



Job Title: Highway Maintainer - Hourly Snowbird

Agency: Transportation

Closing Date/Time: Mon. 12/22/14 4:30 PM Central Time

Salary: \$20.55 - \$20.55 hourly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 10

Bid ID#: 2014/2015

Description of Duties/Essential Functions Benefits Supplemental Questions
These positions assist in the snow and ice removal along with other related duties during the winter months.

Minimum Requirements: Must possess valid Class "A" or "B" CDL with "N" or "X" endorsement and with non-restricted air brakes.

Work Hours & Location/Agency Contact: Positions are located at IDOT Operation's facilities in District 5. Positions are on-call during snow and ice emergencies.

How to Apply: Please visit: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting and to download an application.

Each posting indicates where to submit the application, and indicates a contact name and telephone number.

Valet Parking Attendants Needed!

Metropolitan Valet

1467 N Elston #202 Chicago, IL

Goose Island, Noble Square

Requirements:

*At least 18 years of age *1 year minimum of previous valet experience

*Clean driving record and valid Illinois drivers license *Able to drive manual transmission vehicle *Able to work in all weather conditions

*For insurance purposes, must be able to pass criminal background check and drug screening *Reliable, proactive, and well groomed

Apply online at <http://www.shiftgig.com/job/chicago/il/valet-attendant-job-openings-at-metropolitan-valet-9159919>

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Job Title: Highway Maintainer - Monthly Snowbird

Agency: Transportation

Closing Date/Time: Mon. 12/22/14 4:30 PM Central Time

Salary: \$4,375.00 - \$4,375.00 monthly

Job Type: Temporary

Location: Statewide, Illinois

Number of Vacancies: 10

Bid ID#: 2014/2015

Description of Duties/Essential Functions Benefits Supplemental Questions
These positions assist in the snow and ice removal along with other related duties during the winter months.

Minimum Requirements: Must possess valid Class "A" or "B" CDL with "N or "X" endorsement and with non-restricted air brakes. *Lake County must possess "A" CDL.
Work Hours & Location/Agency Contact: IDOT/District 1, Lake County / IDOT/District 5, Dewitt, McLean, Piatt and Vermilion Counties. Work hours vary on the location.

How to Apply: Please visit: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting and to download an application.

Each posting indicates where to submit the application, and indicates a contact name and telephone number.

Busy sports bar looking for bus persons

The Fifty/50

2047 W Division St Chicago, IL

Wicker Park, Ukrainian Village

Job Description

We are looking for hardworking people to be bus persons at a busy Wicker Park sports bar. We are looking for mainly nights and weekends but do have some day time availability as well. Please message us to set up an interview this week. We are looking for energetic, hard working, and happy people to join our team.

Requirements & Skills

Hard working

Mainly nights and weekends

Bilingual a plus

Apply online at <http://www.shiftgig.com/job/chicago/il/bus-person-job-openings-at-fifty50-9159681>

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Catering/Delivery

DDI

2 Venture #430 Chicago, IL

Hyde Park, Kenwood

Job ID: 9160005

Job Type: Part Time

Shift Type: Morning, Afternoon, Night, Overnight

Compensation: TBD + Tips

Experience: No Experience

Job Description

PARTNER WITH US!

Deliver food from local restaurants to homes and offices nearby.

Our busy season is approaching and we are looking for local Drivers immediately.

Flexible Schedule! Unlimited Income Potential!

You are your own boss:

- Set your own hours!
- Control your schedule!
- No taxes withheld from your paycheck!
- No side work, cleaning, remedial tasks; just deliveries!

The process is quick and easy, you can begin earning money as soon as the next day after your appointment with one of our managers.

All you need is:

- Be 21 or older
- A registered/insured car
- A valid driver's license
- A clean driving record
- A Smart Phone (Android/iPhone)

Apply online at <http://www.shiftgig.com/job/chicago/il/delivery-job-openings-at-ddi-9160005>

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Job Title: Mental Health Technician III

Agency: Human Services

Closing Date/Time: Fri. 12/26/14 5:00 PM Central Time

Salary: \$3,242.00 - \$4,124.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 15

Plan/BU: RC009 Bid ID#: 10-72-87041-87055

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direct supervision of the Supervisor, performs various duties as a lead worker on a designated shift responsible for ensuring that all established work assignments for that shift are completed. Duties also include directing the activities and job performance of lower level Mental Health Technicians; provide habilitative services and care to developmentally disabled persons and participating in the development and implementation of a comprehensive habilitation plan.

