



Job Title: Technical Advisor I

Agency: Healthcare & Family Services

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

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: GC0042

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, conducts hearings and drafts recommended decisions on appeals filed by clients of the Department of Healthcare and Family Services (HFS) and other departments on disqualification requests and on petitions filed by responsible relatives; reviews evidence, policy, and other pertinent material; drafts and submits recommended decisions; reads and analyzes previous appeals, documents, policy statements, rules and regulations to prepare for hearings; organizes analysis for review by supervisor; travels statewide to conduct hearings.

Minimum Requirements:

Requires graduation from a recognized law school. Requires ability to travel statewide.

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

Location: Office of General Counsel 401 South Clinton, 6th Floor Chicago, Illinois

Contact Person: Leslie Rusciolelli

Bureau of Personnel

2946 Old Rochester Road

Springfield, Illinois 62703

217-782-3328 Office

217-557-5381 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).

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Job Title: Natural Resources Coordinator - Opt 5

Agency: Natural Resources

Closing Date/Time: Mon. 12/16/13 5:00 PM Central Time

Salary: \$3,718.00 - \$5,491.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 12-32-4549

Minimum Requirements:

Requires a Bachelor's degree in outdoor recreation or a related natural science supplemented by one year of directly related professional experience and a valid Illinois driver's license. Requires elementary knowledge of Division objectives, policies, programs, and services and State and Federal laws, rules and regulations pertaining to outdoor recreation; elementary knowledge of public relations principle and techniques, audio/visual and other interpretive methods theories and practices; elementary knowledge of budgetary planning; ability to establish and maintain satisfactory working relationships; ability to provide task related direction and assistance to seasonal or intermittent employees; ability to deliver planned and impromptu informational presentations and require ability to develop the core site interpretive program.

Work Hours & Location/Agency Contact: WORK HOURS January 15 - October 31:
8:00 am - 4:00 pm, Tuesday - Saturday. Sunday & Monday off.

November 1 - January 14:

7:30 am - 3:30 pm, Tuesday - Saturday. Sunday & Monday off.

WORK LOCATION Kankakee River State Park

5314 West Route 102 Bourbonnais, IL 60914

WHERE TO APPLY Kankakee River State Park ATTN: Kathy Pangle

5314 West Route 102 Bourbonnais, IL 60914

Phone: 815.933.1383 Fax: 815.933.9809

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 5 - Resource Interpreter

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Title: CRC-I

Program: Community Corrections

Location: Crossroads and North Lawndale Adult Transition Centers, Chicago, IL

JOB DESCRIPTION:

The CRC-I is an entry level security position that is responsible for the safety and security needs of the residents, staff and visitors at the two all-male residential correctional facilities on Chicago's Westside.

- Direct supervision, monitoring and safety of residents.
- Control and custody of residents.
- Ensures the safety of all persons and property coming into contact with the centers.
- Manages an assigned post or function.
- Ensures that the maintenance or other duties assigned to the residents are completed in a timely manner.

QUALIFICATIONS:

- Ability to work a flexible schedule
- Ability to work mandatory overtime.
- Must have a valid driver's license.
- Excellent interpersonal and people skills.
- Excellent verbal, reading comprehension and writing skills.
- Professional demeanor.
- Good work ethic.

ACADEMIC BACKGROUND:

- High School diploma or GED required.
- Previous experience in corrections/law enforcement preferred.

Safer Foundation is a drug-free workplace.

EOE/AA/M/F/D/V

To apply for this position, please click:

<https://home.eease.adp.com/recruit/?id=7354001>

Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt.

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Commercial Lending Appraisal & Compliance Officer

The Commercial Lending Appraisal & Compliance Officer will be responsible for supervising the Commercial Lending Real Estate Appraisal and Evaluation process and ensuring compliance with government laws, rules and regulations in the Commercial Lending area.

DUTIES AND RESPONSIBILITIES

Maintain thorough and up-to-date knowledge of all Bank regulators' valuation guidelines, Bank guidelines, products and system that are pertinent to the appraisal, valuation, and appraisal review process.

Manage and prioritize pipelines of pending collateral valuations including, but not limited to, real estate appraisals, technical appraisal reviews, compliance appraisal reviews and real estate evaluations.

Manage and perform reviews/monitoring of the real estate appraisal database.

