



## **Mental Health Worker**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

Establish a therapeutic relationship with assigned patients. Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit. Take vital signs, weigh patients and collect routine specimens.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)  
Fax: (773) 962-0034  
Mail:  
Human Resources Department  
St. Bernard Hospital  
326 West 64th Street  
Chicago IL, 60621

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)  
please feel free to forward job leads to others



## **Patient Care Technician**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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)

please feel free to forward job leads to others



## **Manager of Pediatrics Mobile Unit**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago. Not every child who needs medical care makes it in to St. Bernard Hospital. That's why St. Bernard Hospital reaches out to them. Our Pediatrics Mobile Unit travels to Englewood-area schools, day care centers, and health fairs to provide children with the care they need.

### **Description:**

Responsible for all aspects of the Pediatrics Mobile Unit program. The Manager is also responsible for driving and mechanically maintaining the 40-foot long mobile clinic vehicle. Administer and provide oversight to the program which provides immunizations, school physicals, sports examinations, asthma screenings, and more.

EOE "A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree in Healthcare Administration or related field.

Current Illinois (Class C or CDL) drivers' license with good driving record.

Experience in driving a 40-foot long motor vehicle.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 3 year experience in the healthcare setting.

At least 1 year of relevant experience in the health care setting in a supervisory position. Excellent verbal, writing and interpersonal skills are essential.

Good computer skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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)

please feel free to forward job leads to others





## Registered Nurse

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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)

please feel free to forward job leads to others



## **Social Worker**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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)

please feel free to forward job leads to others



## **Surgical Technician**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Prepares and maintains medical equipment for surgical procedures. Follows hospital regulations and industry procedures to tend to patient during pre-operation procedures. Performs pre-operation preparations to the patient's skin, body, and medical equipment. May be required to transport patient to and from the operating room. Visits patients pre and post-operatively and reviews the medical record in the best interest of patient care.

EOE "A Tradition of Caring" since 1904.

### Requirements:

Graduate of an accredited surgical technician program.

Two years of related clinical experience.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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)

please feel free to forward job leads to others





*This position is currently vacant within the Tollway.*

The Human Resources Section will accept applications, with resumes from:

Resumes are required and must be submitted with the application.

February 14, 2014 through February 28, 2014

**Engineering Intelligent Transportation System (ITS) Engineer  
\$51,490.00 - \$84,366.50/year (G-6)**

**JOB QUALIFICATIONS:**

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

**EDUCATION:** A Bachelor of Science degree in computer engineering or electrical engineering is required for this position.

**THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:**

Registration as an engineering intern or professional engineer is required for this position.  Certification by Cisco or other network equipment manufacturer is required

**Ways to apply**

Online: Complete the Illinois Tollway application, save it to the computer and email it to [Jobs@getipass.com](mailto:Jobs@getipass.com)

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to:  
Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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)  
please feel free to forward job leads to others



**Title: Custodian Chicago**

ID: 1006

Department: Custodial

**Description**

Pangea is currently looking for a self-motivated Custodian that is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment

**RESPONSIBILITIES:**

- Provide janitorial service to assigned building(s).
- Adhere to established specifications and standards.
- Close out work orders in a timely manner.
- Provide pest control services.
- Properly track time with time keeping system.
- Must be able to lift materials up and down stairs.
- Operate industrial vacuum cleaners to remove scraps, dirt, heavy debris and other refuse.
- Wash windows, interior walls and ceilings.
- Empty trash cans and other waste containers.
- Sweep, mop, scrub and wax hallways, floors and stairs.
- Clean snow and ice from walkways and parking areas.
- Cut grass and tend grounds.
- Clean and disinfect washrooms and fixture.
- Perform other routine maintenance jobs and repair such as painting.
- Reset breakers for tenants when instructed.
- Open basement doors for utility companies when instructed.
- Ensure that security and safety measures are in place in the establishment.
- May advertise vacancies, show apartments and offices to prospective tenants.
- May supervise other workers.

**REQUIREMENTS:**

- 2-3 years of custodial experience required
- Only applicants with a resume will be considered

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjc2i49>

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)  
please feel free to forward job leads to others





**Title: Leasing Agent Chicago**

ID: 1007

Department: Field Management

**Description**

Pangea is searching for talented, ambitious, self-directed candidates to work as Leasing Agents. Successful candidates will be expected to hit the ground running, learning the processes, customers, and techniques that will enable them to contribute to the continued success of Pangea.

Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

**Responsibilities include but are NOT limited to:**

- Schedule, coordinate, and conduct unit showings with prospective tenants
- Meet and exceed monthly leasing targets
- Work evenings and weekends as needed to show units
- Navigate, update, and work effectively in PropertyWare software environment
- Any projects or additional duties as requested

**Qualifications:**

- 2-year Associates degree highly desired
- Good working knowledge of Microsoft Excel and Word
- Willing to work very hard, and work nights and weekends when needed
- Access to reliable automobile - REQUIRED
- Background checks will be run as this position deals with cash and potential high stress

**Compensation and Benefits:**

- Base pay will start at \$11 to \$13 an hour, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus of up to \$500/month
- Benefits include health insurance, two weeks' vacation and five sick days per year.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj7pk4z>

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)  
please feel free to forward job leads to others



**Title: Leasing/Office Manager**

ID: 1022

Department: Administrative

**Description**

Pangea Real Estate is searching for a talented, ambitious, self-directed candidate to work in Leasing/Office Management in Baltimore. Successful candidates will be expected to hit the ground running, learning the processes, customers, and techniques that will enable them to contribute to the continued success of Pangea. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment.

**Responsibilities:**

**Administrative/Office Responsibilities:**

- Answer phones, accept packages, greet guests
- Ensure office runs smoothly
- Navigate, update, and work effectively in PropertyWare software environment
- Scan, file, and organize all documents

**Leasing Responsibilities:**

- Schedule, coordinate, and conduct unit showing with prospective tenants
- Meet and exceed monthly leasing targets
- Work flexible schedule to show units

**Community Manager:**

- Audit quality of community grounds and buildings for defects
- Keep track of unit inventory
- Give phenomenal customer service for tenants
- Any projects or additional duties as requested

**Qualifications / Minimum Skills to Apply:**

- 2-year Associates degree highly desired
- Good working knowledge of Microsoft Excel and Word
- Willingness to work very hard
- Access to reliable automobile - REQUIRED

Compensation and Benefits: Salary negotiable.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjcdop4>

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)  
please feel free to forward job leads to others



**Title: Office Administrator/Receptionist (River North)**

ID: 1017

Department: Administrative

**Description**

Pangea Real Estate is a real estate management and acquisition company located in downtown Chicago. Our mission is to be the best property managers on the continent. We are accomplishing our mission by incorporating technology and excellent customer service to all units under management. With over 8,000 units under management and working to acquire 5,000 more in the next year, we are one of the fastest growing Chicago real estate companies.

We are seeking a receptionist/back office administrator to manage the office at our River North headquarters. You will be meeting and providing customer service to an array of personalities and will working on multiple tasks, so strong problem-solving skills are a must.

If you're friendly and welcoming, organized, punctual, and have exceptional customer service skills, then this could be the role for you.

Some specific tasks will include:

- Ensure office runs smoothly and employees have what's needed to work effectively
- Scan, file, and organize all documents
- Assist in the preparation of marketing documents
- Answer phones - Accept packages
- Reception and greeting of guests - Set up meetings
- Assist in problem resolution for guests, residents, and contractors
- Order supplies for multiple satellite offices as well as HQ
- Distribute food orders to multiple HQ kitchens
- Create IDs for new field workers
- Book travel as necessary
- Book meetings and appointments as necessary
- Make sure back office common areas are clean, well-appointed, and welcoming
- Send and receive mail, certified mail, and FedEx packages
- Provide administrative support for a variety of Human Resources tasks
- Take on additional projects and business responsibilities as opportunities and personal capabilities and interests arise.

Please look us up at [www.pangeare.com](http://www.pangeare.com)

Compensation: \$25,000 - \$28,000/year, depending on education and experience  
Only candidates with resumes attached will be considered for this position.

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)  
please feel free to forward job leads to others





**Title: Property Manager Chicago**

ID: 1005

Department: Field Management

**Description**

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service and problem solving skills.

Training is provided, so property management experience is not required.

Successful candidates will be motivated and excited to work at a fast-growing company with room for growth. Our business has gone from 0 employees to over 200 with the majority of promotions sourced from within.