Minimum Requirements: Requires completion of an approved training program and six months experience in or applicable to care, treatment or habilitation of persons with Developmental Disabilities. Requires extensive knowledge of the cause, nature and treatment of developmental disabilities and proper methods and techniques employed in personal health care services. Requires implementing the habilitation program designed to promote the development and habilitation of the individuals.

Work Hours & Location/Agency Contact:

Hours: Will be discussed at the time of the interview.

Contact Person: Alice M. Chambers

Elisabeth Ludeman Center 114 N. Orchard Dr. Park Forest, IL 60466

(708) 283 3015

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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 Associate - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 12/24/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 10-75-87197

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs a variety of complex, specialized clerical information and assistance, typing, record processing, and secretarial and general office support functions. Utilizes standard office equipment and computer. Complies with all Federal, State, Department and Facility Regulations and rules.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately (minimum net rate of 45 words per minute) and utilize personal computer.

Work Hours & Location/Agency Contact:

Clerical Pool 8:00 am - 4:30 pm Saturday/Sunday

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560 ATTN: PERSONNEL).

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: Administrative Assistant I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 12/23/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: MP1811

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, serves as staff assistant to the Section Manager; assists in the interpretation and installation of the section's policies and procedures which includes the Provider Billing Switchboard; conducts investigations and studies; serves as a liaison regarding personnel/policy related issues; directs and reviews the work assignments of a small clerical staff; serves as working supervisor.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization.

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

Location: Bureau of Hospital and Provider Services

607 East Adams, 7th Floor Springfield, IL 62701 (Sangamon County)

Agency Contact: Kim Fitzgerald 201 South Grand Ave. E. 3rd Floor
Springfield, IL 62763

Work #: (217) 557-2565 Fax #: +1 (217) 558-5416

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 N1 - Healthcare & Family Svcs

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JOB: NTR-ACCOUNT EXECUTIVE

ABC

December 3, 2014

Job Description:

ABC 7 Chicago seeks a motivated self-starter looking to overachieve in the 3rd largest television market in the role of NTR-Non Traditional Revenue Account Executive for one of the strongest television stations in the country.

Responsibilities:

This challenging and rewarding position will be responsible for the development of new business partnerships, sales and execution of internet, digital and mobile applications, sales of station sponsorships, news, syndicated, sports and ABC primetime programming in addition to station events, local programming integrations and local marketing initiatives.

Basic Qualifications:

This position requires a proven track record of success in sales and new business development, experience in transactional business with advertising agencies as well as the prospecting and development of direct client contact.

Preferred Qualifications:

Seven+ years experience in electronic media sales is preferred. Position requires strong presentation and writing skills. Computer proficiency is imperative.

Additional Information:

Interested applicants should upload a cover letter and resume online at www.disneycareers.com Requisition ID # 237251BR

No phone calls please.

Equal Opportunity Employer - Female/Minority/Veteran/Disability

Reporting Location - Chicago, IL

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JOB: FREELANCE DIGITAL CONTENT PRODUCERS

ONGOING -- WLS-TV, Chicago's number 1 station, has openings for freelance Digital Content Producers.

Job Description:

WLS-TV/ABC7Chicago.com is looking for freelance Digital Content Producers to join our tech-savvy team of online journalists.

Responsibilities:

Freelance Digital Content Producers are responsible for publishing daily news and breaking news content to the station's digital platforms, as well as producing and editing video content. Other production duties include tagging content for the website, moderating forums, producing and deploying multiple email newsletters as well as managing a user generated content site.

Basic Qualifications:

Strong writing and editorial skills and the ability to multitask in a high pressure environment are a must. Thorough knowledge and prior experience using major social media platforms to report news are also required. Candidates must have experience working in an online news organization, strong writing skills and knowledge of AP style. Candidate must also have excellent computer skills and experience with the following: content management systems; Photoshop; Non-linear video editing; and basic HTML tags. All applicants will be given writing tests which include story, headline and social media posts.

Preferred Education: Bachelor's degree in media-related field and experience working in a high-paced, deadline driven newsroom.

Additional Information: These positions may require working night, morning, weekend and holiday shifts. Please do not apply if you're not able or willing to fulfill this requirement. Candidates must clear a background check.

Candidates can send a cover letter and resume to Kevin Carpenter, Manager of Online Operations, WLS-TV, 190 N. State Street, Chicago, Illinois 60601.

