



## **FOOD SERVICE WORKER**

Facility Presence Resurrection Medical Center

Department FOOD SERVICES

Req Number 129491A

Status: Part-Time, benefits eligible

Shift: 4 hour shift

Weekends: Rotating

Work Hours: 6:00am 10:00am

On Call: No

Location: Presence Resurrection Medical Center

7435 W. Talcott Avenue

Chicago, IL 60631

### Summary:

The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom.

### Essential Duties include, but are not limited to:

- Ensures that proper food service is provided correctly to patients and employees utilizing patient menus, portion charts, and proper serving utensils. Replenishes supplies in work area throughout the shift and resets stations for next shift.
- Prepares and serves food in a safe and sanitary manner ensuring all safety and sanitation procedures are followed in accordance with HACCP principles.

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.

### Education and/or Experience:

- No formal education required - 1-2 years experience preferred

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small. Visit [presencehealth.org](http://presencehealth.org) to learn more.

EOE of Minorities/Females/Vets/Disability

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**Job Title: Machine Operator**  
Department: Quick Copy Center  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Specialty:  
Job Number: 2014-2313

**Job Description:**

The Quick Copy Center at Rush University Medical Center is looking to add a Machine Operator with excellent customer service skills!

**Position Highlights:**

The Copy and Print Center provides a variety of services to Rush faculty, staff, students, departments and student organizations. The Machine Operator provides a large volume of full service copy and print operations within stringent deadlines. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma/GED required.

Previous machine operation and maintenance experience preferred.

Previous print shop experience strongly preferred.

Previous experience in page composition, binding, finishing preferred.

Previous cash handling experience preferred.

Basic computer skills required.

Strong verbal and written communication and customer service skills required to effectively interact with customers required.

Ability to lift a minimum of 50 pounds.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=2014120311152&&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=2014120311152&&)

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**Title: Concierge/Doorperson**

Business Unit: Related Management

Location: Lake Shore Drive

City: Chicago

Metro Area: Chicago

State: IL

Functional Area: Resident Services

Requisition Number: 703377

First Open Date: 11/20/2014

**Description:**

Related Management, a premier national real estate management company, seeks an exceptional lobby staff person for our luxury high-rise residential property in Chicago, Illinois.

Applicants must have superior customer service skills and the ability to set a positive example of service and integrity at all times.

You will be responsible for ensuring a professional and courteous environment for residents at their assigned locations, meeting and greeting residents and their guests, deliveries administration, general lobby access control/monitoring, door services and performing other applicable lobby responsibilities.

**Requirements:**

Prior guest services, customer service or resident services experience in a luxury residential building or hotel required; effective written, oral and interpersonal skills; working knowledge of computers; the ability to handle assigned levels of responsibility; the ability to apply good judgment and maintain composure in high pressured situations; high school diploma or equivalent, some college course work preferred; must have the ability to maintain our company's professional standards.

Salary: \$15.60 per hour

Apply online at

<https://www.peopleanswers.com/pa/testExternalPortalPositionDetails.do?companyId=432&cjbc=496329&positionPositionTypeId=249053&companyGeographyId=134568&languageId=1&src=962938&job=168682%3A1-134568>

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**Title: Janitor/Porter**

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: 806450  
First Open Date: 11/24/2014

Description: Related Management has a great career opportunity for a skilled, dedicated Janitor at a 298 unit luxury condominium in Chicago, IL. As an employer of choice, Related offers a generous benefit package

**Qualifications:**

Janitor works with maintenance staff in ensuring the upkeep and cleanliness of the site. Ensures all building interiors remain clean and free of debris. Interior areas of focus include but are not limited to hallways, stairwells, laundry rooms, basements and crawlspaces.

Janitor will wax and polish floors as necessary and is responsible for keeping walkways & grounds free of trash and debris as well.

The Janitor will also participate in the stand by emergency schedule for holiday, evening, or weekend coverage and at times, janitors will deliver notices and newsletters, and perform other duties as assigned.

**Requirements:**

A successful candidate must possess excellent customer service skills, work well within a team, yet be able to work independently. They must appreciate cleanliness, and be physically capable of lifting up to 50 pounds. 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.

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=249455&companyGeographyId=145727&languageId=1&src=962938&job=855045%3A1-145727>

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## **Support Assistant**

Acinform - Chicago, IL

Acinform is a place when you can grow professionally and personally. Our industry knowledge and experience combined with our comprehensive service and product range enables us to provide our customers with integrated, innovative delivery and logistics offerings.

