



INSTITUTO DEL PROGRESO LATINO NOW
HIRING FULL TIME/PERMANENT POSITIONS
O'HARE AIRPORT FOOD AND HOSPITALITY INDUSTRY

STARTING SALARY: \$8.50 -11.00/hr with **plenty of overtime**

BENEFITS: Paid holidays, health insurance, and 401k with 100% employer match

JOB LOCATION: O'Hare Airport (Accessible to public transportation)

REQUIREMENTS:

- Must be flexible with schedule and willing to work any shift including weekends and holidays
- Must be able to communicate in English both oral and in writing
- Must be able to pass a ten year drug and background check (no felonies)
- Must be able to provide a 5 year employment history and proof of residency

OPEN POSITIONS

Positions: - Cook

Description: A cook is responsible for preparing and cooking various food items according to recipes and for observing and enforcing strict requirements with regard to food safety. The job includes sautéing, poaching, baking, grilling, and sauce preparation, as well as working with broilers, fryers, grills, ovens and stove-top cooking.

Positions: - Dishwasher

Description: A Dishwasher is responsible for separating washable items (trays, bowls, plates, cups, glasses, silverware, etc.) and placing them on the dishwasher conveyor belt to be washed.

Positions: - Food Assembler

Description: A Food Assembler completes and assembles food items on upright carts and airline equipment, including tray setups. Tray setups must follow airline specifications and usually include tray, paper tray liner, cup, plates, dessert, salad, snacks, bread, butter, condiments and eating utensils.

Positions: - Driver

Description: A Driver is responsible for loading galley equipment onto a truck, driving the truck to various types of aircraft and loading the equipment. All activities must be accomplished according to customer guidelines and while adhering to safety regulations. The Driver interacts with the airline representatives at the aircraft, therefore must be customer service oriented.

www.gategourmet.jobs

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Contract Administrator

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, coordinates services and handles all contract administration work.

Serves as administrator for Pace's purchasing card system.

Acts as a "super user" for Pace's new energy management system.

Serves as administrator for Pace's records management system.

Acts as administrator of Pace's building access system.

Assists in the overall facility maintenance of Pace's corporate office by coordinating space planning projects.

Ensure that all Administration policies/procedures are current and accurate. In addition, performs various duties as assigned or required.

Qualifications:

Must have a Bachelor's Degree and 1 to 2 years experience with contract administration, records, space planning or facilities maintenance and possess a valid Driver's License.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=654

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred. This is a safety sensitive position.

Qualified candidate must have a good work history.

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Full-time Bus Operators

Location: North Aurora
Office: Revenue Services
Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

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http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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

The Career Opportunity: Michael Jordan's Steak House - Cocktail Server (Full-Time)
Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for providing efficient and courteous Food & Beverage service to all Bar guests.

DUTIES AND RESPONSIBILITIES:

- Promote image of the restaurant by displaying impeccable manners, diplomacy and tact towards guests.
- Maintain constant flow of communication with and to the team.
- Serves food and beverage to guests in established service style and standard.
- Always recommends specials, meals, appetizers, and/or beverages to the guests in an upselling manner and answers any questions.
- Relays orders to kitchen/bar following established procedures
- Educated in food preparation, food allergies and beverage/wine knowledge
- Monitors guests to fulfill additional requests.
- Maintains supplies of China, Cutlery and Condiments for side station, keeps side station clean and orderly.
- Organizes the back storeroom when needed.
- Complete dry requisition
- Sets and clears tables when needed ensuring standards are met.
- Make sure micros station and check presenters are properly maintained.
- Makes roll-ups prior to and after each shift.
- Collects Food & Beverage orders from the kitchen when needed.
- Attends pre-meal briefing sessions.
- Ensures personal grooming and hotel uniform is to the required standard.
- Complies with hotel's health, safety and hygiene policy.
- Follows the procedures on Cash handling and Bill presentation to guests.
- Prepares and presents Bills according to hotel standard, closing Bill immediately on computer.
- Communicates politely and display courtesy to guests.
- Communicates to his/her superior any difficulties, guest comment and other relevant information.
- Establishes and maintains effective employee working relationships.
- Attends and participates in daily briefings and other meetings as scheduled.
- Attends and participates in training sessions as scheduled.
- Perform other duties, tasks and special projects as assigned.

