



Job Title: Corrections Identification Technician

Agency: Corrections

Closing Date/Time: Wed. 01/07/15 4:00 PM Central Time

Salary: \$3,994.00 - \$5,867.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: IDOC29-82-14-0361

Position Number: 09801-29-82-230-31-01

Minimum Requirements:

Requires completion of an approved training program in the taking and classification of fingerprints; requires completion of an approved course in guard training within six months of employment; requires working knowledge of modern methods and procedures used in fingerprints classification and identification work; requires working knowledge of institutional rules, regulations and requirements for the control of residents; requires working knowledge of photographic techniques.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday, Tuesday, Thursday and Friday 7:00am to 3:00pm and then on Wednesday 1:00pm to 9:00pm - Days off are Saturday and Sunday.

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

CONTACT: Diana Wysocki, Human Resources Representative , Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434, (815) 727-3607 extension 6693 - FAX: (815) 727-0838, EMAIL: Diana.wysocki@doc.illinois.gov

How to Apply:

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

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Job Title: Information Systems Analyst I - Opt W

Agency: Employment Security
Salary: \$5,435.00 - \$7,544.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063 Bid ID#: RCRA 11420

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by one year of professional experience in development for large, .NET platform-based applications, including TaxNet or Laptop Audit Systems. Requires working knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires working knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of .NET platform-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving moderately difficult technical and operational problems. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others. Requires developed oral and written communication skills to present technical information to others with clarity and precision. Special Skills: Requires education/experience as outlined above for the following: Microsoft Visual Studio, .NET framework. ASP.NET, C#, java script, visual basic, stored procedures using SQL, testing with QTP (QuickTest Professional), DB2 and MS SQL Server.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office
Work Hours: 8:30 - 5:00, M - F
WHERE TO APPLY: IDES RECRUITMENT & SELECTION
33 S. State Street - 8th Floor Chicago, IL 60603

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 W - Web Developer

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Job Title: Mental Health Technician II

Agency: Human Services

Closing Date/Time: Tue. 01/06/15 4:00 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 14/034

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients.

Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

Minimum Requirements:

Requires successful completion of an approved training program and one year experience in the care, treatment and development of persons with mental illness.

Work Hours & Location/Agency Contact:

Pavilion-3 4p -12a ; Pavilion-5 12a - 8a

Valarie Laird/Human Resources / Madden Mental Health Center

1200 S. First Ave Hines, IL. 60141

Fax# 708-338-7078

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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RN II (Hospital)

Department: FLOAT POOL

Schedule: Registry

Shift: Days

Job Details:

Current RN IL License and CPR certification required. BSN is preferred. Minimum 2 years experience is required.

Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs.

Frequent sitting/standing/walking, and able to assume a full squatting position.

Able to take and interpret vital signs and respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential Physical Job Functions during the interview process

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections. I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Influenza Prevention and Vaccination Guidance Policy.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=100100120

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Record Center Coordinator

Requisition # 2014-7970

Job Location(s) US-IL-Chicago

Category Operations

Type Full-Time

Work From Home (Virtual) No

Iron Mountain is an equal opportunity employer, and does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, marital status, age, sexual orientation, gender identity characteristics or expression, disability, medical condition, U.S. Military or veteran status or other legally protected classifications in making employment decisions.

A Record Center Coordinator internally services the customers by maintaining their inventory through performing and coordinating workflow of record center tasks including put-away, retrievals, internal moves, destruction, permanent withdrawals and any other projects requested.

Supervision exercised: None Supervision received: Record Center Supervisor or Record Center Manager, indirectly General Manager

Qualifications:

- High School education with 1 to 3 years experience in a service industry with 1 year at a senior level
- Attention to detail, ability to read and write, professional communication skills
- Ability to coordinate work and set-up workflow priorities
- Strong organizational skills
- Ability to understand and execute instruction and perform routine problem solving. Ability to make judgments and decisions independently and in conjunction with others.
- Ability to perform repetitive work
- Ability to interact with a variety of people inside and outside the organization
- Ability to work the shifts provided based on the volume dictated by our business
- Ability to handle physical work which includes lifting and carrying an average of 40 pounds
- Ability to work in a dusty environment, fast paced, environment is not climate controlled
- May be required to travel between facilities, ability to climb stairways
- Able to work overtime as required

Compliance Obligations:

It is the responsibility of every Iron Mountain employee:

- to comply with all applicable laws, rules, regulations, and company policies
- exhibit ethical behavior in accordance with our Code of Ethics and Business Conduct
- complete required training within the allotted time frame