Perform review of all commercial loan write-ups to ensure compliance with Bank's appraisal policy.

Manage and oversee approved list of real estate appraisers and the appraisal review scorecard process.

Perform on-site visits of real estate collateral as needed, with customer contact.

Position will require on-the-job training as well as workshops and/or classes on (i) appraisals, evaluations and review; (ii) compliance matters to enhance knowledge and expertise.

Ensure the Commercial Lending department is in compliance with various compliance matters including all state and federal laws, rules, regulations, and guidance.

QUALIFICATIONS

Bachelor's degree required.

Appraisal, commercial lending, and compliance experience preferred.

Must have strong written and verbal communication skills as this position requires interaction with real estate appraisers, legal staff, senior management and Bank's regulators.

Excellent organizational skills are required to ensure the establishment of a successful appraisal program.

Strong knowledge of Microsoft Office products.

Regular local travel for on-site property inspections may be required throughout the Chicagoland area. Occasional non-local travel for site inspections and training may be required. Typical hours are Monday-Friday 9:00 a.m. to 2 p.m.

Apply online at <http://cj.chicagojobs.com/job/il/elk-grove-village/commercial-lending-appraisal-compliance-officer---elk-grove-village-A7291-01PX>

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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 – General

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1347012-474332

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 830a-5p
LOCATION: 1755 LAKE COOK ROAD DEERFIELD, IL 60015 SUPERVISOR: J. Joseph

AGENCY CONTACT: SUE ALLEN-OATES
100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60602
FAX # (312)814-7134

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: Office Coordinator - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

\$35,616.00 - \$49,680.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-71356

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Medical Field Services Office of the Division of Community Operations, DHS. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

Minimum Requirements:

Option 2: Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30am – 5:00pm
Medical Field Operations 1112 S Wabash Chicago, IL 60605

Please submit applications to: Anne Mitchell

Bureau of Employee Services

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

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

Option 2 - Typing

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REG/OFFICE ASSISTANT

Facility Presence Medical Group - Chicago & North Suburbs
Department RMG ADMIN FLOAT POOL
Location Chicago, IL
Req Number 124639

Job Details: This position is located in Norridge Illinois.

Human Resources Department is looking for an energetic, detail oriented, fast learner, able to function well in a fast paced environment. Responsibilities for this position includes but are not limited too:

1. Collects, records, assembles information, sorts documents, processes and tracks general departmental paperwork.
2. Performs general clerical support for department; filing, copying, faxing and data entry.
3. Assists in the care and maintenance of office equipment and maintains inventory of supplies.
4. Responds to general employee inquires as needed. Must be proficient in Microsoft Office, must have experience working in a professional setting. Must be able to demonstrate a high level of customer service with various levels of the organization. Must have 1-3 years working in an office setting. Human Resources experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=176838>

REG/REGISTRAR

Facility Presence Saint Joseph Hospital - Chicago
Department PATIENT ACCESS
Schedule Registry/PRN/Flex
Shift PM/Night rotation
Location Chicago, IL
Req Number 123135

Job Details SAINT JOSEPH HOSPITAL- CHICAGO

Rotating: 3pm-11& 11p-7 - Patient Access

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

Requirements:

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

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

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Job Title: Rehabilitation Case Coordinator I - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC I OPT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762
Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

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 MC - Manual Communicatn Skill

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: Technical Advisor Advanced Program Specialist

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: DFPR 8273

Minimum Requirements: Requires graduation from a recognized law school; the possession of a license to practice law in Illinois; and, three years professional experience in the practice of law in the area of administrative and regulatory law. Requires thorough knowledge of common law of the state and federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; and, of professional licensing laws. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review work relating to complicated legal problems; to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports or decisions. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Prefers ability to maintain and manage individual caseload. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
DFPR/Professional Regulation/State-wide Enforcement/Prosecutions/Business
100 W. Randolph St. Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
FAX: 217-782-9925 / Phone: 217-782-6239

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Busperson

<http://HILTON.contacthr.com/31784327>

Hilton Job ID: FOO018HD

Location Name: The Drake Hotel

Location Address: 140 E. Walton Place, Chicago, IL, USA

Full/Part Time: Full-time

Organization Hilton

Brand

A Busperson with Hilton Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.
- Ensure tableware is in good and working condition and report any defects for repair
- Stock, maintain and clean designated food station(s)
- Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Apply online at <http://jobs.hiltonworldwide.com/en/jobs/descriptions/busperson-job-chicago-illinois-4096310?cntry=united-states>

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Job Title: Veterans Nursing Assistant - Certified - PART-TIME

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$2,893.00 - \$4,043.00 monthly

Job Type: Part-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-76475-2W2-PT

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs; prepares and maintains records and reports. Performs routine cleaning and organization of resident units and equipment including: storage areas, beds, closets, bedside tables and furnishings.

