



PARALEGAL

Facility Presence Health - Corporate Office
Department LEGAL AFFAIRS
Schedule Full-time
Shift Day shift
Hours 8:30-5:00
Location Chicago, IL
Req Number 124245

Job Details

Provides assistance with legal services for Presence Health system parent and affiliates. Compiles and organizes detailed information and prepares forms relating to corporate governance, contracts and litigation; assists with contract administration from initial request to execution; assists with preparation and online regulatory filings, including corporate filings with the Secretary of State, and labor and employment documentation; provides other support for employment litigation matters, and engages in general research on legal and related matters.

Education and/or Experience

Paralegal certificate or Associates degree in Paralegal/Legal Studies required; Bachelors degree preferred.

At least two years of full-time experience as a paralegal in either law firm or in-house legal department required.

Computer Skills

Microsoft Office, PC, calculator, multi-function device (copier, fax machine)

Certificates, Licenses, Registrations

Paralegal certification (or Associates degree in Legal Studies) required

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=625590>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Actuarial Examiner

Agency: Insurance

Closing Date/Time: Mon. 12/30/13 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOI 8395

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college, including 21 semester hours of coursework in mathematics and/or actuarial science; requires one year of professional experience in conducting actuarial examinations of insurance companies, or completion of an approved training program. Requires working knowledge of insurance company contracts and policies; insurance code and Illinois laws pertaining to insurance; higher mathematics as related to actuarial problems; actuarial procedures and of the formulae used in making actuarial computations. Requires ability to make actuarial computations and analyze those made by insurance companies; maintain actuarial records and files. Prefers basic business computer skills. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location:

Department of Insurance/Financial/Corporate Regulatory/LAH Actuarial/Examination
122 South Michigan Avenue Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

Phone: 217-558-0962, FAX: 217-782-9925

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Health Information Associate

Agency: Human Services

Closing Date/Time: Fri. 12/27/13 4:59 PM Central Time

Salary: \$3,195.00 - \$4,097.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 10/79-13/62

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Health Information Administrator, prepares, organizes and maintains health information records and reports in accordance with regulatory and accrediting agencies. Establishes and updates patient files, applies demographic data and diagnostic codes. Prepares statistical reports for population, admissions and discharges. Reviews disclosure requests, prepares and files records; updates disclosure tracking system and associated correspondence to the general public, providers, legal representatives, municipal, judicial and other public agencies in conformance with agency policies.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to 2 years of college and 1 year of health related office experience or completion of high school and 3 years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of department codes, rules and regulations as related to health information records and state and federal laws governing use of health information in disclosures and court actions. Requires knowledge of medical, psychological and psychiatric terminology. Requires ability to use personal computers, hardware and software applications and the ability to abstract, analyze and interpret health information records and data. Requires the ability to effectively communicate and maintain working relationships with staff, patients and the general public.

Work Hours & Location/Agency Contact: Monday -Friday 7am-3pm
CONTACT INFORMATION: Summer Doxie / Human Resource Office
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634
Email address: Summer.Doxie@illinois.gov fax 773-794-5583

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



PHARMACIST

Facility Presence Resurrection Medical Center
Department PHARMACY
Schedule Full-time
Shift Rotation
Hours Various
Location Chicago, IL
Req Number 123694
Job Details Pharmacist
Full Time
Rotating Shifts

Provides accurate and timely dispensing of medications, in all forms, to meet the needs of the individual patient according to professional standards and practices.

Provides drug information, as requested, to patients, staff, and physicians.

Assists in coordinating and supervising the other pharmacy staff (technicians, inventory personnel, etc.).

Requirements:

Bachelors Degree is required, PharmD preferred

1-3 years of experience is preferred.

State of Illinois Registered Pharmacist License is required

Some computer skills required. Knowledge of Outlook, Word, Excel, and Electronic

Health Record system preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=578102>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



PHARMACY TECHNICIAN II

Facility Presence Saints Mary and Elizabeth Medical Center
Department PHARMACY
Schedule Full-time
Shift Night shift
Hours 8 hours per shift (11:00pm - 7:30am)
Location Chicago, IL
Req Number 124285

Job Details

Under the direction of the Pharmacy Supervisor/Staff Pharmacist is able to work in a self directed manner in all the pharmacy areas, including chemotherapy preparation.

Trains other technicians.

Has the ability to work independently to complete daily tasks while coordinating with others to complete work.

Is able to rotate through all work areas of the pharmacy.

Coordinates daily technician activity as necessary and communicates new procedures to other technicians.

Minimum 1 to 3 years required. 3 to 5 years preferred.

High School diploma or equivalent. Certification preferred.

Pharmacy Technician License required.

Experience with Pyxis a plus.

