



Posting Title: Banquet Server

Auto req ID 700BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Schedule Details: This position requires flexibility to work mornings, evenings, holidays, weekends, and non-standard hours. Catered Events employees may be required to work a 10-hour day or longer.

As a Banquet Server in Catered Events, you may become part of this world-class catering and culinary team. Your superior serving standards and extraordinary customer service will contribute to creating uniquely memorable guest experiences - whether a picnic at the Pavilions, cocktails with the animals, or a meeting at our premier banquet facility. For each customized event, you will assist the Banquet Captain in operations as designated in the Banquet Event Order for serving style and method, setting up the dining, reception and staging areas, follow safe food handling procedures at all times, and work as a team to clean up and breakdown when the event concludes.

Position Requirements and Specifications

As Brookfield Zoo is open 365 days a year and events are scheduled during mornings, evenings, holidays, and weekends, the Banquet Server position requires flexible availability to work non-standard hours. Catered Events employees may be scheduled to start as early as 6:30 a.m. and work as late as 2:00 a.m. Catered Events employees may be required to work a 10-hour day or longer. You must be at least 18 years of age for this position. This is a temporary position. Starting wage: \$11.25 per hour.

The requirements for this position include: High School graduate or equivalent combination of training/experience preferred. Must be at least 18 years of age. Outstanding customer service orientation required. Strong communication and interpersonal skills required. Must be detail oriented, organized and able to maintain a high level of accuracy. Ability to maintain customer satisfaction under pressure and meet deadlines. Must be able to work with little supervision and complete and follow through on tasks independently. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Apply online at <http://www.czs.org/czs/Careers>

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Posting Title: Birthday Party Coordinator

Auto req ID 693BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Catered Events

Union Status Non-Union

Schedule Details: This position does require that the Incumbent must be available to work weekends, weekdays and limited evenings.

As Birthday Party Coordinator, you will be responsible for all aspects of birthday party coordination from selling birthday party events to the service of the event, which includes being the on-site staff contact and lead server on the day of the event. Works with clients directly. Furthermore, you will work with the Director of Catering to develop marketing, advertising publication, etc., to effectively represent birthday program and services to the public.

Position Requirements and Specifications. This is a seasonal (temporary) position. The starting wage is \$14.25/hour.

This position includes the following requirements:

High School graduate or GED equivalent. Minimum of two years directly relevant experience in hotel, banquet, birthday party venue or similar food and beverage business required. Must have experience and knowledge of effective sales techniques. Must be computer proficient with Microsoft Word, Excel and Outlook. Must possess excellent communications and interpersonal skills and ability to effectively communicate with all levels of staff and audiences. Strong customer service skills required. Must possess strong organizational skills. Attention to detail and accuracy a must. Demonstrated experience successfully coordinating multiple projects and activities. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents. Incumbent must be available to work weekends, weekdays and limited evenings.

This position includes the following desirable/preferred qualifications:

Experience with or knowledge of Catermate or other catering software a plus.
Multilingual ability, Spanish fluency a plus.

Additional Information: This requisition is to recruit for an opening for 2015.

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Posting Title: Custodian (Seasonal)

Auto req ID 716BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Custodial Services

Union Status Union

Work Shift Any 5 out of 7 days/week

Schedule Details As Brookfield Zoo is open 365 days a year, this position highly prefers flexible availability to work any 5 days out of any 7 days each week with work shifts that are generally during the hours that Brookfield Zoo is open. From Memorial Day – Labor Day the Zoo is open 9:30 a.m. to 6:00 p.m. daily (Sundays until 7:30 p.m.). After Labor Day until Memorial Day the weekend & weekday hours vary from 9:30/10:00 a.m. – 5:00/6:00 p.m. During special events, the Zoo may be open until 9:00/10:00 p.m. This position requires flexible availability to work non-standard hours including early mornings, evenings, holidays, and weekends.