On offer:

Career Progression

Globally Renowned Freight Forwarder and Logistics provider

Friendly Team

We are looking for a passionate and motivated Support Assistant to join our team. This is a great opportunity to take your career to the next level with a multinational company. Our company operates globally and has extensive operations. We offer a great company culture and strong commitment to personal development. You won't need industry experience, just confidence, initiative, enthusiasm, ambition and you'll also be given the opportunity to move forward along the company.

Our continued success means that our team is growing therefore we want you to be a part of our team and help develop our business even further.

The successful applicant will possess:

Can-do attitude

Strong attention to detail and the application of procedures

Ability to work autonomously and with high degree of self initiative

Ability to manage a range of activities in a busy and fast-changing operating environment

Strong verbal and good written communication skills

Ability to work as part of a team

Problem solver

Being flexible

Patient

If this is the opportunity you have been looking for then you must submit your resume to us. An opportunity to work for such a company within the working hours is rare, so why hesitate? Apply today at <http://www.indeed.com/cmp/Acinform/jobs/Support-Assistant-95569713f141fc19>

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### **Part Time Medical Office Receptionist in an Outpatient**

Outpatient Rehab Opportunity

Location Chicago, IL 60603

Industries Healthcare Services

Job Type Part Time Employee

Years of Experience 2+ to 5 Years

Education Level : High School or equivalent

Salary: Hourly Wage

Job Reference Code 20376509

#### About the Job

Exciting opportunity for a Part Time Medical Office Receptionist in an Outpatient physical therapy clinic located in Chicago, IL. We seek a strong, experienced and dependable individual. Someone who is responsible, able to multi-task who can keep the front office running smoothly! This will be an 18-20 hour work week. If you can't work this schedule, please do not apply. This position will be part time on Mon/Wed from 7:00 am to 11:30 and on Tue/Thurs from 3:00 pm to 7:30 pm or you could work all evening shifts 3:00 pm to 7:30 pm Mon-Thurs.

#### Job Duties:

Greet patients

Answer phones

Verify current personal and financial information

Book appointments

Verify insurance benefits

Charge tickets

Filing and perform any other duties assigned

**THIS IS A HANDS ON POSITION! MUST BE ABLE TO HIT THE GROUND RUNNING!?** Must have 2+years of previous knowledge in a medical front office. Excellent telephone skills. Must be proficient in Word and Excel. Previous experience with Medical Manager, Medisoft or other medical software preferred. Team player attitude, energetic, with a focus on excellent customer service. Be flexible with your hours. Attention to detail. Time Management skills. Be Organized. We offer a competitive hourly wage. Please apply online to be considered with salary history.

We are an Equal Opportunity Employer - M/F/D/V.  
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Apply online at [http://jobview.monster.com/Medical-Receptionist-Job-Chicago-IL-US-143094717.aspx?WT.mc\\_n=Indeed\\_US&from=indeed](http://jobview.monster.com/Medical-Receptionist-Job-Chicago-IL-US-143094717.aspx?WT.mc_n=Indeed_US&from=indeed)

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## **Medical Assistant**

Heartland Alliance

Req ID: 2537

Location: Chicago - North Side

Shift: Varies

FT/PT: Full time Employment Type: Regular

Salary Schedule: BU 3

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.

- Education and/or Experience: High School Diploma or GED and graduation from an accredited school of medical assisting.
- Certificates, Licenses, Registrations: CPR certification required. American Association of Medical Assistants (AAMA) CMA Certification -or- American Medical Technologists (AMT) RMA certification preferred. Consideration will be given to candidates who have registered to take the AAMA or AMT Cortication exams.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- While performing the duties of this position, the employee may frequently be exposed to air- and/or blood-borne pathogens.
- While performing the duties of this position, the employee may be required to perform duties at off-site locations.

Heartland Alliance makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of FMLA, VESSA, military, and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV infection, in accord with the organization's AIDS Policy Statement of September 1987.

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**Job Title: Outpatient Coder - Health Information Management**

Department: Medical Records

Shift: 1st

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

Specialty: Coding

Job Number: 2014-2038

**Position Highlights:**

Accurately and independently makes decisions based on specialized knowledge and standard protocol. This includes, but is not limited to coding inpatient and outpatient. Exemplifies the Rush mission, vision, and values, and acts in accordance with Rush policies and procedures.