Job ID: CHI001172-EN. Essential:

- Must be able to speak and understand English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to communicate in English with guest.
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.

Desirable:

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

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

Apply online at <http://ihg.jobs.net/job/cocktail-server-full-time-michael-jordan-s-steak-house-intercontinental-chicago-magnificent-mile/J3J1PB66L5KZ5Y9JCLS/>

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

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Experienced Bellman

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/>

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Senior Secretary

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager or designate, responsible for often confidential secretarial and clerical support functions for all sections within the division.

Reviews mail, greets and directs visitors, and answers phones.

Processes applications and photographs for reduced/free ride passes. Logs and monitors lost and found.

Establishes and maintains clerical and employee filing systems and coordinates division's record retention management.

Accumulates and distributes daily and monthly operational reports and maintains monthly Farebox/Bin Reconciliation Report.

Coordinates bus operator uniform program. Prepares medical invoices received for Safety/Training Manager to review.

Is also back-up to the payroll coordinator. Other duties as assigned or required. Assist Centralized Training facilities staff with a variety of data entry, typing and other duties as needed.

Qualifications:

Qualified candidate must have at least two (2) years progressively responsible experience and possess excellent secretarial skills, including typing/word processing skills and have experience with Word and Excel equivalent to the level of Senior Secretary.

Qualified candidate must possess good organizational and communication skills, must be able to maintain confidentiality and have good work history.

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http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=307

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Senior Staff Attorney

Location: Arlington Heights

Office: Office of Executive Director

Department: Staff Counsel

Job Description:

Under the direction of the General Counsel, provides legal services for collective bargaining for Pace and advises and assists with labor issues, labor litigation, and grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues and labor disputes/actions.

Advises and assists in negotiating collective bargaining agreements; defends Pace in labor litigation in all venues; represents Pace in mediation and/or interest arbitration; advises and assists in grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues; performs other duties as assigned.

Qualifications:

Qualified candidate must have at least six or more years experience in labor/employment law including litigation and collective bargaining.

Bachelor's Degree and Juris Doctor and be licensed to practice law in Illinois is required.

Public sector experience preferred.

Work is primarily performed in normal office environment but travel to Pace divisions and as necessary for collective bargaining, mediation, arbitration, and related hearings is required.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=658

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Up To 35K Inside Sales

Salary: \$0 - \$35,000

Job Description: Our client, with offices in downtown Chicago is seeking an inside sales representative with experience to develop new accounts and manage some existing accounts.

Responsibilities:

- High volume of customer interaction: prospecting, cold calling, qualifying, customer calls, and closing deals
- Manage multiple projects simultaneously with a sense of urgency
- Use both traditional and electronic communication tools to make contact with prospective, current and former clients to identify business opportunities for products and services
- Create quotations and sales proposals for products and services
- Heavy price and service negotiation with customers
- Independently generating new sales revenue for the team they support
- Grow and maintain positive relationships with external customers
- Continue and expand business with existing accounts
- Maintain and update accurate information in company operating systems

Requirements:

- 0-3 years of sales and/or customer service experience
- Call center work environment experience a plus
- Exceptional customer service attitude and skills
- High-energy, positive attitude
- Organizational and scheduling skills
- Basic knowledge of MS Word and Excel

Benefits:

- Base salary plus commission
- Medical
- Dental
- Vision
- 401K

To apply for position please reply back with resume attached in word document @ http://www.appleone.com/CareerSearch/mcs_jobReview.aspx?jobID=805491

All qualified candidates will be contacted directly

We are an equal employment opportunity employer.

Additional Skills: (none specified)

AppleOne Reference #: 1560/AE 1560 DF

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Agency Operator in CHICAGO Illinois United States

Do you have what it takes to be the boss? Could you make a business profitable with the solid support of an internationally-recognized brand? If so, Avis Budget Group has the opportunity for you!

Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an *Agency Operator you will be responsible for:

- * Growth and success of an Avis Budget Group location
- * Staffing your location
- * Marketing your operation
- * Promoting world renowned Avis Budget Group "We Try Harder" values
- * Maintaining a business plan aimed at developing rent-a-car business in your local area
- * Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

- * Sales / Marketing experience * Business ownership experience
- * The ability to work independently
- * Outstanding Customer Service Skills
- * Car Rental/Travel experience preferred but not required.

*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

Avis Budget Group is an EEO/AA Employer

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Supervisor, Technical Support

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department.