As a Custodian, you will perform a variety of custodial cleaning duties in all sections of the park (restrooms, restaurants, lunchrooms, offices, laboratories, hospital, public areas of animal buildings, etc.) before and during Brookfield Zoo's regularly scheduled hours. Your focus on safety will be demonstrated as you operate various equipment (such as mops, brooms, vacuum cleaners, scrubbers, carpet cleaning equipment, etc) to assure assigned areas are thoroughly cleaned. Your friendly demeanor and pleasant smile will contribute to creating an extraordinary guest experience as Custodians work in public areas and may interact with guests to provide general information on park schedules and activities. The Custodial department is conservation minded utilizing paper products from recycled stock and using nearly 100% green products!

Position Requirements and Specifications

For this position, you must be at least 16 years of age. This is a temporary position. The union hourly wage for this position is \$10.35 per hour. The requirements for this position include: High School graduate or equivalent combination of training/experience preferred. Prior custodial experience desirable. Minimum 16 years of age. Good communication and interpersonal skills required. Must be able to read, write and perform basic math. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus. Additional Information: this requisition is to recruit for numerous positions for 2015.

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Posting Title: Accounting Clerk

Auto req ID 691BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Accounting

Union Status Non-Union

Work Shift Monday thru Friday

The Accounting Clerk (temporary) is responsible for assisting accounts payable/receivable staff with daily clerical functions. Utilizing your accurate data entry skills, you will assist accounts payable staff with daily processing of invoices including, but not limited to, matching vendor invoices to purchase orders and other documents and entering invoices into the financial system. Making use of your eye for detail, you will open, sort and process department mail, including assigning vendor numbers to vendor invoices and file voucher packages, vendor statements, vendor w-9 forms and other miscellaneous documents. Using your basic computer skills, you will assist accounts receivable staff with daily processing of customer invoices including, but not limited to entering information from catering documents into the financial system. Drawing upon your accurate basic math skills, you will assist accounts receivable staff with miscellaneous reconciliations including, but not limited to, reconciliation of credit card transactions and assist with journal entry input into financial system.

Position Requirements and Specifications: This is a temporary position. The minimum starting wage for this position is \$11.25/hr.

The requirements for this position include:

High school diploma or equivalent combination of training and experience required.

Some college with accounting coursework desired.

Experience in accounts payable, accounts receivable or bookkeeping is strongly preferred, but not required. Accurate basic math skills required.

Eye for detail, completeness and accuracy required.

Basic computer skills required, preferably in Microsoft Excel.

Accurate data entry skills required.

Ability to maintain confidentiality of privileged information.

Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Spanish fluency a plus, but not required.

Additional Information This requisition is to actively recruit for a position for 2015.

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WARD CLERK - CRITICAL CARE- STROGER HOSPITAL

SHIFT: 11:00 PM - 7:00 AM

Job Number: 00116818

Job Posting: Nov 28, 2014, 10:14:36 AM Closing Date: Dec 12, 2014, 11:59:00 PM

Full-time Shift Start Time: 11:00 P.M. Shift End Time: 7:00 A.M.

Collective Bargaining Unit: SEIU Local 73SEIU 73

Posting Salary: STARTING SALARY \$15.82

Organization: Health and Hospital Systems

JOB SUMMARY: A Ward Clerk is an assistant who provides clerical support to the health care team, patient, family and visitors of John H. Stroger Jr. Hospital. He/She contributes to the operation which enhances the efficiency and communications of the unit. Also, he/she promotes a positive customer – focused environment.

MINIMUM QUALIFICATIONS: Must possess a High school diploma or GED equivalent. (Must provide proof at time of interview). Must possess a least one (1) year of clerical experience. Must be able to type 25 wpm. (Typing test will be scheduled prior to your interview, if selected). Must possess basic computer skills.

PREFERRED QUALIFICATIONS:

Bilingual in English/Spanish. Knowledge of medical terminology.

Previous experience in a hospital setting. Previous experience related to patient care.