Apply online at <https://careers-ironmountain.icims.com/jobs/7970/record-center-coordinator/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=754&height=500&bga=true&needsRedirect=false>

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Mon. 01/05/15 4:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-3103

Description of Duties/Essential Functions Benefits Supplemental Questions

Under the supervision of the nurse manager this position maintains all patient charts on a unit that all patients have been found unfit to stand trial in a criminal matter. Provides a variety of complex clerical services to the program such as coordinating on-grounds clinic trips, acting as receptionist to visitors, staff and patients. Functions as the timekeeper for 2 units; assists in assignments that are both confidential and sensitive in nature, such as OIG allegations.

Minimum Requirements:

This position requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Position also requires the ability to typed accurately at 45 wpm.

Work Hours & Location/Agency Contact: Work Hours: 7:30am - 3:30pm

Location: Elgin Mental Health Center; FTP Pinel

Contact: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Fax: 847-429-4933

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: Program Integrity Auditor Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 01/06/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IG0598

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, participates in an Agency sponsored medical provider auditor training program of not more than twelve months duration; completes assignments of increasing difficulty to gain experience and develop auditing skills and to develop and refine knowledge of the tools and techniques utilized in performing medical provider audits and in drafting comprehensive audit reports; attends and participates in staff meetings and conferences; travels to various sites throughout the state to assist senior auditors in conducting audits.

Minimum Requirements:

Requires possession of a bachelor's degree with course work concentration in accounting or business administration; requires an appropriate valid driver's license or the ability to travel to remote sites.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Office of Inspector General

Bureau of Medicaid Integrity 401 S. Clinton, 5th Floor Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins

Office of Inspector General/Personnel 412 N. 5th Street Springfield, IL 62702

Work Telephone Number (217) 524-5104

Fax Number (217) 782-7969

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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OFFICE ASSISTANT

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

Job Details: Responsible for performing daily office support tasks that are routine and repetitive in nature such as but not limited to error free filing, answering the telephone, providing customer service, mail distribution, photocopying, record maintenance and other general office duties.

MINIMUM Education: · High School Diploma or GED equivalent.

MINIMUM WORK EXPERIENCE: · Minimal or no prior work experience required.

Schedule: Full Time Shift: Day Shift Hours: DAYS, WEEKENDS, HOLIDAYS

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100743

ADMITTING SPECIALIST

Facility Presence Mercy Medical Center

Department PPMC PSYCH-ADMIN

Schedule Full-time

Shift 8 hour shifts & Hours 7:00-3:30pm

Location Aurora, IL

Req Number 134503

Job Details Works closely with the Intake Manager to facilitate admissions and referrals and provides direction to the Intake Support staff. Registers patients in compliance with the Mental Health Code, oversees all court preparations, verifies benefits, and initiates the demographic pre-certification.

Education/ Experience: High School Diploma required with emphasis in business related courses; Post high school education is preferred with emphasis in business or clinical area; Knowledge of federal and state agency rulings regarding billing and reimbursement; Knowledge of medical terminology a plus; Three years admitting/registration and /or insurance billing experience; Lead Clerk or Coordinator experience in a medical setting helpful. Knowledge of insurance, registration, billing, mental health code preferred; Bilingual English/Spanish preferred. Computer Skills.: Basic computer skills. Meditech familiarity preferred.

Certificates: CPI Nonviolent Crisis Intervention certification required (taken during orientation). EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=522072>

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Job Title: Public Service Administrator - Opt 2

Agency: Financial & Professional Regulation

Closing Date/Time: Tue. 01/06/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DFPR 9791

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in accounting and/or finance. Requires prior experience equivalent to three years of progressively responsible administrative experience in accounting, finance or related field. Requires extensive knowledge of public and business administration, principles and practices; agency programs and service objectives, activities and operational systems; staff utilization and employee motivation; labor and employment development; agency policies and procedures. Requires ability to analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships. Requires the ability to travel.

Specialized Skills: Requires extensive knowledge of professional licensing laws, rules and regulations administered by the Division of Financial Institutions.

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

Work Location: Illinois Department of Financial & Professional Regulation

Financial Institutions/Credit Union/Problem Case Officer

100 W. Randolph Street - James R. Thompson Center Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-217-782-9993 217-782-9925 Fax

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 - Fiscal Mgt/Acct-Insur---

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Job Title: Support Service Worker - Housekeeping

Agency: Veterans Affairs

Closing Date/Time: Sat. 01/03/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-87231-3C

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: 7:00am - 3:00pm
Rotating Schedule Every Other Weekend Off 1/2 hour lunch
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950
Contact: Human Resources / Jeri Gulli
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).