This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services.

Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance.

Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication.

Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems. Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

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Vehicle Service Attendant in Chicago Illinois United States

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements:

- * Must be 18 years of age or older
- * High school diploma or equivalent or preferred
- * 6 months of prior work experience preferred
- * Physical ability to move in and out of vehicles
- * Effective verbal communication skills to communicate with customers, co-workers and management
- * Must be willing to work outdoors in all types of weather conditions
- * Must be willing to work various shifts including weekends, nights, and holidays
- * Driving experience with a valid Driver's License (as mandated by state and location) and a good driving history
- * Willing to complete pre-employment testing, drug screen and background check

Get your GO on!

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Employee Type: Full Time

Required Experience: None Selected

Category: General Labor

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/29892549/job/>

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Rental Sales Associate in Chicago Illinois United States

Successful Full Time Rental Sales Associates in this location have the opportunity to earn \$90,000 annually! *As a Rental Sales Associate*, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Compensation & Benefits: We provide a flexible full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan. Some of the programs and services we provide include: * Free tobacco cessation courses (including nicotine replacement supplies) * Customized nutritional coaching * Fitness center discount program * Healthy weight loss nutrition solutions * One-on-one active lifestyle coaching * Trusted, on-line health information available 24/7 * Free flu shots

Rental Sales Associate Requirements: * At least 6 months of experience in a role where sales and/or customer service were key elements of your duties * Ability to handle high-pressure sales and service situations in a calm and collected manner * Willing to work various shifts including nights, weekends, and holidays * Basic computer skills in order to enter information into our database * Willing to complete pre-employment testing, drug screen, and background check. In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays.

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

Employee Type: Full Time

Required Experience: 0-1 Years

Category: Sales

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60638

Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/23304444/job/>

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ADMINISTRATIVE ASSISTANT II

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC EXECUTIVE SERVICES
Schedule Full-time
Shift Day shift
Hours 8a-5p
Location Joliet, IL
Req Number 122672

Job Details SUMMARY:

Provide project coordination and other administrative services for Senior Leaders and direct reports.

Work independently with both internal and external contacts while exercising authority and discretion regarding the prioritization of sensitive/confidential information and projects.

QUALIFICATIONS:

Must have a superior level of skill within the Microsoft Office Suite of products and capable of being considered a super user in office systems. Must be proactive and service oriented!

Education and/or Experience

Bachelor Degrees preferred, with a minimum of 5 years of administrative assistant experience reporting to executive level individuals.

Computer Skills

Excellent knowledge and demonstrated user skills of the Microsoft Office product family, including Outlook, Word, Excel (advanced), and PowerPoint, and the Kronos payroll system.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=402188>

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ADMINISTRATIVE COORDINATOR

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH NURSG ADMIN OPER'N
Schedule Part-time (benefits eligible)
Shift PM/Night rotation
Hours 8p-8a
Location Elgin, IL
Req Number 122772

Job Details

Responsible for supervising the activities of nursing personnel in all patient care areas, on the shifts when hospital administration is not available, in order to ensure the provision of optimal nursing/Hospital services.

(Assumes administrative responsibility for the Hospital environment during applicable shifts.

Represents the Hospital administration after normal business hours and weekends to problem solve, etc., concerning the operations of the Hospital and patient care.)

Current basic nursing skill level
Strong IV Skills preferred

Ability to assess and implement critical thinking skills
Must have excellent written and oral communication skills

Education and/or Experience

Bachelor's Degree in Nursing preferred
3-5 years of progressive nursing responsibility required

Two years in leadership position preferred

Certificates, Licenses, Registrations

Current Illinois Registered Nurse license; BLS; ACLS; Telemetry Certification preferred

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=297660>

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CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Part-time (benefits eligible)
Shift Day/PM rotation
Hours AM/PM
Location Joliet, IL
Req Number 124317

Job Details

Seeking candidate with previous food service experience. Must be able to ring up cafeteria purchases and accept payments by cash, credit card, quick charge and voucher.

Other duties as needed: Evaluating quality of foods; Performing temperature checks
Taste testing; Ensuring presentation ; Verify cafeteria deposits after closing register
Clean dining area; Train staff and assist with developmental issues

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=847684>

CASH POSTER

Facility Presence Life Connections
Department PSS FINANCE
Schedule Full-time
Shift Day shift
Hours 8:00am - 4:30pm
Location Mokena, IL
Req Number 124273

Job Summary: Responsible for daily posting of payments, application of adjustments, check deposits, and resolution of billing discrepancies.