BENEFITS PACKAGE

Medical, Dental, and Vision Coverage; Basic Term Life Insurance

Pension Plan and Deferred Compensation Program; Employee Assistance Program

Paid Holidays, Vacation, and Sick Time

You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/>

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter.

COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Apply online at <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl>

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 12/16/14 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-40-86844

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

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in public or private organization, or completion of an agency approved professional management training program. Requires the ability to travel, minimal.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
DASA Clinton Building 401 South Clinton Street Second Floor Chicago, IL 60607
Please submit CMS 100 (revised 08/2014) applications to:
Milee Butcher / Bureau of Employee Services / Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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

Option H7 - Dept Human Services

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Job Title: Correctional Sergeant

Agency: Corrections

Closing Date/Time: Tue. 12/16/14 4:00 PM Central Time

Salary: \$4,161.00 - \$6,139.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 3

Plan/BU: RC006

Bid ID#: IDOC29-82-4003

Position Number: 09717-29-82-310-12-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer training program; requires one year of experience as a Correctional Officer in a penal or security institution; requires thorough knowledge of institution's physical layout and prison operation; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires elementary knowledge of purposes, methods and practices of modern correctional institutions; requires visual/audio acuity; requires ability to climb, bend, stoop, run, jump, walk and stand for short or extended periods of time; requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures; requires a valid driver's license; requires ability to properly use firearms.

Work Hours & Location/Agency Contact:

WORK HOURS: 3 POSITIONS - 1) 3:00pm - 11:00pm Friday through Tuesdays with days off of Wednesday and Thursday. 2) 3:00pm to 11:00pm Sunday through Thursday with days off of Friday and Saturday. 3) 11:00pm to 7:00am Wednesday through Sundays with days off of Monday and Tuesday.

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 or email address 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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Part-Time Sales/Stock Associate (Hiring thru 2/28/15)

Location: Retail - Chicago, IL - Retail Store

Requisition Number: 8784

of openings: 1

ACCEPTING APPLICATIONS FOR PART-TIME SALES AND STOCK ASSOCIATES

General Position Summary: Drive sales of Columbia Sportswear product through providing exceptional customer service and creating a positive customer experience on the sales floor. Ensure the timely, accurate and efficient operation of the shipping & receiving functions of the store in Stock Area.

Responsibilities:

- Utilize sales skills and techniques as well as exceptional customer service to drive store sales.
- Provide exceptional customer service/assistance both in person and on the phone.
- Provide information to customers on current product features and benefits.
- Maintain current and accurate knowledge of product features, benefits and availability.
- Greet and engage customers in the store.
- Perform all required cash register transactions such as sales and exchanges expeditiously and with a high level of accuracy, while staying within company guidelines.
- Support and contribute to the product flow process in the store by receiving shipments and distributing to sales floor as directed.
- Prepare, record and distribute all customer shipping orders as assigned.
- Monitor speed and accuracy of deliveries.
- Maintain cleanliness and safety standards in the store by organizing and cleaning as needed.
- Ensure all visual standards are followed. This includes maintaining merchandising guidelines, restocking daily or as needed and ensuring complete size runs are represented.
- Maintain a high professional standard in individual behavior, courtesy and respect.
- Demonstrate the ability to work in and contribute to a positive team environment.
- Assist in other store functions as needed.
- Contribute to establishing a repeat customer base through developing customer relationships.

Requirements:

- High school education or equivalent.
- Previous retail sales experience and/or experience working in a customer service environment is strongly preferred.
- Warehouse, logistics or operations experience desired for Stock Area positions
- Available to work retail store schedule – Sunday to Saturday.