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 01/06/15 4:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 14/035

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Business Manager and guidance of the Support Service Coordinator 1, serves as a housekeeper for the intake/emergency and residential pavilion, including patient rooms, common areas, nurses station and pavilion offices.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to completion of high school supplemented by six months experience in the housekeeping field. Requires working knowledge of routine tasks commonly found in a housekeeping department. Requires ability and skill in the basic preparation of cleaning solutions, machines and equipment. Requires the ability to lift and/or push up to 60 lbs.

Work Hours & Location/Agency Contact: Housekeeping
7am-3pm Rotating days off

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

How to Apply:

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

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Job Title: Certified Medical Assistant, Primary Care

Department: MSP Univ Primary Care

Shift: 1st

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

Job Number: 2014-2442

Job Description: Certified Medical Assistant, Primary Care - Full Time

Position Responsibilities:

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will function in dual administrative front desk role as a backup when necessary****

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of three years clinical experience preferred

Ability to work in a high stress, fast paced environment

Ability to work flexible hours with start times between 7:30am – 8:00am, one late Wednesday and rotating Saturdays

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141229094812&

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Job Title: Cook I - Room 500

Department: Room500 Dining Room

Shift: 1st

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

Specialty: Cooking/Culinary

Job Number: 2014-2468

Position Highlights: Performs culinary duties as assigned, responsible primarily for hot food/entrée production, ensures food services sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: High School Diploma or GED equivalent required. Certificate of Completion in Culinary Arts and/or Associates Degree in Culinary Arts preferred. Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire and maintain thereafter. Minimum three years cooking experience required. Ability to read, write and speak English required. Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures required. Critical thinking skills, organizational skills required.

Knowledgeable and can operate with minimal instruction the following: Hot preparation equipment such as convection/combi ovens, steamers, broiler's, grills, etc. Culinary hand tools (knives, etc.) Small processing equipment (vegetable choppers & processors) Ability to exert 25 pounds of effort to push or pull a cart required. Ability to lift and carry 50 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils required. Ability to communicate using a variety of audio-technology required. Ability to transport hot/cold items for service and production using recognized safety equipment in a safe manner that does not endanger self or others.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141229101853&

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Job Title: Schedule Coordinator - Clinical Staffing Office

Department: CLINICAL STAFFING OFFICE-CLINICAL

Shift: 3rd

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

Job Number: 2014-2459

Job Description:

Rush Medical Center is seeking a Schedule Coordinator!

Position Highlights:

Demonstrates the ability to fill supplemental staffing requests for the Medical Center with different level of supplemental health care workers.

Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Work Schedule:

Full Time, 3rd Shift : 7pm - 7:30am

Position Qualifications Include:

High School Diploma/GED required

At least two years work experience preferred.

Analytical ability is required to problem solve.

Communication skills are required to be able to interact effectively with customers including difficult and stressful situations.

Work requires the ability to sit for most of your designated shift.

Ability to proofread staffing schedules for errors.

Use a keyboard to enter and retrieve information.

Work independently in an office setting.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Wellness Administrative Coordinator - Rush Health

Department: Rush Health

Shift: 1st

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

Specialty: Wellness

Job Number: 2014-2534

Position Highlights:

The Administrative Coordinator provides administrative and clinical support to the OnTrack wellness program working under the supervision of the Director of Clinical Outcomes and Population Health. The goal of the program is to help participants maintain and improve health by meeting the challenges of living with chronic health conditions. The Administrative Coordinator will assist a team of registered nurses and a dietician in engaging participants through a variety of direct and indirect care initiatives.

Position Qualifications Include:

High School Diploma required. Bachelor's Degree in Nutrition or other health related field preferred.

Strong interest in chronic disease management and wellness initiatives.

Bilingual (English/Spanish) skills preferred.

Experience with Microsoft Excel, Word, PowerPoint and Access highly desired.

Ability to communicate effectively with patients and all members of the healthcare team.

Ability to maintain a high level of confidentiality around participant engagement and health information.

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Direct Sales Representatives

Job ID: 89991 Chicago, IL

Business Unit: Field Sales

Job Summary: Responsible for the promotion and sale of Comcast products and services to include video, high-speed internet, voice services, and XFINITY Home. Develops a foundational knowledge of Comcast's products and services, improves his/her sales skills, and learns to maximize sales through effectively working their assigned turf.