Responsibilities: Process daily lock box contents. Post incoming Medicare and Illinois Medicaid Vouchers and apply contractual adjustments. Post daily self-pay receipts. Post insurance payments and apply contractual adjustments according to Nursing Home facility agreements. Post Pharmacy payments and contractual adjustments. Post and deposit miscellaneous checks received with the Department and/or from the Nursing Home facilities. Follow up with residents, family members, or Nursing Home Administrators questions relating to lost checks.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=887380>

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COOK I

Facility Presence Pine View Care Center

Department PSS PCC DIETARY

Schedule Full-time

Shift Day/PM rotation

Hours 6:30a-2:30p

Location St. Charles, IL

Req Number 124256

Job Details Prepares resident meals and serves meals according to ordered diets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Follow directions from Dietary Director/Assistant Dietary Director.

Prepare and cook hot or cold foods and garnishes as assigned or designated on menus.

Follow recipes and safe food handling practices. Utilize kitchen equipment in a safe manner. Utilize and properly rotate any overproduced food items.

Clean and sanitize work areas. Complete assigned cleaning duties.

Record food temperatures. Serve an appealing, palatable, properly proportioned meal.

Perform other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess exceptional communication and interpersonal skills

Education and/or Experience

Minimum high school diploma or GED.

Minimum 1 year institutional cooking experience.

Ability to use simple math.

Ability to read, write, speak and understand English.

Ability to comprehend and use standardized recipes.

Ability to operate cooking equipment.

Able to adapt to a variety of duties and situations.

Able to function as a team member, often requiring leadership abilities.

Certified in sanitation.

Computer Skills

PC proficient (Word, Excel, Access, PowerPoint, Outlook, etc.)

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COUNSELOR

Facility Presence Mercy Medical Center
Department PPMC PSYCH-PHOENIX
Schedule Part-time (benefits eligible)
Shift PM shift
Hours 3:00pm 11:30pm
Location Aurora, IL
Req Number 121177

Job Details

Under close supervision and according to established procedures, provides clinical services to the mental health and chemically dependent patient in both an inpatient and outpatient setting. Responsible for patient evaluations, treatment, planning, providing individual and group education and therapy. Assists with department planning and goal attainment. Communicates with other staff and mental health professionals.

QUALIFICATIONS

Education and/or Experience

Bachelors or Masters Degree in Social Work, Psychology, Counseling or related field. Six to twelve months previous experience required.

Experience working with children, adolescents, adults and their families/significant others in Mental Health or Substance Abuse treatment field. Experience in treatment and discharge planning; developing and conducting educational groups. Knowledge of medical terms.

Comfortable working with psychiatric patients: handles hostile, agitated, aggressive, confused behaviors in a non-aggressive, non-punitive manner.

Non-judgmental regarding unusual lifestyles. Participates in managing aggressive patients in a respectful manner using non-aggressive techniques.

Computer Skills

Basic computer skills

Certificates, Licenses, Registrations

CPR Certification within 30 days of hire.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=134091>

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EMERGENCY SERVICES TECH

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH EMERGENCY SERVICES
Schedule Part-time (benefits eligible)
Shift PM shift
Hours 1500-2330
Location Elgin, IL
Req Number 123986

Job Details: Under the direction of the Registered Nurse, assist with the delivery of emergency patient care and procedures, primarily responsible, along with the whole team, for organizing resources within the department in order to facilitate efficient delivery of care. Responsible, as part of the whole team, to maintain a safe, clean environment for patients.

Education and/or Experience

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations

Required: Minimum 1 year of Certified Nursing Assistant or Emergency Services Tech Experience, CPR/BLS required. Preferred: Last year student of an accredited Nursing program or one of the following Certifications: Certified Nursing Assistant in Illinois (CNA), EMT-Basic, EMT-Intermediate, EMT-Paramedic.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=140756>

ENV SERVICE WORKER

Facility Presence Saint Francis Hospital
Department ENVIRONMENTAL SERVICES
Schedule Part-time (benefits eligible)
Shift PM shift
Hours 3 - 11:30 pm
Location Evanston, IL
Req Number 123396

Job Details

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=154587>

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