**Qualifications / Minimum Skills to Apply:**

- 2-year Associates degree

- Demonstrable conflict management and problem solving skills

- Working knowledge of Microsoft Excel, Word, and mobile communication

- Access to reliable automobile – REQUIRED

- Willingness to invest time outside of normal business hours to ensure the zone prospers

**Desired Qualifications:**

- Property management a plus, but NOT required; training is provided

- Experience running/managing a multiple-site retail store/chain

- Sales or management experience

- Face-to-face customer service experience

**Compensation and Benefits:**

- Base pay depending on experience, starting at \$33,000 - \$38,000 annually

- Bonus plan has potential to pay up to \$6,000 annually

- Full benefits available for full-time employees

- Gas and phone allowance available for full-time employees

- Company stock potential for top performers

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjaejpu>

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)

please feel free to forward job leads to others



**Title: Maintenance Technician Chicago**

ID: 1004

Department: Maintenance

**Description**

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidates must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

(Job consists of minor repairs in.)

Plumbing: Electrical: Carpentry: Flooring: Concrete/Roofing:

**Qualifications:**

- Must have own tools.

- Access to reliable automobile, cell phone, and valid driver's license with insurance.

- Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary.

- Must commit to Pangea full time

- Criminal checks will be run.

- Computer literacy a plus.

**Other Skills A plus:**

- HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

- Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V.

- Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections. Appliance repair.

**Compensation and Benefits:**

- Base pay starts at up to \$17/hour, depending on experience and skill.

- Benefits include health insurance, two weeks' vacation and five sick days per year.

- Bonus of up to \$1000 per year depending on performance.

- Potential for promotion from within the company.

- Periodic training and workshops provided.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkj3hj07>

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)

please feel free to forward job leads to others



**Title: Maintenance Manager Chicago**

ID: 1023

Department: Maintenance

**Description**

Pangea is currently looking for an experienced Maintenance Manager who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south, east, and west side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

**Qualifications:**

- Access to reliable automobile/truck with valid driver's license and insurance
- Must have own tools. Honest and able to work in a self-directed, fast-paced environment with minimal oversight
- Hard working and flexible on hours; willingness to work weekends if necessary
- Must commit to Pangea full time. Must pass criminal check
- Must be able to effectively communicate in English, both written and oral
- Moderate knowledge of all aspects of construction (electrical, plumbing, HVAC, carpentry, etc.)
- Ability to use a personal computer, including knowledge of Microsoft Office Suite
- Ability to use general office equipment, including telephone, printer, copier, and scanner. More than 2 years experience directly leading construction projects with over \$1 million budgets
- Experience working with City of Chicago zoning, permitting, licensing, and buildings departments. Experience in large construction company (over 100 employees)
- Expertise in larger (200+ unit) residential apartment buildings

**Other Skills:**

- Boiler installation and troubleshooting (both steam and water) for 24+ unit buildings
- Low Voltage experience, including the installation and repair of commercial intercom systems for 24+ unit buildings
- Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections
- Management experience preferred

**Compensation and Benefits:**

Competitive salary and benefits, including health insurance, generous paid time off, and 401(k) with matching company contributions

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjs5g2>

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)  
please feel free to forward job leads to others





## **Office Coordinator**

Administration | Chicago, IL, United States

**ABOUT THE ROLE:** The Office Coordinator assists with keeping the overall Chicago office humming and works closely with the Receptionist and Facilities Director in ensuring all the needs of the Centrons are met to the highest level of customer service.

### **CORE RESPONSIBILITIES**

Restocks and organizes the pantry areas on 2, 3 and 4th floors. Completes weekly inventory and places orders for pantry areas. Researches other viable vendors for lower cost options when appropriate. Assists Reception with package deliveries. Maintains delivery inbound and outbound logs for packages. Reviews UPS invoices for accuracy. Distributes USPS mail daily. Manages and maintains the conference room spaces daily. Erases the wall talker walls. Picks up and discards any left-over materials. Tucks chairs under the table; replaces chairs if taken for larger meetings. Assists food vendors with set up and clean up. Replaces any office supplies – such as dry erase markers and erasers, notepads and pens and pencils and paper at printer locations. Sets up for large meetings such as the town hall or all hands call meetings monthly. Restores areas after meetings. Makes notation of repairs to furniture or fixtures and contacts the appropriate vendor for repair. Coordinates vendor repairs. Assists T&D with setup and cleanup after monthly new hire orientation (NHO). Cleans the pantry areas periodically throughout the day. This includes filling the dishwasher, wiping counters and tables, and removing trash. Cleans refrigerators weekly. Restocks pantry supplies. Restocks washrooms with amenities provided for staff. Places orders appropriately to ensure on hand supplies. Reviews facility for routine repairs, places orders with the building. Assists with the Office Emergency Evacuation plans and assists with fire drills. Sets up new hire desks and cleans up supplies from terminated employees. Coordinates and meets vendors for office repairs. Communicates the resolution to issues and makes suggestions as needed. Relieves the receptionist for lunch and breaks, and provides back up for reception absences. Will be the overall “handy man” for picture hanging, nameplate placement, and removal of periodic postings from staff. Must be able to prepare emails to the staff regarding repairs and routine office maintenance.