THIS POSTING WILL BE REFRESHED EVERY 90 DAYS. YOU MAY REAPPLY TO EACH NEW POSTING. This job description is not meant to be an all-inclusive list of duties and responsibilities, but constitutes a general definition of the position's scope and function in the company. EEO/AA Employer/Vets/Disabled/Race/Ethnicity/Gender/Age

Apply online at

<http://ch.tbe.taleo.net/CH04/ats/careers/requisition.jsp?org=COLUMBIA&cws=1&rid=8784&source=Indeed>

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Front Office Coordinator

Location: Chicago

Job Code: FOC

of Openings: 4

Duties and Responsibilities: •Greet patients and visitors in a prompt, courteous and helpful manner. •Checks in patients as they arrive to the facility. •Verify and updates patients address, telephone number, insurance information, and any necessary information in the computer. •Reviews and collects patient's insurance benefits and information with patients prior to initial appointment. •Prepares patient charts for the following day which includes preparing all "new patient" documentation as well as updating information for "established patients". •Promptly answers incoming phone calls and triages calls as needed. •Calls insurance companies, worker's compensation adjusters and attorneys to verify patient coverage for therapy. •Handles patient check out, collecting co-pays and making return appointments. •Keeps a daily collection sheet of all co-pays and totals cash, checks, and credit cards at the end of each day. Copies all checks and collection sheet for billing; responsible for reconciliation of daily receivables. •Prepares certified medical records as requested by insurance carriers, patients and attorneys. •Assists patients with ambulatory difficulties, i.e., obtaining wheelchairs, etc. •Maintains waiting room (coffee and magazines) in neat and orderly fashion. •Manages daily therapist schedule. •Assists physical therapy team with daily tasks as necessary.

Skills:

Strong communication skills

Excellent customer service skills

Excellent computer skills (Outlook, Word, Excel, etc.)

Ability to use MS office software, photocopy, fax and scanning machines.

Ability to learn and operate Electronic Medical Records Software

Education/Experience:

Associates Degree; or 3-5 years prior experience required.

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.

Please apply and attach resumes @ <http://acctherapy.com/careers.php>

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Office Assistant

Greater West Town Community Development Project

Position Overview: Under the general direction of the Adult Employment Unit Manager the Office Assistant will perform duties in support of the day-to-day operations for the program. Manages daily scheduling, intake and assessment processes for English and Spanish speaking clients. Routinely works with three Employment Specialist and agency staff to support program administrative needs.

Position Responsibilities:

- Prepare Intake applications packets weekly for client intake process
- Coordinates Intake Process to support the first contact with potential clients. Scheduling client appointments and providing information on supporting documents needed for client enrollment
- Provide GWTP Orientation to enhance service opportunities for potential clients. Answers phones; to direct and or provide information to potential clients related to services and program requirements
- Conducts Client Satisfaction Survey and submits monthly reports to quantify quality of service
- Refer Spanish speaking clients with language barriers to appropriate ES staff
- Daily enter client intake information in internal data tracking system; tracking potential clients in IWDS, Selective Services and IL workNet sites.
- Maintain and update client information in internal database
- Maintain filing system for Intake, Placements and other client related information, securing files for safekeeping
- Create and coordinate external communication with clients, employers, affiliates and other stakeholders through the use of EBlast, email, Constant Contact and other forms of marketing information. Develops and submits monthly report to evaluate impact of recruitment strategies
- Assist clients in Resource Room and Online Job Applications workshops
- Assist ES staff with the organizing and implementation of employer hiring events.
- Support the collection of VOEs for contracts
- Provide administrative support to ADU Manager as needed
- Attends required training and meetings approved by Unit Manager

Qualifications and Requirements: Minimum of BA, BS degree or equivalent with a minimum of two years' experience working as a clerical/office assistant preferred. Bilingual (Spanish and English) preferred and Cultural competency required to work with diverse population. Computer skills including competency in Microsoft Windows, PowerPoint, Publisher and use of social media required.

