



## **Maint Mech Stationary Engineer**

Req. Number: 25065-66391

Shift: PM

### Qualifications:

High school diploma.

Minimum experience: 5 years hospital, high pressure plant, or similar work environment. Ability to follow oral and written directions and make arithmetical calculations.

Must be familiar with firing and operation of high pressure steam boilers and possess licenses required. Basic computer skills. Basic knowledge of Building Automation Systems. Excellent customer service skills.

Stationary Engineering License. Ability to communicate with customers. Ability to travel to various operating units.

Ability to do heavy lifting: lifting 50 to 100 pounds occasionally and/or 25 pounds frequently and/or 10 to 20 pounds constantly. Stationary Engineering License.

### Job Description:

Operates boilers and controls supply of steam for heating all hospital facilities. Responsible and accountable for operation, maintenance, and repair of all environmental building systems.

- Accountabilities:
1. Boiler Operator / Engineering Function
  2. General Mechanic
  3. People Growth
  4. Organizational Climate
  5. Productivity
  6. Economics

Apply Now <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4860368-maint-mech-stationary-engineer-jobs>

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



## **Business Development Representative**

Job Code: 89429

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 60-70%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1.00

### **Position Summary:**

The Hospital is seeking a full-time Business Development Representative who will aid Hartgrove Hospital in sustaining its tradition of excellence in the health care field. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of new and existing hospital programs.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, executive presentations on hospital services, and physician recruitment.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

### **Job Requirements:**

- Bachelors Degree in Marketing or related clinical field such as Psychology required; Masters Degree strongly preferred.
- Experience within healthcare marketing and business development required.
- Ability to create and maintain relationships with physicians, clinicians, and other healthcare professionals.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self motivated, results-oriented individual who is customer focused.

Apply online at <http://www.hartgrovehospital.com/job-hartgrove.html>

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



### **Financial Counselor**

Job Code: 106063

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1.0

#### **Position Summary:**

The Hospital is seeking a full-time Financial Counselor to work within our Business Office. This is a newly added position and is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

#### **The primary responsibilities are as follows:**

- Enters all correspondence accurately and timely entered in to the patient account notes.
- Posts cash and adjustments accurately and timely
- Coordinates the work day with Business Office and admission staff to ensure daily work is completed
- Meets with patients within 48 hours of admission for financial consult
- Accurately answers any questions regarding insurance coverage and patient financial responsibility
- Coordinates collection procedures with Business Office Staff and Supervisor
- Utilizes tickler report to follow up on accounts aging
- Supplies app patients with necessary information needed
- Offers assistance to co workers when appropriate
- Delivers excellence that goes beyond departmental and individual job responsibility
- Other duties as assigned

#### **Requirements:**

- A minimum of a High School Education Associates Degree in Business, Finance or related field preferred
- Ability to work with a 10key calculator, detail orientation
- Previous hospital experience preferred, knowledge about the Affordable Care Act and the IL Health Insurance Exchange a plus!

Apply online at <http://www.hartgrovehospital.com/job-hartgrove.html>

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



## **Mental Health Specialist**

Job Code: 69742

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Entry Level

Minimum Education Required: Associate Degree

Category: Allied Health

FTE: 1.00

**Position Summary:** Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy, Dance Movement and Sand Play Therapy, while utilizing a holistic treatment approach.

The Hospital is seeking a full-time, part-time, and per diem Mental Health Specialists for units within the facility. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The Primary Responsibilities are as follows:

- Facilitate Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse.
- Maintain a safe and therapeutic milieu.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all patient documentation and records.

### **Requirements**

- Bachelor's degree in Psychology or related discipline strongly preferred.
- One year experience working with a psychiatric population preferred.
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management and CPR training.
- Must be self motivated, results-oriented individual who is customer focused.
- Bilingual (English/Spanish) applicants a plus!

Interested applicants are encouraged to apply online!