Rotating weekends. May work both campuses.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=580625>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Civil Engineer Trainee

Agency: Natural Resources

Closing Date/Time: Fri. 01/03/14 5:00 PM Central Time

Salary: \$4,190.00 - \$5,840.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: NR916

Bid ID#: 12-63-4607

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision and within an assigned geographical area, assists in the engineering review of permit applications for construction in and along the water and regulated floodplains of the state, and inspects proposed and approved construction.

Minimum Requirements:

Requires a four year degree from an accredited college in engineering, or knowledge skill and mental development equivalent to completion of four years of college in engineering. Emphasis on water resources and engineer in training license in Illinois is preferred.

Work Hours & Location/Agency Contact:

WORK HOURS Monday - Friday: 8:30 am - 5:00 pm, Saturday & Sunday off.

WORK LOCATION Illinois Department of Natural Resources

2050 West Stearns Road Bartlett, IL 60103

WHERE TO APPLY

Illinois Department of Natural Resources

ATTN: Loren Wobig One Natural Resources Way Springfield, IL 62702

Phone: 217.782.1930 Fax: 217.785.5014

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 12/27/13 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2849

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

CSS - Account Reconciliation Operations (53)

Collections & Account Maintenance Unit (CAMU)

36 S. Wabash Avenue Chicago, IL 60601 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Avenue Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Food Service Assistant II - Part Time

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Specialty: Food Service

Job Number: 2013-1859

Job Description:

Are you interested in joining a leading health care organization? Do you have previous food service experience?

If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant II who exemplifies professionalism to join our Food & Nutrition team-

THIS IS A PART TIME POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILIABLE FROM 4:00AM TILL 10:00PM.

Position Qualifications Include:

High School Diploma or GED equivalent required.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Ability to perform as a team play required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with our without accommodation required.

Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131219104021&

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Mental Health Worker-Mood Disorders Unit (part time days)

Department: JRB 8 NORTH

Shift: 1st

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

Specialty: Adult Psychiatry

Job Number: 2013-1738

Job Description:

Looking to bring your interest in Adult Psych to a leading academic medical center?

If so, you may be the right candidate for our part-time days Mental Health Worker!

Position Highlights:

Unit is an intensive therapeutic environment devoted to acutely ill adult patients with mood disorders

Position is part time (40 hours/payperiod) day shift

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the assessment & treatment of patients, and participate in group sessions. Duties include taking vital signs, bathing patients, and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications Include:

Bachelors degree in behavioral sciences or related field

At least one year of experience with chronically ill psychiatric patients preferred.

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131219104139&

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Temporary Support Associate - Administrative Assistant

Department: TASC/Administrative Assistant

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Customer Service

Job Number: 2013-1981

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

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20131219104233&

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Busser/Server Assistant (Full-Time), Michael Jordan's Steak House - InterContinental Chicago Magnificent Mile

Job: Restaurant -United States

Schedule: Full Time

The Career Opportunity: Michael Jordan's Steak House - Server Assistant/Busser (Full-Time). Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for assisting Servers, Bartenders, and Host in providing efficient and courteous Food & Beverage service to all guests. Job ID: CHI001175-EN

JOB REQUIREMENTS:

Desirable:

- Food Hygiene certificate.
- First aid awareness.
- Possess a friendly, upbeat & outgoing personality.

Essential Skills:

- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.
- Ability to be a clear thinker remains calm and resolves problems using Sound judgment.
- Ability to work under pressure
- Ability to work an 8-hr shift in all types of conditions pertinent to the job.
- Ability to work with all products and equipment prescribed.
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

What Do You Get? In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Do you see yourself as a Server Assistant/Busser? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/busser-server-assistant-full-time-michael-jordan-s-steak-house-intercontinental-chicago-magnificent-mile/J3G88K6P8RPPRTCNMZ2/>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Housekeeper - Candlewood Suites Chicago – Naperville

Job: General Housekeeping -United States

Schedule: Full Time

Do you see yourself as a Housekeeper?

We currently have an opportunity available as a Housekeeper at our Candlewood Suites Chicago Naperville property

This position has overall responsibility for cleaning guest rooms and/or suites in a timely and thorough manner to ensure guest satisfaction.

Key responsibilities of the role include:

Clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. May include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc.

Notify supervisor when service is complete so rooms may be sold or occupied. Monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

Salary Range: \$9.00 - \$10.00/Hourly

Job ID: WAR000354-EN

JOB REQUIREMENTS:

Basic reading, writing and math skills. Some housekeeping experience is preferred.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/housekeeper-candlewood-suites-chicago-naperville/J3J5BT6J7W78VS8F4ZR/>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Front Desk Agent/ Night Auditor- Candlewood Suites Chicago/Naperville

Job: Reservations -United States

Schedule: Full Time

Do you see yourself as a Front Desk Agent/ Night Auditor?