**Position Responsibilities:**

Assigns ICD-9-CM/CPT-4 diagnostic and procedure codes to patient charts with accuracy and attention to detail

Abstracts selected data items and enters in 3M encoder/Epic software with accuracy and attention to detail

Maintains a log of work performed

Completes other assigned duties as directed by management

**Position Qualifications Include:**

RHIA, RHIT, and/or CCS Certification required

Experience in medical record coding preferred

Knowledge of medical terminology and anatomy and physiology required

Proficient computer use and software applications Windows applications

Ability to apply local, state, and federal guidelines with attention to detail

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**Job Title: Health Information Management Clerk 2**

Department: Medical Records

Shift: 1st

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

Job Number: 2014-2165

**Job Description:** This position represents Health Information Management and RUMC internal and external to the medical center, accurately following all applicable federal, state and local guidelines for the processing of patient information. Responsible for retrieving patient records/documents for user and maintaining the record in the order designated by the department and hospital.

**Position Qualifications Include:**

High school/GED required

Medical terminology required

College courses in accounting, healthcare or secretarial courses preferred.

Prior office, healthcare, or Health Information Management experience highly desirable. Advanced math, spelling, and alphabetizing skills.

Demonstrates attention to detail and accuracy.

Proficient in computer use and software applications such as Windows ,Word, Excel, Access

Proficient in using copier and fax machine

Minimum typing skills of 15-20 wpm.

Must have legible penmanship

This position requires the ability to move and walk in various areas of the medical center.

Ability to transport charts, paper, records and items throughout the medical center.

Ability to concentrate in a fast pace environment.

Ability to lift up to 50 lbs.

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## **Courtesy Bus Driver in Chicago Illinois United States**

The Avis Budget

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

**Compensation & Benefits:** We provide a full-time or part-time schedule, hourly base pay. 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.

**Basic Qualifications/Minimum Requirements:**

Must have a high school diploma or equivalent

At least 6 months of experience in a customer service role

Valid driver's license and a good driving record with previous driving experience

Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database

Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate as mandated by state and location We provide you:

Competitive pay

Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

Paid vacations, car rental discounts & much more!

If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/1C99611AC0B54D8FAC1037CDF082D8A4/job/>

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## **Rental Sales Associate in Chicago Illinois United States**

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.

### **Basic Qualifications/Minimum Requirements:**

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

### **Compensation & Benefits:**

We provide a 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.

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

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. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

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Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/F38C4ED879DE4328B486A69219B47309/job/>

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**Job Title: Unit Clerk - 4th Rotating - Part time - Labor & Delivery**

Department: Labor & Delivery

Shift: 4th (Rotating)

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

Specialty: Labor & Delivery

Job Number: 2014-2319

**Position Highlights:**

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care. The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a part-time 20 hours per week position ROTATING between the day/evening/night and weekend shifts.

**Position Responsibilities:**

Greet customers and answer incoming telephone calls promptly and courteously  
Collaborate with Patient Placement, Patient Access, Unit Clerical Manager, and Environmental Services to ensure room readiness for patient admits or transfers  
Assume accountability for the maintenance of medical records  
Utilize complex telecommunication systems and trouble shoot all unit based communication equipment; ability to navigate systems to obtain equipment and supplies for patients, staff, and internal customers.

**Position Qualifications Include:**

High school diploma or equivalent required  
Must have knowledge of basic computer and Windows programs  
Strong problem solving and communication skills required  
Able to write legibly and perform basic mathematical calculations  
Able to type 25 words/minute or greater  
Able to handle internal and external customer interaction with courtesy, diplomacy and discretion. Work requires the ability to move throughout the Medical Center  
Work requires lifting or carrying objects up to 25 lbs.  
Shifts include providing 7 days a week, 24 hours/day, coverage as necessary  
Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Apply online at

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### **RESIDENT ASSISTANT**

Facility Presence Bethlehem Woods Retirement Community  
Department ASSISTED LIVING  
Schedule Part-time (benefits eligible)  
Shift PM/Night rotation  
Hours 2:00PM-10:00PM/10:00PM-6:00AM  
Location La Grange Park, IL  
Req Number 132707

#### Job Details

Provide assistance with activities of daily living, resident activities, resident laundry, responding to emergency calls from residents and providing a home-like caring environment. High School diploma or equivalent.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=855986>

### **ANESTHESIA TECHNICIAN**

Facility Presence Saint Francis Hospital  
Department ANESTHESIOLOGY  
Schedule Full-time  
Shift 8 hour shifts  
Hours 6:00 AM- 2:30 PM  
Location Evanston, IL  
Req Number 134041

#### Job Details

Anesthesia Technician assists the anesthesiologist with the preoperative, intraoperative and postoperative management of surgical patients.

