualifications:

Master's Degree in Social Work (MSW)

1-3 years experience preferred.

Understanding of older adults and family care giving issues.

Strong assessment, care management and counseling skills.

Demonstrates initiative, interpersonal, teamwork and communication skills

Computer literate

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Executive Assistant (CHS)

Department: MHP Administration

Schedule: Full Time

Shift: Days

Job Details: Bachelors degree required

Experience is required. Reporting directly to the Chief Executive Officer, this role is responsible for providing support to the CEO. This position needs to assume a role of communicative authority in lieu and in conjunction with the CEO and management staff.

Job Responsibilities:

1. Responsible for maintaining meeting schedules for the CEO and management staff
2. Coordinates travel schedule as necessary for management staff
3. Screens calls and visitors
4. Maintains regular communication with other divisions and departments in order to ensure efficient processing of work, to obtain and relay information and to resolve problems. Responds to a variety of inquiries which require considerable knowledge about the CHS policies, procedures and operations.
5. Assists in the preparation of administrative reports; performs difficult and/or confidential information gathering and compiling
6. Is involved in the management of office activities, including ordering office supplies, coordination with building maintenance, maintenance and funding of postage machine
7. Prepares documents and materials as necessary for committee meetings, presentations
8. Responsible for reception are responsibilities, including greeting guests, accompanying them to areas within the office as necessary, package approval
9. Sorts and distributes mail to appropriate personnel when needed
10. Coordinates work assignments amongst clerical personnel

JOB SPECIFICATIONS:

1. The level of knowledge normally acquired through the completion of a Bachelor's Degree
2. Proficiency in Excel, Word, Power Point
3. Excellent communication skills with the ability to facilitate groups and possesses well-developed team work and collaboration skills
4. Interpersonal skills necessary to interact effectively with teams of people

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