No Phone Calls.

Equal Opportunity Employer M/F/D/V.

Reporting Location -- Chicago, IL

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TITLE Database Coordinator
Adler Planetarium

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

ABOUT THE ORGANIZATION

The Adler is home to three full size theaters, extensive interactive exhibitions, and a significant collection of antique scientific instruments and print materials. In addition, the Adler boasts the lakeside Doane Observatory, one of the only research-active, public urban observatories, and the only place in Chicago where the public can see planets, stars, and galaxies up-close and in person.

DESCRIPTION: The Adler Planetarium (Chicago, IL) has an opportunity available in the Institutional Advancement department for a Database Coordinator. The Database Coordinator will be responsible for correctly processing and coding all gifts that arrive through the Advancement and Membership departments. The Database Coordinator will be the chief manager of the Raiser's Edge database and track and fulfill all memberships and gifts, as well as maintain the accuracy of the database.

Duties and Responsibilities:

Process all gifts and memberships; Reconcile all deposits and reports with the business office; Run reports and pull lists for review by fundraising directors and for mailings Uphold the integrity of the database with regular clean-up and maintenance

Education and Experience:

Bachelor's Degree; 2+ years of Raiser's Edge experience required
Experience in a Chicago cultural institution preferred
Organized, exceptional attention to detail and proficiency with technology required.

FULL-TIME/PART-TIME Full-Time
REQ NUMBER FUN-14-00004

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://www.appone.com/MainInfoReq.asp?R_ID=951171&B_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 12/23/14 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS3094

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

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

Location: Division of Child Support Services

Centralized Enforcement Accounting/Team 2 (51)

509 South Sixth Street Springfield, IL 62701 (Sangamon County)

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

Work #: (217) 557-3900 Fax #: +1 (217) 557-1676

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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TITLE Sky Show Operator
Adler Planetarium

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

ABOUT THE ORGANIZATION: The Adler is home to three full size theaters, extensive interactive exhibitions, and a significant collection of antique scientific instruments and print materials. In addition, the Adler boasts the lakeside Doane Observatory, one of the only research-active, public urban observatories, and the only place in Chicago where the public can see planets, stars, and galaxies up-close and in person.

DESCRIPTION: The Adler Planetarium (Chicago, IL) has an opportunity available in our Theaters department for a Sky Show Operator. The Sky Show Operator presents live and pre-recorded programs. They also monitor the operation of Adler Theaters and act as a host to Adler visitors during their theater experience.

Duties and Responsibilities:

Deliver live astronomy presentations in the Grainger Sky Theater, Definiti Space Theater and the S.C, Johnson Family Star Theater. Deliver pre-recorded astronomy presentations in Adler Theaters. Monitor condition of Adler Theaters, theater logs, and reports to Technicians on theater conditions as well as participate in presentation training and development activities. Interact with theater guests in a friendly and informative manner to create a positive experience of their visit to the Adler.

Education and Experience:

High School Diploma or equivalent, some college preferred
Theater or improv training is desirable
Public speaking experience required
Customer service experience required
Some college course work or understanding of Space Science
AV and media aptitude.

FULL-TIME/PART-TIME: Part-Time

REQ NUMBER: THE-14-00003

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://www.appone.com/MainInfoReq.asp?R_ID=973087&B_ID=91&fid=1&Adid=&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2

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Patient Svcs Rep PART TIME

Location: Chicago, Illinois

Job ID: 8497

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Part Time B - 0.5

Shift: Rotate All Shifts

AMG- SYKES 2545 S. KING DRIVE CHICAGO, IL

Need to be flexible to work anytime during the hours of 7am-7pm Monday thru Friday and rotating Saturdays.

QUALIFICATIONS: High school diploma or equivalent. 2~3 years experience in ambulatory medical office setting preferred. Experience handling difficult callers/customers/patients. Cashier and computer skills preferred. CRT/PC experience in a customer service setting. Working knowledge of the IDX System preferred. Ability to solve problems posed by callers leaving messages, seeking referrals, appointments, billing issues and clinical information. Ability to meet, greet and use positive customer service skills in working with patients, customers. Good communication skills. N/A Ability to function in a high volume, multiple~task environment. Exposure to ill patients. Possible travel to other sites or to ancillary settings for training programs and/or temporary assignments. Bilingual preferred (especially in Spanish and Polish). Ensures the provision of efficient, effective, quality customer service and practice support by performing a variety of general office duties: Maximize revenues by accurately entering appropriate charges and collecting payments at the time of service and entering all codes accurately from encounter form, up to date and accurate billing information into the patient accounting system. Assists patients with any problems or concerns and directs them to the appropriate support function for assistance. Coordinates the technical functions of the records department. Ensures that confidentiality is maintained at all times.