Minimum Requirements:

In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing." Requires working knowledge of principles or accurate observation and recording; usage, cleaning and storage of equipment; safety rules for transferring residents and utilization of good body mechanics. Requires ability to follow written and oral instructions from licensed personnel; to complete work assignments including required flow sheets and documentation; to maintain courteous, cooperative relationships with residents, families, visitors and staff.

Work Hours & Location/Agency Contact: 3:00pm-11:00pm - PART-TIME: 24 hrs per wk

Work: Saturday, Sunday and Thursday Off: Monday, Tuesday, Wednesday and Friday

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

Contact: 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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College Administrative Assistant I - MAL0000173

Primary Objective: Under general supervision, performs administrative, personnel and or fiscal services in a college administrative unit; and performs related duties as required.

- Performs and oversees the performance of the personnel functions for the college administration.
- Performs calculations and compiles pertinent data required for budgetary and fiscal reports; assists in the preparation of budgets and the allocation of program funds.
- Maintains a liaison between administration, faculty and students.
- Composes correspondence and assists in the formulation of personnel practices and procedures.
- Reviews material, supply and equipment requisitions and prepares expense vouchers.
- Conducts studies to improve the efficiency of the operations within an organizational unit.
- May assist in the interview process of applicants for clerical staff positions.
- Performs related duties as required.

Qualifications

- Graduation from high school or the equivalent is required; two years of college supplemented by at least two years of progressively responsible clerical and administrative experience; or an equivalent combination of training or experience.
- Considerable knowledge of the principles and practices of public and business administration.
- Considerable knowledge of department practices and procedures. Good knowledge of general office computer software.
- Ability to work and interact with the general public and college personnel. Ability to speak and write effectively. Ability to plan, assign and supervise administrative and clerical tasks.
- Good organizational skills.
- Good verbal and written communication skills.
- Good computer and keyboarding skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=27760>

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Fleet Service Clerk - 11382

Fleet Service Clerks also clean and service cabin interiors with equipment and supplies by reaching, bending and twisting in confined spaces. Fleet Service Clerks hand clean the interior of aircraft including meal trays, lavatories, overhead storage bins and buffets. When cleaning and servicing cabin interiors Fleet Service Clerks will use powered equipment, such as cargoveyors, industrial tractors, forklifts, and motor scooters. Clerks will also manually operate equipment such as hand trucks, lavatory service carts, cargo and baggage carts. Job Requirements Candidates must be able to read, write, fluently speak and understand the English language, and in Caribbean bases, Spanish is also desirable. Candidates must be willing and able to work rotating shifts, including nights, weekends and holidays. Must be able to report to work on a regular and timely basis.

Minimum Age: 18 Education: High school diploma or equivalent
License: Valid driver's license

Physical Requirements: Must be able to perform job duties in variable weather conditions as well as environmental conditions such as engine fumes, vehicle emissions, dust and engine noise. Must be able to drive vehicles with gross weight of 3,000 to 8,000 lbs. in areas congested with aircraft, moving and stationary vehicles and equipment as well as positioning vehicle up to aircraft requiring depth perception and the ability to distinguish color, red, green and yellow as well as judge distances. Ability to carry supplies weighing up to 75 lbs. on-board aircraft as well as lift refuse containers weighing up to 35-50 lbs is required.

Salary: All Fleet Service Clerk wages are governed by the contract agreed upon between American Eagle and the Transport Workers Union (TWU).

Employment Requirements: Must possess the legal right to work in the United States. Federal law requires American Eagle to determine an applicant's history of Department of Transportation (DOT) drug and/or alcohol violation(s) or refusal(s) to test before hiring him/her into a safety-sensitive position. This position may be subject to DOT testing. If applicable to the position, a candidate must fulfill a fingerprint-based criminal background check to qualify for unescorted access privileges to airport security identification display areas (SIDA). Candidates must also be able to secure appropriate airport authority and/or US customs security badges, if applicable.