We currently have an opportunity available as a Front Desk Agent/ Night Auditor at our Candlewood Suites Chicago/Naperville property.

Key responsibilities of the Night Auditor include: Balance and audit for accuracy room revenue, food and beverage revenue, cashier's reports, and guest and house accounts and telephone revenue; assisting the preparation of all reports relevant to daily revenues. Balance and audit for accuracy. Transmit credit card batches. Complete and transmit daily management and accounting reports and supporting documents. Act as hotel system liaison during night hours. Perform all Guest Service Representative functions as required; may assist in booking room reservations; may assist in answering hotel phone calls and notifying guests of message. May assist with other duties as assigned.

This position will check-in/check-out hotel guests in a timely and professional manner; and process all payments according to established procedures.

Multi tasker, very flexible hours, able to work independently, reliable, responsible, night audit hours as well as evening and weekends and customer service oriented.

Salary Range: \$10.00 - \$11.00/Hourly Job ID: WAR000355-EN

JOB REQUIREMENTS: High School diploma or equivalent, plus one year front desk/guest service experience, extended stay hotel experience preferred. Other Information - Some college preferred. May be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/front-desk-agent-night-auditor-candlewood-suites-chicago-naperville/J3J0VZ6QWSN8PBT3SW0/>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



PLUMBER

Facility Presence Saint Joseph Hospital - Chicago
Department PLANT OPERATIONS
Schedule Full-time
Shift Rotation
Hours typical 7:00 am to 3:30 pm or as scheduled
Location Chicago, IL
Req Number 124892

*PRESENCE SAINT JOSEPH HOSPITAL - CHICAGO
FULL TIME
PLUMBER
PLANT OPERATIONS*

The Plumber will Install, repair and replace pipes, fittings and plumbing fixtures to maintain heating, water, gas and drainage systems throughout facilities. You will also expected to perform routine repairs other than plumbing to the building facilities and equipment when necessary.

EXPERIENCE: Must have plumbing journeyman status. 1 to 3 years of experience.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=756880>

REG/REGISTRAR

Facility Presence Saint Joseph Hospital - Chicago
Department PATIENT ACCESS
Schedule Registry/PRN/Flex
Shift PM/Night rotation
Location Chicago, IL
Req Number 123135
Rotating: 3pm-11& 11p-7
Patient Access

Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients.

Requirements: -High School diploma or equivalent. -Previous related experience or hospital experience preferred. -Ability to type a minimum of 30 words per minute.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=235467>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Tue. 12/31/13 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-92-77913

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in Family and Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and ensure efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years of college with courses in social or behavioral science or business administration. Requires two years professional supervisory experience in a public agency or three years professional experience as a caseworker in a public welfare agency or completion of an agency-sponsored management intern program. Requires thorough knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

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

Kankakee County FCRC (Satellite)

285 N. Schuyler Avenue, Kankakee, IL 60901

Please submit applications to: Marc Wade, Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Experienced Bellman

Crowne Plaza® hotels look for people who are upbeat, clever and thoughtful. People who create energy, act and look the part, know our guests and make it happen!

JOB DESCRIPTION:

As the first point of contact to our guests who enter the hotel, the individual in the role will have the exciting opportunity to deliver exceptional service and make a memorable stay for our guests. Bellman are tasked with assisting guests with luggage needs including but not limited to bringing luggage to guest rooms and storing luggage upon check-out.

To excel in this role, the ideal candidate would have:

Excellent guest relations

Good telephone skills

Effective multi-tasking skills

Ability to handle difficult, stressful, or trying situations with confidence and a positive attitude

The ability to be outgoing, friendly, courteous, organized and professional

Prior hotel experience helpful

JOB REQUIREMENTS:

Always professional, courteous, and accommodating to our guests and associates

Always practices and promotes brand promises

Always follows hotel policies and procedures

Maintains regular attendance, punctuality, and a sense of urgency

Flexibility in working hours according to the demands of the hotel's business level

Knowledge of surrounding areas

Minimum of 6 months customer service experience; hospitality experience highly preferred

Apply online at <http://ihg.jobs.net/job/experienced-bellman/J3H8556BC3VSPWJ6P6K/>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Senior Training Consultant

Job: Talent Development/Training Management -United States

Schedule: Full Time

Recommend a friend - Band 6 USD

The preferred locations for this position are: Chicago, IL; Minneapolis, MN; Atlanta, GA; Indianapolis, IN; Philadelphia, PA or Pittsburgh, PA.