Accountabilities:

Patient Reception (Check~In Process). Provision of efficient, high~quality service to patients who arrive for appointments in person or who telephone requesting appointments or information on tests and procedures, bills and charges, referrals and other matters. Time of Service collection for prior balances and/or converting insurance for fee~for~service patients or collection of co~payments for HMO patients. Billing Services. Reconciliation of patient accounts on a daily basis.

Apply online at <http://jobs.advocatehealth.com/chicago/customer-service/jobid6437835-patient-svcs-rep-part-time-jobs>

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LPN

Location: Chicago/Southeast, Illinois
Job ID: 10267
Facility: ADVOCATE MEDICAL GROUP
Status-FTE: Full Time - 1
Shift: Day

*AMG- SOUTHEAST
2320 E. 93RD STREET
CHICAGO, IL*

Graduate of accredited nursing program. Good communications skills. Experience using a keyboard and computers.
Familiarity with equipment used in ambulatory care.
Current Illinois LPN License
Current CPR certification
Ability to travel locally to multiple sites as needed.
Ability to work in stressful conditions and difficult situations.
Resilient and flexible in a changing environment.
May be exposed to hazardous materials and life threatening diseases.
Ability to cooperate and work with others.
Ability to make sound and timely decisions.
Ability to work rotating shifts any day of the week.
Ability to perform lifting/transfer activities related to patients as needed, ability to stoop/bend.
The Licensed Practical Nurse will support the physician(s), and other providers in delivering quality health care to ambulatory patients and perform a variety of nursing related tasks to promote continuity of care.

Accountabilities: Risk/Safety Compliance
Miscellaneous: Clinical Support/Health Outcomes: Provides support in the delivery of quality clinical care
Patient Satisfaction and Service: Provides efficient, high~quality service to patients who arrive for appointments or who telephone or visit in person to request appointments or information on tests and procedures, bills and charges, referrals, and other matters.
Health Information Management (HIM) and HIPAA standards: A complete and accurate hard copy and/or electronic medical record will be maintained for every individual who is evaluated or treated within the medical group.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/nursing/jobid6622886-lpn-jobs>

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Public Safety Officer

Location: Hazel Crest, Illinois

Job ID: 3171

Facility: SOUTH SUBURBAN HOSPITAL

Status-FTE: 0.00 Registry - 0

Shift: Rotate All Shifts

High School diploma or equivalent. Completion of State of Illinois 20/30 hours basic security training. Valid state driver's license. Current I.A.H.S.S. security officer certification preferred/Required after 1 year of employment.

Good communication skills. Good writing skills. Basic computer skills

Certificate by State of IL Department of Professional Regulations in Security Training (Permanent Employee Registration Card-PERC). Must be available to work any shift, weekends, and holidays. May be called to work with little prior notice. Exposure to weather conditions such as heat, cold, rain, and snow. Ability to lift and/or help patients into and out of wheelchairs, carts, and automobiles. Able to deal with hostile and stressful environments in an appropriate and professional manner. . Strong customer service skills . Ability to solve complex problems without assistance to include basic investigative duties.

To provide protection and safety to all patients, visitors, staff, employees, equipment, and the facility of the hospital and satellite clinics. To enforce hospital policy and procedures.

Accountabilities: 1. Responsibility of assigned post, patrols, surveillance of the hospital complex, and reports any and all unusual occurrences. Periodical reports on all locations 2. Responsibility of monitoring entry and exit points, inspection of identification cards, packages, parcels, and bags, issuing patient/visitor passes, temporary passes, parking permits, and monitoring employee and staff members' identification badges 3. Responsibility of responding to all emergencies, such as chemical hazards, fire alarms, response plan, etc. Assist fire-fighting agencies. Assist in patient/employee allocation, including partial or total evacuation of the hospital complex 4. Responsibility of responding to service calls, including securing and unlocking doors ADDENDUM TO JOB DESCRIPTIONS RELATED TO PATIENT SAFETY Report patient safety events and near misses in timely fashion Adhere to all behavioral and procedural patient safety practices Promote culture of safety through identifying threats to patient safety and intervening to prevent patient harm Communicate openly and promote team work Report intimidating behavior and other threats to patient safety promptly