Requirements: High school diploma or equivalent, BLS certification. EKG and at least one year experience in the field preferred.

EOE of Minorities/Females/Vets/Disability

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### **CUSTOMER SERVICE OFFICER**

Facility Presence Saint Francis Hospital  
Department SECURITY  
Schedule Part-time (benefits eligible)  
Shift Rotation  
Hours Rotation  
Location Evanston, IL  
Req Number 130865

#### Job Details

FT position, 40 hours per week. Includes weekends/holidays. Performs a variety of duties associated with visitor screening and providing information to employees, patients and visitors entering the facility. Assists security officers in maintaining a safe and secure environment by reporting unusual activities and occurrences. High school diploma or equivalent required. Previous security experience and/or training in customer services preferred. PSTN customer services course certification (within 90 days of employment). Bilingual Spanish a plus.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=522227>

### **ELECTRICIAN**

Facility Presence Saint Francis Hospital  
Department FACILITIES MANAGEMENT  
Schedule Full-time  
Shift Day shift  
Hours 7:00 am - 3:30 pm  
Location Evanston, IL  
Req Number 134486

#### Job Details

Hospital experience preferred. Experience with High Pressure boilers, computers word/excel documents, able to read and interpret drawings. Able to work alone with minimum supervision. Must be knowledgeable of generators, MTS', and ATS'.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=237812>

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### **ENV SERVICE WORKER**

Facility Presence Saint Francis Hospital  
Department ENVIRONMENTAL SERVICES  
Schedule Part-time (benefits eligible)  
Shift PM shift  
Hours 2:30PM - 11:00PM  
Location Evanston, IL  
Req Number 133444

#### 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.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=421672>

### **PATIENT CARE TECHNICIAN**

Facility Presence Saint Francis Hospital  
Department SFH 4 MAIN  
Schedule Full-time  
Shift Night shift  
Hours 10:45 pm - 7:15 am  
Location Evanston, IL  
Req Number 130412

#### Job Details

This position will work under the direction and supervision of a registered professional nurse (RN) performs duties to assist in providing high quality patient care. All duties are carried out in accordance with established policies and procedures. Requirements: 1-3 years prior experience. \* High School Diploma or equivalent. \* Certification as a Nursing Assistant required after January 2008. Phlebotomy Certification.

EOE of Minorities/Females/Vets/Disability

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### **ACCOUNTS PAYABLE SPEC**

Facility Presence Health - Corporate Office  
Department GENERAL ACCOUNTING  
Schedule Full-time  
Shift Day shift  
Hours 7:00am - 3:00pm Mon-Fri  
Location Chicago, IL  
Req Number 133710

#### **Job Details**

Processes vendor invoices for ultimate payment to vendor. Works extensively with purchasing, receiving, and vendors to resolve discrepancies. Performs audit procedures on paid files to identify any payment discrepancies. Annually compiles information for IRS Form 1099 filings for vendors.

Requirements: High School diploma or equivalent. Minimum five years direct experience in accounts payable function

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=410019>

### **Looking for qualified Servers**

Grillroom  
33 W Monroe St Lobby 3 Chicago, IL  
The Loop  
Job ID: 9069215  
Job Type: Part Time  
Shift Type: Morning, Afternoon, Night  
Compensation: Hourly + tips  
Experience: 1-3 Years  
References: Preferred  
No walkins or phone calls will be considered. Please apply online  
Job Description

Loop area Steakhouse is looking for motivated Servers. You must have prior restaurant experience.

Apply online at <http://www.shiftgig.com/job/chicago/il/server-job-openings-at-grillroom-9069215>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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**Executive Assistant**

Salary:\$21.85 to \$25.30 per hour

Location: CHICAGO, IL

Post Date: Dec 3, 2014

Employment Type: Temporary

Industry: Health

Job Order Number:01306-000128

**Description:**

Executive Assistant needed for a smaller hospital in the Chicago area. CEO of the hospital needs an Executive Assistant to help manage his daily calendar, prepare for meetings, make travel arrangements, expense reporting, timekeeping, special projects and all administrative functions. An ideal candidate would have at least 5 years of Executive Assistant experience, preferably within a hospital setting. Medical terminology is a plus. If interested please call Shannon at 312.616.0218 or email your resume to [Shannon.johnson@officeteam.com](mailto:Shannon.johnson@officeteam.com).