Core Responsibilities:

- Demonstrate a strong understanding of Comcast products, promoting and selling offerings to individual customers by knocking every door within assigned territory. Displays familiarity with features, benefits, product differences, pricing, and campaigns for video, high-speed internet, voice, and XFINITY Home.
- Communicates and develops rapport with customers. Evaluates individual customers' existing and potential product needs and make recommendations. Increases customer understanding of Comcast products and pricing models as well as competitive advantages over other service providers. Evaluates competitive offers and frames response to show the benefits of Comcast.
- Possesses basic knowledge of selling techniques and turf management; shows confidence in selling ability. Creates and executes basic sales plans with minimal assistance.
- Displays basic time management and organizational skills.
- Meets and exceeds sales goals as established by local market. Under minimal supervision, establishes and organizes daily sales activities. Generates business through established and approved methods of lead generation. Implements effective sales closing techniques to ensure product installation goal is achieved.
- Develops and demonstrates record of success in residential canvassing sales environment with emphasis on business to consumer sales.
- Displays thorough understanding of video, high-speed internet, voice services and XFINITY Home.
- Possesses strong communication, organizational, people and customer service skills.
- Establishes strong technical capability (computer knowledge, billing system, databases).
- Must meet the physical requirements of the job including, but not limited to, the ability to walk and/or travel door-to-door for considerable distances in all types of weather conditions.
- Where applicable, obtain and maintain any credentials and/or licenses necessary to sell and/or design alarm systems as required by law.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) as necessary.
- Other duties and responsibilities as assigned.

Job Specification: - High School Degree or Equivalent

- Generally requires 0-2 years related experience.

Comcast is an Affirmative Action/EEO employer M/F/D/V

Apply online at <https://comcast.jibeapply.com/jobs/89991?IT=3295018>

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

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IL Customer Service Representative (Job Number: CSR06822001)

General Summary: As a Family Dollar Customer Service Representative you will be responsible for providing exceptional service to our customers. Key priorities include greeting customers, assisting them with selection of merchandise, completing transactions, and answering questions regarding the store and merchandise.

Principle Duties & Responsibilities: Provides customer engagement in positive and approachable manner. Assists in maintaining a clean, well-stocked store for customers during their shopping experience. Helps in the unloading of merchandise from delivery trucks, organizes merchandise, and transports merchandise from stockroom to sales floor. Independently stocks shelves and recovers merchandise in the store. Accurately handles customer funds and processes transactions using the POS system. Remains constantly aware of customer activity to ensure a safe and secure shopping environment. Performs all other duties as assigned in order to maintain an effective and profitable store operation.

Education: Prefer completion of high school or equivalent. Ability to follow directives and interpret retail operational documents as assigned.

Experience: Prefer experience working in retail, hotel, restaurant, grocery, or drug store environments.

Physical Requirements: Ability to regularly lift up to 40 lbs. (and occasionally, up to 55 lbs.) from floor level to above shoulder height; must be able to meet demands of frequent walking, standing, stooping, kneeling, climbing, pushing, pulling, and repetitive lifting, with or without reasonable accommodation.

Availability: Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

Skills & Competencies: Customer Focus, Developing Potential, Results Driven, Strong Organizational Skills, Communication Skills, Problem Solving/Decision Making, Job Knowledge and Relationship Management.

Primary Location: IL-Cicero-06822/1 IL CICERO
06822/1 IL CICERO 1821 S CICERO AVE., Cicero 60804

Job Level: Entry Level

Education Level: High School Diploma/GED (± 11 years)

Shift: Variable

Travel: No

Background Check Required: Yes

Drug Screen Required: Yes

Apply online at

<https://familydollar.taleo.net/careersection/9/jobdetail.ftl?job=297343&src=JB-10960>

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Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO , IL

Description:

U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times.

Requirements:

- Valid driver's license and a good driving record
- Ability to operate motor vehicles with both types of transmission (automatic or standard)

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 9pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - NA

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138228&mode=

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Up-Town
4055 N Broadway St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 2pm
Mon - 6am to 2pm
Tue - 6am to 2pm
Wed - 6am to 2pm
Thu - 6am to 2pm
Fri - 6am to 2pm
Sat - 6am to 2pm

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Avondale
3250 N Kedzie Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 8pm

Mon - 6am to 8pm

Tue - 6am to 8pm

Wed - 6am to 8pm

Thu - 6am to 8pm

Fri - 6am to 8pm

Sat - 6am to 8pm

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