Apply online at <http://jobs.advocatehealth.com/chicago/security/jobid6194010-public-safety-officer-jobs>

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Driver\Equipment Tech II\Advocate at Home

Location: Elmhurst, Illinois

Job ID: 10067

Facility: ADVOCATE AT HOME

Status-FTE: Full Time - 1

Shift: Rotate All Shifts

Advocate at Home offers comprehensive, quality home health and hospice care throughout metropolitan Chicago, surrounding counties and down to central IL. As Illinois' largest, privately held home health care and hospice provider, we have the means and opportunities to enhance your worklife quality.

High School diploma or equivalent. 1~3 years Homecare experience.

Demonstrates and completes all DME/RT competencies. Successful completion of Driver certification program. Inter~department documented training. Customer relation skills.

Good communicator. FDA, DOT and JCAHO knowledge. Ability to work unsupervised.

Ability to perform warehouse duties. Current Illinois drivers license. CDL

Heavy lifting up to 100 pounds occasionally and/or excess of 50 pounds frequently and /or in excess of 20 pounds constantly. May be required to make deliveries to private residences that may not be Accessible to people with disabilities.

Work on call schedule. Work holidays and weekends.

The purpose of this position is to help achieve the vision of Advocate Home Health Services by performing the duties of this position in a cost effective ,results oriented and customer focused manner. This position is a critical component of the unit team and as such meeting individual performance expectations and contribution to team performance goals is required.

1.To act as preceptor and mentor to Driver/Technician I.

2.To facilitate delivery of all home medical equipment, provide instruction to patients and accurately complete all required regulatory documents.

3.To safely operate and maintain company vehicles in accordance with company, DOT and FDA rules and regulations.

Accountabilities: Driver Technician II will be knowledgeable and competent on all levels of HME and specific RT equipment this includes nebulizers. Responsible for accurate and timely delivery, pick~up and or switchout of DME and RT equipment. Driver Technician will work on~call schedule as indicated by management. Attend meetings and handle other duties as assigned.Driver Technician II will complete paperwork in a neat, accurate, timely and in accordance within regulatory

Apply online at http://jobs.advocatehealth.com/chicago-suburbs/nonclinical-support/jobid6611391-driver_equipment-tech-ii_advocate-at-home-jobs

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Customer Service Rep Call Center

Location: Oak Brook, Illinois

Job ID: 8678

Facility: SHARED REVENUE CYCLE

Status-FTE: Full Time - 1

Shift: Day

SHARED REVENUE CYCLE 2025 WINDSOR DRIVE OAK BROOK, IL

High School or general education degree (GED) required.

2~3 years previous hospital business office experience and 1~2 years previous Call Center experience with heavy patient contact (2~3 years total experience).

Must have the following skill set:

Knowledge of all third party payors. Knowledge of billing systems.

Typing 35 WPM; 10 key calculator; Must be able to operate computer and software systems in use at the SRCO. Able to operate a copy machine, facsimile machine, telephone/voicemail. Ability to read, write, speak and understand English proficiently. Knowledge of Web and Web based programs. Knowledge of Integrated Voice Response (IVR) phone systems. Knowledge of Alcatel phone system. Strong interpersonal, communication and persuasion/negotiation skills required to effectively interact with patients and third parties. Ability to listen to and understand information and ideas presented verbally and in writing.

Accountabilities: Resolves telephone inquiries pertaining to the billing and collection of hospital bills in a courteous and efficient manner, ensuring compliance with HIPAA guidelines and Advocate Health Care policies and procedures. Adheres to established Advocate and SRCO policies, procedures, guidelines and productivity standards. Responsible for personal and professional growth and development. Resolves inquiries or requests received via the mail, fax or internet in a timely and efficient manner, ensuring compliance with HIPAA guidelines and Advocate Health Care policies and procedures. Verifies insurance and demographic information given from callers or by mail/fax, determines appropriate insurance code, updates accounts in system and schedules the bill. Responsible for reviewing and researching the accuracy of disputed charges with the appropriate department. Utilizes the patient accounting claims and worklist systems as well as adjunct software systems proficiently in order to review, retrieve and update information as needed.