Strong Microsoft Outlook and Microsoft Excel knowledge required

**Requirements:**

Intermediate Typing 45-60 WPM, Intermediate Expense Reports, Intermediate Travel Arrangements, Intermediate Microsoft Excel, Intermediate Outlook. OfficeTeam is the world's leader in quickly matching skilled administrative professionals with temporary and temporary-to-full-time jobs. We have a healthcare practice that offers job opportunities within the healthcare industry for highly skilled office and administrative support professionals with healthcare industry experience. Our staffing managers connect with more than 100,000 hiring managers in North America every single week. In addition to free job search services, we provide access to free online skills training and a competitive benefits and compensation package.

Contact your local OfficeTeam office at 1.800.804.8367 or visit [www.officeteam.com](http://www.officeteam.com) to apply for this job now or find out more about other job opportunities.

All applicants applying for U.S. job openings must be authorized to work in the United States. All applicants applying for Canadian job openings must be authorized to work in Canada.

Equal Opportunity Employer M/F/Disability/Vet

Healthcare205 N. Michigan Ave

Suite 3301

Chicago, IL 60601

E-mail: [chicago.hc@officeteam.com](mailto:chicago.hc@officeteam.com)

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**Job Title: Manager, Technical Operations, News - WMAQ**

Job Number 18796BR

Business Segment Broadcast Operations

Sub-Business NBCUOTS - WMAQ

Posting Category Studio Technical Operations

It is the policy of NBCUniversal and NBCUniversal's affiliated businesses to consider all qualified applicants for employment without regard to race, color, religion, national origin, sex (including pregnancy) sexual orientation, age, disability, veteran status or other characteristics protected by law.

**Qualifications/Requirements**

- Minimum BS degree in technical discipline
- Minimum 7 years relevant broadcast industry work experience
- Minimum 2 years work experience as a Manager of personnel or technical function

**ELIGIBILITY REQUIREMENTS:**

- Must be willing to work in Chicago, IL
- Must be willing to submit a background investigation
- Must be 18 years or older
- Must have unrestricted work authorization to live in the United States

Desired Characteristics - Broad knowledge of technology including: Non-linear editing, field production

- equipment, IT infrastructure, newsroom systems and emerging newsgathering tools
- Strong knowledge and experience with microwave, satellite and cellular bonding ENG systems and live truck operation and integration
- Demonstrated leadership, supervisory and team building abilities in previous job(s)
- Very strong interpersonal skills and communication skills; effective team player
- Demonstrated skills in broadcast engineering and labor relations specifically dealing with unionized personnel and negotiations
- Excellent project management skills with the ability to manage multiple projects effectively and stay focused on core business deliverables
- Solid business acumen and understanding of business financials
- Strong customer service orientation
- Ability to productively work in complex environments
- Ability to work continually in fast-paced, high-stress environment as well as longer hours and weekends when needed.

-Interested candidates must submit a resume/CV to the job posting on [www.nbcunicareers.com](http://www.nbcunicareers.com) to be considered

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**Cash Application Rep I - Bolingbrook, IL**

Facility Presence Health - Corporate Office

Department PFS CUSTOMER SERVICE

Schedule Full-time

Shift Day shift

Hours 8:00 am - 4:30 pm

Location Chicago, IL

Req Number 133850

**Job Details**

This position is located in our Bolingbrook, IL Office location.

**SUMMARY:**

Post daily bank deposits, lock box deposits, perform data input for all payments and adjustments onto appropriate patient accounts.

**QUALIFICATIONS:**

High school diploma or equivalent.

Six months of experience in hospital billing.

Basic computer experience.

Strong customer service skills.

Excellent verbal and written communication skills (ability to communicate clearly and professionally).

Excellent interpersonal skills.

Able to work in a fast paced environment.

**PREFERRED QUALIFICATIONS:**

Microsoft Office, EPIC, McKesson and Meditech patient accounting system experience.

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Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=231134>

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**Job Title: Public Service Administrator - Opt 8N**

Agency: Public Health

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 55269

direction to surveyors on nursing care issues. Serves as working supervisor.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an Associate's Degree or a Diploma in nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires knowledge of Illinois long term care licensing and Federal Certification programs. Must be a certified federal long term care surveyor, having passed Modules A and B of the Federal Surveyor Minimum Qualification Test (SMQT). Requires a valid driver's license and must be able to travel

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

Office of Health Care Regulations Division of Long Term Care Field Operations

4212 W. St. Charles Road Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 8N - Nurse Registered II

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