American Eagle Airlines is an Equal Opportunity Employer.

Apply online at

https://americaneaglecareers.hua.hrsmart.com/ats/js_job_details.php?reqid=11382&site_id=148

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

Job: Restaurant -United States
Schedule: Full Time

Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for assisting Servers, Bartenders, and Host in providing efficient and courteous Food & Beverage service to all guests.

Job ID: CHI001175-EN

Job Requirements:

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 guests. •Ability to compute basic mathematical calculations. •Ability to provide legible written communication.

Desirable: •Food Hygiene certificate. •First aid awareness.
• Possess a friendly, upbeat & outgoing personality.

Essential Skills:

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

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

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ACCOUNT BILL ANALYST PFS

Facility Presence Health - Corporate Office
Department BEHAVIORAL HEALTH FINANCE
Schedule Full-time
Shift Day shift Hours 8:00 am - 4:30 pm Mon-Fri
Location Chicago, IL
Req Number 122828

Job Details: Verifies reimbursement resources and patient financial responsibility for services. Interviews patients and performs financial counseling for outstanding balances. Offers opportunities for payment, secures payment or contract for payment, initiates application for medical presumptive eligibility (mope), childcare and charity care as necessary. Acts as a liaison between the clinic and public assistance case manager. Qualifications are high school diploma or equivalent, associates degree strongly preferred. One year of experience required in related field. Strong knowledge of state health care reimbursement programs. Strong knowledge of insurance plans (e.g. Medicare, Medicaid, childcare, HMOs, etc.) Experience in hospital based and/or satellite clinics preferred. This job location is in Broadview.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=418416>

ACCOUNTS PAYABLE CLERK

Facility Presence Health Corporate - Frankfort
Department PH FINANCE
Schedule Full-time
Shift Day shift
Hours 8:30a - 5:00p
Location Frankfort, IL
Req Number 123945

Job Details Please note: This position will be located at Presence Mercy Medical Center in Aurora, IL.

SUMMARY: You will be responsible for processing vendor invoices for payment and related activities.

Education and/or Experience: High School Diploma or equivalent. Three (3) years Accounts Payable experience or College Accounting coursework may substitute for experience (completion of Accounting I and II, and Intermediate Accounting I).
Computer Skills. Microsoft Office applications. Experience with Meditech software preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=345064>

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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

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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ASSISTANT TEACHER

Facility Presence Behavioral Health
Department CHILD DEVELOPMENT CENTER
Schedule Casual/ Part-time (no benefits)
Shift Day shift
Hours 7:30-5
Location Chicago, IL
Req Number 124486

Job Details

Assists the Teacher in implementing the Child Care Curriculum within the framework of a developmental philosophy. Activities are designed to meet the emotional, social, cognitive, and physical needs of the children. A minimum of one year of classroom experience is preferred. Bilingual in Spanish is highly preferred. This job location is in Bellwood.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=825499>

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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CODER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC HEALTH INFO MGMT
Schedule Full-time
Shift Day shift
Hours 8-430pm
Location Joliet, IL
Req Number 123984

Job Details

Recruiting for inpatient coders with 2-3 years experience coding inpatient accounts with emphasis on Medicare coding. The level of knowledge and experience equivalent to that acquired through 2 years of college-level training in Medical Terminology, Anatomy and Physiology, basic ICD-9-CM and CPT-4 Classification Systems.
RHIT Certification required.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=809918>

OFFICE COORDINATOR

Facility Presence Saint Joseph Hospital - Elgin
Department PSJH RADIATION THERAPY
Schedule Part-time (benefits eligible)
Shift Day shift
Hours 8-4
Location Elgin, IL
Req Number 123356

Job Details Summary

Under the direction of the Director, coordinates the daily clerical operations in the MRCC Department which includes: interactions with patients, families, physicians, and healthcare staff including both internally and externally with Service Excellence Standards.

Education and/or Experience

High School graduate with hospital, outpatient, or medical office experience. Must be able to use critical thinking skills in scheduling of appointments. Meditech experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=503337>

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