Apply online at <http://jobs.advocatehealth.com/chicago/customer-service/jobid6524384-customer-service-rep-call-center-jobs>

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CASH POSTER

Location: Oak Brook, Illinois

Job ID: 3474

Facility: SHARED REVENUE CYCLE

Status-FTE: Full Time - 1

Shift: Day

Responsible for the prompt and accurate posting of payments and non-cash vouchers to patient accounts for multiple entities. Ensures that all Advocate Health Care Policies relating to payment applications and internal audit processes are followed.

SHARED REVENUE CYCLE 2025 WINDSOR DRIVE OAK BROOK, IL

QUALIFICATIONS:

High School Diploma or general education degree (GED)

1-2 years of business office or data entry experience.

Experienced in navigating web based applications

Typing 35 WPM & 10 key calculator

Must be able to operate computer and software systems in use at the SRCO.

Able to operate a copy machine, facsimile machine, telephone/voicemail.

Ability to read, write, speak and understand English proficiently.

Excellent mathematical and analytical skills

Ability to read, enter and retrieve information from Patient Accounting System

Strong interpersonal & communication skills required to effectively interact with internal and external contacts. Must be able to follow instructions. Ability to listen to and understand information and ideas presented verbally and in writing.

Consistently exercises logic and reasoning to assess and resolve problems.

Combines and organizes information. Consistently maintains a professional and approachable demeanor. Able to work under pressure in a fast-paced environment.

Ability to work independently

Pays strong attention to detail and maintains high degree of accuracy

Successfully alternates between two or more activities or sources of information.

Accepts responsibility and maintains high level of accountability

Strong collaboration skills

Ability to work effectively in an open floor environment

Ability to work overtime when necessary.

Must be able to lift a minimum of 10 pounds, stand, bend and reach in a manner consistent with typical office work

Apply online at <http://jobs.advocatehealth.com/chicago/clerical-and-administrative/jobid6601787-cash-poster-jobs>

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Administrative Assistant II

Location: Palos Park, Illinois

Job ID: 8403

Facility: ADVOCATE MEDICAL GROUP

Status-FTE: Full Time - 1

Shift: Day

AMG- PALOS 7620 WEST 111TH STREET PALOS HILLS, IL

* Require strong project management skills, experience with inventory control and supply management and must be proficient in Microsoft Excel

* All candidates will be required to complete an assessment on Microsoft Office (Excel/Work/PowerPoint)

High school education or equivalent.

5 years of executive~level secretarial experience.

Typing 60+ wpm

Basic computer knowledge

Ability to prioritize work

Effective interpersonal communication skills, written/verbal

Basic organizational skills

N/A Ability to work in changing environment.

Ability to prioritize independently and respond to multiple simultaneous requests.

Ability to work under stressful conditions and in difficult situations.

To perform diversified administrative and secretarial duties using independent judgment and action.

Accountabilities:

Maintenance of department files.

Preparation and dissemination of correspondence

Representation of the system in communication with associates, customers, and outside callers

Performance of diversified administrative and secretarial work in support of the department.

Coordination of Supervisor's schedule.

Supervision of minor department expenses.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/clerical-and-administrative/jobid6422268-administrative-assistant-ii-jobs>

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Mon. 12/22/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-76-87027

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Associate Deputy Clinical Director, performs duties of a highly responsible administrative nature. Performs a variety of staff functions; assists in the management control of C & A programs. Conducts special review and evaluation projects for the Associate Deputy Director; assures the development of needed information for management decisions. Assists in developing and maintaining critical liaison relationships at administrative levels within DHS. Interprets and explains policies and office procedures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with courses in public or business administration plus one year professional experience in a public agency.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Department of Mental Health / Central Office
Child and Adolescent, 4200 N Oak Park Ave., Chicago, IL
Please submit applications to: Kelly Kindred / Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
FAX: 217-524-2116

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 H7 - Dept Human Services

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Job Title: Clinical Laboratory Technologist Trainee

Agency: Public Health

Closing Date/Time: Fri. 12/26/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 86522

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction supervision, studies and becomes proficient in the complex laboratory procedures used for testing specimens for biological and chemical agents related to event of terrorism; infectious disease outbreaks, and other public health emergencies

Target Title: Clinical Lab Technologist 1 Opt A

Minimum Requirements:

Requires a Bachelor's degree in medical technology or in the biological sciences from a recognized college or university; working knowledge of clinical laboratory techniques and tests; and the ability to identify clinical microorganisms.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:00 PM - 4:30 PM

Office of Health Protection

Division of Laboratories 1155 S. Oakland Carbondale, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

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

How to Apply:

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

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