Greater West Town Community Development Project
790 N. Milwaukee Ave., Chicago, IL 60642

Inquire at http://careers.npo.net/jobs/6668668/office-assistant?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Office Services Clerk

Date Posted: 03 December 2014

Business Services Chicago

Description

Immediate Supervisor: Office Services Manager/FLSA Status: Non-Exempt

Position summary: Operate one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, postage machine, facsimile, or other office machines. Support mail, fax, reception, facilities, reproduction and kitchen coordinator positions. Send and receive facsimiles upon request, and distribute as required. Duties may also include keeping necessary records and completed forms

Skills:

Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times

Reading Comprehension - Understanding written sentences and paragraphs in work related documents

Service Orientation - Actively looking for ways to help people

Speaking - Talking to others to convey information effectively

Time Management - Managing one's own time and the time of others

Quality Control Analysis - Conducting tests and inspections of products, services, or processes to evaluate quality or performance

Experience Required

Education and Experience: High school diploma or equivalent; preferred one year experience working in a support services department, particularly in the areas of reproduction, mail, and facsimile

Physical Requirements: Ability to lift a minimum of 75 pounds as needed; Fine hand manipulation (typing, dialing, filing); Sitting/standing/walking/stooping; Push cart; long hours

This job description is not a contract or employment agreement. The Firm reserves the right to change this job description without prior notice to the employee.

Apply online at

http://www.bakermckenzie.com/ChicagoOfficeServicesClerk/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Job Title: Executive II - Opt J3

Agency: Juvenile Justice

Closing Date/Time: Mon. 12/15/14 4:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDJJ27-00-14-0017

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Regional Administrator of the Northern Aftercare Region (SPSA), serves as the Statewide Administrator of Juvenile Interstate Compact; processes all discharges of youth from the Illinois Department of Juvenile Justice Aftercare/Parole system; facilitates return of non-delinquent runaways to the youths' home state; processes medical card applications for all youth in the Illinois Juvenile Aftercare/Parole System.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration; requires two years of responsible administrative experience in a public or business organization; requires extensive knowledge of the principles and practices of public and business administration; requires working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches and between the State and higher and lower levels of government; requires working knowledge of the principles of governmental accounting, program budgeting, personal statistics, and procurement.

Work Hours & Location/Agency Contact: Working Hours: 8:30 AM to 5:00 PM Mon-Fri
Work Location: 100 N. Western Ave. Chicago, IL 60612
Agency Contact: Robert Huck - Human Resources Representative
Illinois Department of Juvenile Justice 707 N 15th St., Springfield IL 62702
217-557-1030 ext. 3025 Fax: 217-557-1107

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 J3 - Dept Of Juvenile Justice

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Position: Package Handler - Part-Time

- Job Group: Manual Operations
- Location: CHICAGO, IL 60607 - Chicago (Downtown)
- Sunrise (3:00 AM - 9:00 AM)

JOB DESCRIPTION:

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Inquire & apply at

<https://ups.managehr.com/screening/hourly/apply.aspx?l=ILJEF&p=1&src=P4307&ref=63870153>

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Title: Maintenance Technician/Handyperson

Business Unit: Related Management

Location: The Grant (One Museum Park West)

City: Chicago

Metro Area: Chicago/Gary/Kenosha

State: IL

Postal Code: 60605

Functional Area: Maintenance

Requisition Number: 456073

First Open Date: 11/24/2014

Description:

Industry leader, Related Management, has a great career opportunity for a skilled, dedicated Maintenance Technician at our luxury residential building in Chicago.

Tell us why you should be the next important member of our team who will help us deliver outstanding customer service in all areas of building maintenance and operations.

Qualifications:

- Highly motivated service-oriented self starter.
- Strong people/communication skills.
- Skilled in HVAC, electrical repair, carpentry, plumbing, painting, and drywall.
- Good problem solving ability.
- Certification of completion of the Helper A course work through SCIU – Local 1.
- Additional certificates in plumbing, electrical and carpentry preferred.

Equal Opportunity Employer We do not discriminate on the basis of disability.