Apply online at <http://www.hartgrovehospital.com/job-hartgrove.html>

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



**Job Title: Administrative Assistant I - Opt N1**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 02/13/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CS2869

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, serves as a staff assistant to the Chief of the Bureau of the Child Support Services (CSS)-Administrative Operations; consults with Agency managers directly involved with monitoring policy adherence; conducts and coordinates studies and special projects; serves as liaison with other Agency units and bureaus; assists the Bureau Chief in responding to inquiries and correspondence; assists in developing and coordinating regular and special operating reports using Microsoft Office products; travels to attend meetings.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year of professional experience in a public or private organization. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00  
Location: Healthcare & Family Services/DCSS Administrative Support (51)  
Account Support 335 E. Geneva Road Carol Stream, IL 60188 (Dupage County)  
Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701  
Work #: (217) 785-0280 Fax #: +1 (217) 557-1676

**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 N1 - Healthcare & Family Srvs**

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



**Job Title: Administrative Assistant II - Opt N1**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 02/13/14 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CS2870

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under administrative direction, serves as staff assistant to the Assistant Bureau Chief of Child Support Services (CSS) Cook Case Management Operations; performs a variety of sensitive and controversial administrative duties; serves as liaison with Agency personnel and other people and groups involved with the Agency's child support services activities; conducts special projects and studies; researches information and develops articles, speeches, and reports for the Assistant Bureau Chief; confers with Agency bureaus, sections, and others directly involved with monitoring policy adherence; represents the Assistant Bureau Chief in Division and Bureau staff meetings.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires two years of professional experience in a public or private organization.

**Work Hours & Location/Agency Contact:** Work Hours: 8:30 – 5:00

Location: Healthcare & Family Services CSS - Cook Case Management Operations

Assistant Bureau of Chief 401 South Clinton Chicago, IL 60607 (Cook County)

Agency Contact: Brenda Young 36 South Wabash Avenue

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

**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 N1 - Healthcare & Family Srvs**

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



**Job Title: Criminal Justice Specialist I – Opt 1**

Agency: Criminal Justice Information Authority

Closing Date/Time: Thu. 02/13/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10231-50-05-300-24-01

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision participates in the review, examination, approval, implementation and monitoring of interagency agreements and contracts relating to federal and state grant programs; participates in preparing contracts, project amendments and related reports, relative to such programs. Assists in determining technical assistance needs and developing appropriate responses for different projects.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science. Requires one year of professional experience in planning, development, implementation, assessment of programs in criminal justice and community based programs.

Requires working knowledge of the Criminal Justice System and processes. Requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word and Excel. Must be proficient in Analytical skills and oral and written communications. Position requires occasional overnight travel and a valid Driver's License.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. 1 non paid lunch hour  
Illinois Criminal Justice Information Authority  
300 W. Adams St., Suite 200 Chicago, Illinois 60606 FAX: 312-793-8422  
Attn: Maria Espindola, H.R. Coordinator

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 1 – General

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



**Driver/Clerk**

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Responsible for the preparation and deployment of the Pace vanpool fleet. Assist Vanpool Services Department in providing technical assistance and support in the areas of maintenance, permanent/loaner van assignment, new vehicle acceptance/preparation, vehicle retirement/replacement, and fleet maintenance tracking.

Qualifications: Must be at least 21 years of age and possess a valid driver's license. Must have a minimum of 3 years experience in customer service.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=567](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=567)

**Servicer**

Location: Des Plaines

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for daily fueling and cleaning of company vehicles, while accurately recording both. Must operate and service wash rack, cleaner, sweeper, empty fare box vaults, take fare box readings and park/spot equipment, as directed. Maintain bulletins, fliers and other materials on vehicles as directed. Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties. Responsible for completing all required documents and reports for work performed. And other duties as assigned or required.