### **QUALIFICATIONS**

Ideal candidate will need a “can-do” attitude and view the position has an integral part of the organization. Individual must be able to lift up to 50 lbs.

Apply online at

<http://hire.jobvite.com/CompanyJobs/Careers.aspx?k=Job&c=qH39Vfwy&j=o3VtYfw9&s=Indeed>

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)  
please feel free to forward job leads to others



### **Administrative Assistant - Hematology/Oncology**

Ann & Robert Lurie Children's Hospital of Chicago

Tracking Code 2937-177

Job Location: Chicago, Illinois, United States

Position Type: Full-Time/Regular

FTE Status: 1.0

Work Days: Monday - Friday

Shift Hours: 8:00am - 5:00pm

Shift: DAY

#### General Summary of Position Responsibility:

Provides administrative clerical support to a Director (reporting to Administrator) and/or Physician (non-division/department head) and their respective staff.

Essential Job Functions: Copies and faxes medical information as necessary, abiding by HIPAA regulations. Manages physician's transcribed documents from vendor for review and signature (electronic or actual) and distributes copies as required. Coordinates and organizes assigned physician's academic office activities with administrative staff to finalize clinic schedules. Meets with these faculty physicians regularly to address their specific needs and prioritize clinical functions to be completed. Assists administrative staff and faculty physicians with the preparation of presentation material (PowerPoint, 35 mm slides, overhead transparencies, etc.) and coordinates such activities with the Audio-visual Department and/or external parties. Performs job functions adhering to service principles with customer service focus of innovation, service excellence and teamwork to provide the highest quality care and service to our patients, families, co-workers and others.

#### Knowledge, Skills and Abilities:

High school diploma or equivalent required. Additional post-high school education/training in secretarial, general business preferred. Two years general office or secretarial experience required. Hospital or physician office experience preferred. Experience working with Microsoft applications such as Microsoft Word, Excel, and PowerPoint with the ability to operate standard office equipment (examples: photocopy machine, facsimile machine, calculator, etc.). Ability to type at least 40 wpm is preferred. Must have excellent organizational and prioritization skills to effectively manage priorities of multiple team members. Ability to provide high level of quality customer service to team members, employees, management staff, in addition to external customers.

Apply online at

[https://luriechildrens.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=2937&company\\_id=16177&version=1&jobBoardId=1112](https://luriechildrens.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=2937&company_id=16177&version=1&jobBoardId=1112)

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)

please feel free to forward job leads to others



**Title: Resident Care Manager**

ID:1016

Department: Client Services

Responsibilities include but are NOT limited to

**Performance Management:**

- Supervises a team of ~20 (3 Team Leads)

- Assign duties to workers and schedules break periods and work days/hours.

- Maintains optimal staffing by reviewing call volume trends and meeting with Team Lead & Top Level management to discuss personnel needs

- Continuously monitors daily call statistics and KPIs to ensure best possible answer rates

- Cultivates Representatives and Team Leads by facilitating periodic 1-on-1 performance reviews

- Works closely with Field Operations to ensure accurate & rapid maintenance troubleshooting

- Works closely with QA/QC department to evaluate call monitoring and identify procedural pain points

- Works closely with Training department to review and update training material for new hires and refresher sessions

**Data Analysis and Presentation:**

- Maintains reports (Excel) for staffing, call volume, utilization, maintenance issues, feedback surveys, contact ratios, call strategies, etc

- Identifying benchmarks and team/individual goals

- Delivers weekly presentations to top-level management for assessment of current and future areas of strength/improvement

**Qualifications:**

- Strong History of Staff Management & Customer Service (preferably call center)

- 4-Year Degree. Proficiency in Microsoft Office

- Experience in Developing Standards, Decision Making and Planning

- Multi-Tasking, Attention to Detail & Ability To Work In An Ever-Changing, Fast-Paced Environment

**Compensation and Benefits:**

- Base pay depending on experience, starting at \$40,000 - \$45,000 annually

- Benefits include health insurance, two weeks' vacation and five sick days per year.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjanbf5>

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)

please feel free to forward job leads to others





**Title: Resident Care Representative**

ID: 1026

Department: Operations

Location: Chicago, IL

**Description**

Pangea Real Estate is searching for talented, ambitious, self-directed candidates with strong customer service backgrounds to lead our leasing program. Successful candidates will be self-driven and highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment.