Apply online at

<https://www.peopleanswers.com/pa/testExternalPortalPositionDetails.do?companyId=432&cjbc=496329&positionPositionTypeId=249450&companyGeographyId=145727&languageId=1&src=962938&job=724793%3A1-145727>

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Job Title: Health Facilities Surveyor I - Opt 1

Agency: Public Health

Closing Date/Time: Tue. 12/16/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 4

Plan/BU: RC062

Bid ID#: See Below

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs progressively responsible institutional health and safety surveys to assure compliance with applicable rules and regulations at long term care facilities. Prepares reports of field surveys. Investigates institutional complaints; collects and prepares data. Explains and interprets State laws, Department rules and regulations, policies and procedures as they relate to institutional health and safety to providers and other parties.

Minimum Requirements:

Requires completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences, supplemented by one year professional experience in environmental health sanitation or in a health care facility. Requires ability to conduct the survey process effectively and efficiently, including the evaluation of the environment, records and care and service delivered by the health care provider, identifying areas of non-compliance, problems and discrepancies, and determining possible resolution or action. Prefers Long Term Care experience.

Job Numbers: IDPH 80382, 80383, 80384, and 80385

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulations

Division of Long Term Care Field Operations 4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761 Ph: 217-785-2031 Fax: 217-785-2038

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

Option 1 - Environmental Health

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Job Title: Social Service Community Planner

Agency: Children & Family Services

Closing Date/Time: Tue. 12/16/14 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 1464004-649425

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, processes requests for day care services for eligible clients; initiates billing and payment documentation for such services and maintains appropriate monitoring and service level reports; serves as a resource for Department and private agency staff, as well as daycare providers, clients, and foster parents with regard to daycare policies, procedures, and payment regulations.

Minimum Requirements:

Requires experience of residence in the community serviced by the demonstration project or a similar community; requires meaningful work experience which has contributed to the development of the following knowledge, skills, and abilities: 1) working knowledge of community conditions; 2) working knowledge of community organizations; 3) ability to participate in planning and program design; 4) ability to communicate ideas in written and oral form; requires ability to use computer and software; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday - Friday

Location: Chicago, IL

Supervisor: Frank Butero

Contact: Michele Shoultz-Hughes 406 E Monroe, Station 373 Springfield, IL 62701
(217) 558-0502 (phone) (217) 524-3970 (fax)

ALL BIDS SHOULD BE SENT TO THE CONTACT PERSON ABOVE AND MUST BE RECEIVED BY 5:00 P.M. ON THE DATE OF CLOSING.

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: Administrative Assistant III

Department: MSP C/V Thoracic Surgery

Shift: 1st

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

Specialty: Thoracic Surgery, General

Job Number: 2014-2363

Job Description:

Are you a well-organized and proficient Administrative Professional with exceptional customer service and computer skills that is looking for a new opportunity to join a great team? If this describes you, you may be the right candidate for the Administrative Assistant III position in the Cardiovascular Surgery Department!

Acts a liaison between the Chief/attending physicians and faculty, fellows, students, patients, the Department of Medicine, Office of the Dean, Philanthropy and Communication, Public Relations, Office of Research Administration, Legal Affairs, Office of Continuing Medical Education, cardiology divisions at Chicago area institutions, RUMG, vendors and the general public. Exercises confidentiality related to faculty interactions, schedules, personal and professional status.

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

Position Qualifications Include:

High school diploma required. College coursework preferred.

1-3 years professional medical office experience preferred

Basic knowledge of and CPT and ICD9 codes.

Intermediate to advanced computer skills in Word, Excel/Access, PowerPoint and Outlook Calendar.

Excellent customer service and interpersonal skills

Attention to detail and accuracy

Ability to utilize EPIC

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141203100037&

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Job Title: Clinical Social Worker - LCSW

Department: Psychiatry Admin
Shift: 1st
Full/Part: Type 1 (72-80 Hrs/PP)
Specialty: Psychiatry
Job Number: 2014-2361

Job Description: Are you seeking an opportunity to bring your Counseling talents to assist Veterans and their Families? Consider a Full-Time Clinical Social Worker position in a brand new program.

Position Qualifications Include:

Current licensure as a Clinical Professional Counselor (LCPC), Clinical Social Worker (LCSW) or Marriage and Family Therapist (LMFT) required, as appropriate for assigned patient focus group.