Band 6 - Salary range: \$62,000.00 - \$73,000.00 - plus bonus potential

Job ID: LOS001016-EN

JOB REQUIREMENTS: Bachelor's degree in Hotel Management, Education, HR/Training, or a relevant field of work, or an equivalent combination of education and work related experience. GTC Certification; GTC Master Trainer Preferred. 4+ years hotel training experience with a minimum of three years delivering and/or developing related programs in a multi-unit environment. Experience with developing and conducting performance analysis on all levels. Ability to use existing or new technology and different types of software and hardware, and to understand performance support systems and apply them as appropriate.

Strong facilitation/training delivery skills, knowledge of training principles, and understanding of learning styles required. Must be able to work effectively with senior managers, possess strong relationship management skills, and well-developed negotiating and persuading abilities. In-depth knowledge of hotel operations for the purpose of providing training and consultation to hotel management and staff and acting as a Subject Matter Expert in a specialty area. Demonstrated knowledge of Instructional Design skills and proficiency with Microsoft Office Suite of programs, including PowerPoint, Word, Excel, and Publisher. Knowledge of Adobe software such as InDesign, Adobe Pro, and Captivate would also be preferred. Extensive travel may be required.

You must meet the legal requirements to work in this country
Relocation support is NOT provided for this position

In return we'll give you a competitive financial and benefits package which can include healthcare and dental coverage, disability and life insurance, and a matched 401(k) program. Hotel discounts worldwide are available as well as the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please click 'Apply Online' and tell us how you could bring your individual skills to IHG.

Apply online at <http://ihg.jobs.net/job/senior-training-consultant/J3F03365PXJXC0H1V2J/>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Room Service Server - In-Room Dining (Full-Time) - InterContinental Chicago Magnificent Mile

Job: Room Service -United States
Schedule: Full Time

THE JEWEL OF CHICAGO'S MAGNIFICENT MILE InterContinental Chicago is a lot like the city itself; historic but hip, refined but relaxed, cultured but comfortable. A member of Michigan Avenue's architectural elite since 1929, our hotel is within easy reach of Chicago's incomparable museums, stores, theatres and restaurants. Navy Pier, Shedd Aquarium and Oak Street Beach are minutes away. Job ID: CHI001174-EN

JOB REQUIREMENTS:

Qualifications include basic reading, writing and math skills and food service experience with general knowledge of restaurant operations. Previous experience in this position at a similar establishment. May be required to work nights, weekends, and/or holidays.

This job requires ability to perform the following:

Handling food objects, products and utensils. Bending, stooping and kneeling.
Ability to perform job functions with attention to detail, speed and accuracy.
Ability to prioritize, organize, work delegated and follow through. Ability to be a clear thinker remains calm and resolves problems using Sound judgment. Ability to work under pressure of meeting production schedules and timelines for guests and fellow workers. Ability to aid in the transportation of all work equipment and produce pertinent to carry out the job. Ability to work an 8-hr shift in all types of conditions pertinent to the job. Ability to work with all products and equipment prescribed. Ability to differentiate Dates. Ability to comprehend instructions. Ability & willingness to perform job tasks according to established standards.

What Do You Get? In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Do you see yourself as an *In-Room Dining Server (Full-time)*? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/room-service-server-in-room-dining-full-time-intercontinental-chicago-magnificent-mile/J3J88Y68Q9V6004LGB2/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Inhalation Therapist

Agency: Veterans Affairs

Closing Date/Time: Fri. 01/03/14 4:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-14-71590

Minimum Requirements:

Requires graduation from an approved school for inhalation therapy; requires thorough knowledge of current principles, methods and techniques involved in the administration of medical gases and drugs to meet therapeutic needs as prescribed by physicians; requires extensive knowledge of proper patient reaction to the various administrations; requires working knowledge of organization, functions, policies, regulations and procedures of hospital as they relate to nursing services and inhalation therapy; requires the ability to maintain constant watch on patients under therapy and to take immediate corrective steps in case of improper reactions; requires ability to deal tactfully with patients and gain their confidence; requires ability to maintain satisfactory working relations with other employees; requires ability to maintain equipment and make minor repairs.

Work Hours & Location/Agency Contact: 8:00 a.m.-4:00 p.m. Monday-Friday

Off Saturday/Sunday 1/2 hour paid lunch

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois 60950

Contact: Completed Employment Applications (CMS100) to be forwarded to:

Jeri Gulli

Human Resources

phone: 815-468-6581 ext 328

fax: 815-468-1596

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Activities Instructor (Windy City Hoops) Job ID: 1184

Closing Date: 04/01/2014

Recreation/Activities Instructor (H)

Date Posted: 10/17/2013

Location: DISTRICTWIDE

(part-time)

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills.

Candidates in this position will be expected to work evenings (5-10pm) on Thursdays, Fridays and Saturdays for up to one year.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

Expected Salary: \$16.18 per hour

Apply online at

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others