Qualifications: Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License, and have the ability to operate all Pace equipment. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night of the week. This position is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=412](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=412)

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





**Job Title: Criminal Justice Specialist II – Opt 1**

Agency: Criminal Justice Information Authority

Closing Date/Time: Thu. 02/13/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10232-50-05-300-23-01

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, independently performs a variety of higher level functions leading to the design, development, and implementation and monitoring of complex systemic federal, statewide or local interagency agreements.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science. Requires two years of professional experience in planning, development, implementation, and assessment of programs in criminal justice. Requires working knowledge of the criminal justice system and processes; Preferred experience with community based programs; requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word, and Excel. Must be proficient in analytical skills and oral and written communications. Position requires occasional overnight travel and a valid driver's license is required.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. 1 unpaid lunch hour  
Illinois Criminal Justice Information Authority  
300 W. Adams St., Suite 200 Chicago, Illinois 60606 FAX: 312-793-8422  
Attention: Maria Espindola, H.R. Coordinator

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

**Option 1 – General**

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



**Job Title: Executive II - Opt H7**

Agency: Human Services

Closing Date/Time: Tue. 02/11/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-89-78848

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, assumes responsibility and authority within the parameters established by the office director and manager for policy implementation of the statewide functions and activities including organizing, planning, executing, controlling and monitoring of community-based housing development for the Department.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday  
DHS, OCAPS Bureau of Accreditation &  
Licensure and Certification 401 S. Clinton Chicago, IL

**BIDDING CONTACT:**

DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL  
ATTN: KRIS TAPOCIK  
100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762  
FAX: (217) 524 3385

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 H7 - Dept Human Services

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



### **Outpatient Intake Counselor**

Job Code: 109637

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Contract/Temp

Minimum Education Required: Master's Degree

Category: Human Resources

FTE: 0.01

**Position Summary:** Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy, Dance Movement and Sand Play Therapy, while utilizing a holistic treatment approach.

Hartgrove Hospital is seeking fee-for-service Intake Counselor to complete initial intake assessments at our outpatient center, Austin Family Counseling Center. The Intake Counselor may also hold a small caseload of individual and family therapy clients. Supervision toward Licensed Clinical Professional Counselor (LCPC) requirements can be provided as well. This is a contract position, which will begin with a half-time (20-24 hours) workload and the potential to expand to full-time within several months.

**Primary Responsibilities**

- Complete semi-structured clinical interviews with new clients/families initiating services within the clinic
- Formulate initial diagnosis and treatment recommendations and assist client/family in establishing follow-up appointments
- Provide a limited number of individual and family therapy sessions to children, adolescents and adults in an outpatient setting
- Maintain and submit appropriate documentation related to all clinical services
- Assure compliance with applicable laws pertaining to psychiatric treatments
- Provide a safe, secure, therapeutic, and professional environment at all times

### **Job Requirements**

- Must be a Licensed Professional Counselor (LPC) within the state of Illinois
- Must be a graduate of an accredited M.A./M.S. program
- One year clinical experience within an inpatient/outpatient psychiatric mental health setting
- Must possess knowledge of general psychiatric principles, working concepts and theory, age specific growth and development, limit setting, as well as crisis and behavioral management
- Spanish Bilingual capabilities are a plus!

Apply online at <http://www.hartgrovehospital.com/job-hartgrove.html>

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



### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of South Loop  
500 W Cermak Rd  
CHICAGO, IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop. Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

Work Status: Moonlighter

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 12pm

Tue - 7am to 12pm

Wed - 7am to 12pm

Thu - 7am to 12pm

Fri - 7am to 12pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=127605&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=127605&mode=)

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



### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of South Loop  
500 W Cermak Rd  
CHICAGO, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

#### Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 5pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 7am to 8pm

Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=127401&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=127401&mode=)

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



### **Facility Maintenance Helper**

U-Haul Regional Marketing Offices  
Uhc Of North Shore Chicago  
4100 W Fullerton Ave  
CHICAGO, IL

#### Description:

Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings.

Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations.  
Perform clean-up duties at renovation site.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Work Status:

Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 7pm

Mon - 9am to 7pm

Tue - 9am to 7pm

Wed - 9am to 7pm

Thu - 9am to 7pm

Fri - 9am to 7pm

Sat - 9am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=127085&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=127085&mode=)

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



**Field Relief Manager**

U-Haul Regional Marketing Offices  
Uhc Of North Shore Chicago  
4100 W Fullerton Ave  
CHICAGO, IL

Description: Provide relief help for moving center general managers, area field managers and traffic control manager as needed. Perform on-the-job audits using checklists or other tools. Perform a variety of duties including promoting U-Haul programs, compliance of all U-Haul standards and procedures. Assist president in planning and implementing new marketing programs or in any duties as requested. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Full-Time

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=125914&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125914&mode=)

**Detail Specialist**

U-Haul Repair Facilities  
Forest Park Shop  
FOREST PARK, IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

- Sun - NA
- Mon - 6am to 3pm
- Tue - 6am to 3pm
- Wed - 6am to 3pm
- Thu - 6am to 3pm
- Fri - 6am to 3pm
- Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=126398&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=126398&mode=)

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



### **Facility Maintenance Technician**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave.  
ALSIP, IL

#### Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

#### Work Status:

Full-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=123833&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=123833&mode=)

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





**Reservation Manager**

U-Haul Regional Marketing Offices  
Uhc Chicago S & Sw Suburbs  
11855 S Cicero Ave  
ALSIP, IL

**Description:**

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records. Update, review and audit reports which indicate equipment inventory levels, etc.

**Work Status:**  
Moonlighter

**Hours Needed:**  
(These hours may change based on business needs)

Sun - 9am to 5pm

Mon - 10am to 6pm

Tue - 10am to 6pm

Wed - 10am to 6pm

Thu - 10am to 6pm

Fri - 10am to 6pm

Sat - 10am to 6pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=125661&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125661&mode=)

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



### **Storage Customer Service Representative**

U-Haul Storage Facilities  
U-Haul Moving & Storage of Markham  
16643 Kedzie Ave  
MARKHAM, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm  
Mon - 7am to 12pm  
Tue - NA  
Wed - NA  
Thu - NA  
Fri - 3pm to 8pm  
Sat - 2pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=127475&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=127475&mode=)

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



### **Hitch Professional**

U-Haul Moving Centers  
U-Haul of Des Plaines  
1560 Mt Prospect Rd  
DES PLAINES, IL

Description: Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 5pm

Mon - 4pm to 7pm

Tue - NA

Wed - NA

Thu - NA

Fri - 4pm to 8pm

Sat - 1pm to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=89284&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=89284&mode=)

### **ACCOUNT REP I**

VHS Chicago Market, Berwyn, IL  
Department: PATIENT ACCOUNTING  
Schedule: Full Time  
Shift: Days

Job Details: Coordinates all activities relating to the collection of accounts receivable, dealing with patients, payers and collection agencies regarding patient bills. Requires high school diploma or equivalent; 1-3 years experience with hospital collection policies and procedures; knowledge of billing requirements for Medicare, Blue Cross, Commercial Insurers and HMO's necessary in order to effectively counsel patients and collect on their bills; knowledge of Public Aid necessary in order to determine patient eligibility; knowledge of the appeals process and procedures for the Court of Claims and Bankruptcy Court necessary in order to monitor Public Aid billed accounts.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=320604](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=320604)

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



### **Intern-UHaulCarShare at Knox College**

U-Haul UCar Share  
U Car Share Knox College  
2 E South St  
GALESBURG , IL

#### Description:

Under the direction of the Program Manager of UHaulCarShare, the student will help promote UHaulCarShare on campus to students, staff and faculty.

This may include attending promotional booth events on campus, directly marketing students at dorms, marketing to departments on campus and other marketing techniques as necessary.

Students must visit each vehicle at least once every other week, providing basic maintenance and cleaning.

This may include inflating flat tires, driving to the car wash, checking oil and/or calling other U-Haul personnel for assistance.

Working a maximum of 20 hours a week, students will provide weekly summaries of achievement, failures and plans for the following week.

This a great opportunity to set your own hours while going to school.

#### Requirements:

Candidates should be self-motivated and able to work independently.

This position will provide the selected student with experience in growing and operating a small business.

\* A valid unexpired drivers license is required.

\* Must be a current student of Knox.

Work Status: Temporary/Seasonal

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=127090&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=127090&mode=)

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