Master's degree in psychology, social work or applied behavioral science required.

2-5 years of post-license experience as a member of a psychiatric treatment team in an outpatient setting under licensed supervision.

In-depth experience working with one or more of the following patient groups required: family, children, couples or veterans.

Previous work with service members, veterans and their families strongly preferred

Strong active listening, critical thinking, judgment and decision making skills required.

Excellent verbal/written communication, interpersonal and organizational skills.

Proficiency with MS Office Suite

Ability to sense problems or potential problems, ability to apply inductive and deductive reasoning to information received and identifying relationships between seemingly unrelated events/information.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20141203111446&

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Tow Truck Operator / Tire Repairman Requisition ID: 00116834

Organization: Forest Preserve District

Work Locations: 2199 S. 1st Avenue

Job Posting: Dec 3, 2014, 12:01:00 AM Closing Date: Dec 16, 2014, 11:59:00 PM

Full-time A.M. P.M.

Posting Salary: \$52,832.00 Yearly

Forest Preserve District of Cook County

Minimum Qualifications: Must possess a high school diploma, GED, or higher and three (3) or more years of full-time work experience in tow truck driving and two (2) or more years of full-time work experience in repairing vehicle or heavy equipment tires. Must possess current valid Class A Commercial Driver's License. Possession of certification or higher degree in automotive technology or a substantially similar area. Possession of a current towing and recovery certification.

Veteran's Preference: When applying for employment with the Forest Preserve District of Cook County, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days or during War Time. To take advantage of this preference, a Veteran must: Meet the minimum qualifications for the position. Identify themselves as a Veteran on their employment application by answering Yes to the question "Are you a military veteran?"

Attach a copy of their DD 214, DD 215, or NGB 22 (Notice of Separation) at the time of application by uploading it as part of your application. If there are multiple DD 214s, DD 215s, or NGB 22s, please submit the one with the latest date. Coast Guard must submit a certified copy of the military separation from either the Department of Transportation (before 911) or the Department of Homeland Security (after 911). Veteran must provide original applicable discharge papers at time of interview.

PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW. MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

Apply online at <https://cookcountyil.taleo.net/careersection/400/jobdetail.ftl>

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Dispatcher in Chicago Illinois United States

Avis Budget Group

Avis Budget Group is an action-packed, high energy workplace where things move forward everyday. We are a global leader in the travel services industry operating two of the most recognized brands in the vehicle rental business. We are customer-led, service-driven, and offer a friendly and collaborative work environment. From our best in class recognition for top sales performance to our CEO acknowledgement for outstanding customer service in operations, we take the time to highlight a job well done. This exciting position will interface daily with rental operations managers and fleet managers to ensure proper identification and movement of rental car fleet.

Responsibilities will include but not be limited to: Executing daily fleet plans and tracking/monitoring all aspects of vehicle transfer. The successful candidate will be an integral part of the de-fleeting process, including transportation and operations pipeline. The Company reserves the right to add or change these duties at any time.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/dispatcher/55C90FEBA7E54D109FC477A42A9CF671/job/>

HOME HEALTH AIDE HH

Facility Presence Home Care - Chicago

Department HOME HEALTH AIDES

Schedule Full-time

Shift: Day shift Hours: 8am to 4:30 pm

Location Chicago, IL

Req Number 131527

Job Details The Home Health Aide is a paraprofessional member of the Hospice team who works under the supervision of a Registered Nurse or Therapist and performs various personal care services as necessary to meet the patient's/client's needs. The home health aide is responsible for observing patients/clients, reporting these observations and documenting observations and care performed. The Home Health Aide will be assigned in a manager which promotes quality, continuity and safety of a patient's/client's care. Candidates must meet training requirements in accordance with State and Federal laws. Candidates must possess and maintain CPR certification, and be able to travel to multiple locations to conduct home visits.

Skills: Certified Nursing Assistant, experience in Home Health is preferred, CPR Certification, willingness to travel, EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=679799>

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