**Responsibilities:**

- Maintain/surpass goals as set by management (call duration and volume, quality assurance scores, voicemail responses, etc)

- Interact frequently with field employees to resolve resident issues

- Efficiently and accurately navigate the company's online Customer Relationship Management system

- Perform thorough troubleshooting of resident issues and relay accurate information to maintenance technicians

- Assess situations and deescalate the issue.

- Conduct outbound survey calls to gauge resident satisfaction with Work Order completions

- Other duties and projects as assigned by management

**Qualifications/Minimum Skills to Apply:**

- Leadership role in customer service/sales in high volume call center experience preferred

- Associate's degree required, more education preferred

- Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

- Knowledge of South and West sides of Chicago a plus

**Compensation**

\$12-14/hour, depending on experience. Temporary, hourly role to start, with chance for full time employment. If brought on full-time, benefits and incentive compensation (bonus) will be offered. Must have M-F 7 a.m. -- 9 p.m. and Saturdays and Sundays open. To apply for this job

Please apply at: <http://pangeare.applicantstack.com/x/apply/a26llkj05d0h>

Location: River North

Compensation: \$12-\$14 per hour, depending on experience.

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)

please feel free to forward job leads to others



### **Guest Admissions Representative**

Department: Education & Guest Services

Status: Temporary Part Time (until 9/07/2014)

The world-class Museum of Science and Industry is seeking individuals who can utilize excellent customer service skills and interact with guests onsite or over the telephone to sell Museum admissions, exhibits and memberships; engage guests in a positive, fun, inclusive and educational capacity. This individual will: provide compelling and personalized information while recommending event/show times to help build fun and amazing Museum experiences; perform core operational functions of ticketing system, Wayfinding, and opening and closing of Museum's ticketing operations; and cross-train to be able to work at all Ticketing and Call Center positions, as well as to work in the Entry Hall area, Lost and Found, Coat Check and at all ticketing kiosks.

#### Qualifications

One year of college experience or 1-2 years of related or relevant experience.

Previous cash handling experience required.

Prior computer experience a must/familiar with basic Windows operations, Microsoft Office and Internet.

Successful customer service experience.

Prior telephone experience preferred.

Bi-lingual is a plus.

Ability to multitask (e.g., explain Museum content while actively completely ticketing transactions).

Ability to work in fast-paced environment while being friendly and outgoing.

Ability to work in multi-working areas (e.g., Group Center, Membership, Lost and Found, Coat Check, Ticketing and Call Center).

Requires weekends, holidays and some evenings.

Has the curiosity to learn Museum content and culture and is able to communicate that to guests in an engaging and inclusive way.

Has the ability to learn, comprehend and utilize the Museum's Ticketing and Call Center systems to ensure efficient and accurate transactions.

A positive attitude required, strong love for working with people in a fun, inviting atmosphere.

Must be flexible in working in multiple environments, such as the Call Center, Membership, and onsite Ticketing.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/guest-admissions-representative/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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)  
please feel free to forward job leads to others



### **Major Gift Officer**

Department: External Affairs/Individual and Major Giving

Status: Full Time

The Major Gift Officer will identify, cultivate, solicit, secure and steward individual prospects and donors, targeting gifts in the \$100,000+ range on behalf of the Museum.

Actively participate in the Museum's funding priorities for exhibitions and its Center for the Advancement of Science Education (CASE) involving volunteers and other shareholders. Responsibilities include interacting with and soliciting donors and friends for annual gifts, major gifts and planned gifts as appropriate.

Work directly with all other fundraisers, senior staff and volunteer leadership.  
Responsibilities

### Qualifications

Required qualifications are as follows:

Bachelor's degree from four-year college or university and/or four to six years of related experience and/or training; or equivalent combination of education and experience.

A minimum of three to five years of fund-raising, sales or related experience, including significant experience in personal solicitation; however, applied for-profit experiences, such as sales, may be considered.

Familiar with Blackbaud Raiser's Edge 7.0 a plus.

Understands mission and goals of the Museum of Science and Industry.

Strong interpersonal skills and comfort working with donors. Experience working with high-level volunteers, donors and program staff on collaborative activities.

Detail-oriented with a strong focus on quality and accuracy.

Able to manage confidential information with discretion.

Self-directed and proactive.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/major-gift-officer/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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)

please feel free to forward job leads to others