



Cashiers Associate

Location: Chicago, IL
Requisition ID: 838-771507
Posting Date: 1/24/2014
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and

management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service

Maintain an awareness of all promotions and advertisements

Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers

Communicate customer requests to management

Enter all media from register into the tally program

Maintain orderly appearance of register area and supplies stocked

Any other tasks as assigned from time to time by any manager

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4208241>

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Macy's The Promenade Bolingbrook, Bolingbrook, IL: Macy's Fitting Room Associate, Part Time

Location: Bolingbrook, Illinois

Job Category: Stores

Requisition ID: 71223034

OVERVIEW: As a Fitting Room Associate, you will be an integral part of bringing the magic of Macy's to life. Your individual responsibilities are critical to offering our customers the best experience when they shop in our store and include: clearing fitting room stalls of merchandise, sorting merchandise and preparing it for return to the selling floor, and replacing merchandise in the correct area according to Macy's merchandising standards.

QUALIFICATIONS:

Education/Experience: High School degree or equivalent.

Minimum 1 year previous merchandising or retail operations experience.

Language Skills: Ability to effectively communicate and present information to customers, peers and all levels of management.

Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator.

Reasoning Ability: Self-starter, able to work independently with minimal supervision and as part of a team.

Physical Demands: This position requires heavy lifting and constant moving and standing. Must be able to stand for at least two consecutive hours. Must be able to lift at least 30 lbs. May occasionally be required to stoop, kneel, crouch, and climb ladders. May have to reach above eye level

Other skills: Ability to train, coach, and develop a staff of associates.

Ability to delegate and follow through on projects in a timely manner.

Ability to work efficiently in a fast-paced environment and adapt quickly to changing priorities and the needs of the business

Should be comfortable with the use of computers and frequent use of RF equipment.

Work Hours: Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71223034>

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Junior Laborer (Seasonal) Job ID: 1295

Closing Date: 03/03/2014

Landscape/Junior Laborer (S)

Date Posted: 2/3/2014

Location: NATURAL RESOURCES

After eligible "2013 Former" Junior Laborers are designated for assignment, all remaining new applicants will be screened for eligibility and selected for pre-employment screening based on a random lottery drawing.

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, performs elementary manual work, either indoors or outdoors. Performs related duties as required.

EXAMPLES OF DUTIES:

Performs elementary manual labor which does not require special experience or skill. Operates a behind rotary mower. Rakes, sweeps and clears rubbish from lawns, walks, drives or other outdoor spaces. Spades shrubbery beds. Waters lawns. Screens soil. Plants seeds, flowers or shrubs. Loads brush and garbage on 2ton truck or less. Picks up paper. Plants or trims trees. Assists in cleaning sewers and catch basins. Mops, sweeps or performs similar cleaning work in buildings.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Some previous experience in performing manual labor is preferable.

Must be at least sixteen (16) years of age.

Knowledge, Skills and Abilities:

Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU-Local 73 FLSA: Non-Exempt Career Service EEO: Service-Maintenance

SALARY:\$11.10 PER HOUR

Apply online at

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Motor Truck Driver (Seasonal) Job ID: 1337

Closing Date: 03/03/2014

Landscape/Motor Truck Driver (S)

Date Posted: 2/3/2014

Location: NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, operates automobiles, motor trucks, industrial tractors and related equipment in the operation of their general job duties. Performs related duties as required.

EXAMPLES OF DUTIES:

Operates automobiles, motor trucks, industrial tractors, 2 and 5 ton dump trucks, semi-tractor trailers, rubber tire farm tractors, tractor loaders and small skid steer loaders. Operates equipment on the lakefront where garbage is collected and the garbage trucks are driven and the load and pack trucks better known as the "one arm bandits," Establish communication and cooperation with workers from other trades. Provides assistance to patrons and the public.

DESIRABLE MINIMUM QUALIFICATIONS

Training and Experience:

Commercial Drivers License Class B granted by the State of Illinois.

Knowledge, Skills and Abilities:

Knowledge and application of the State of Illinois Rules of the Road for Second Division Vehicles. Knowledge of safety laws for disabled vehicles. Knowledge and understanding of safety precautions protecting the operator. Knowledge and understanding of safety precautions for each vehicle. Ability to identify basic traffic signs. Ability to apply warning devices appropriately during emergency situations. Ability to read and identify a designated park site location on the map. Ability to read and chart a route on a map.

SALARY: \$33.85 PER HOUR

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Job Title: Accounts Payable File Clerk

Full Time or Part Time:

Description: The AP File Clerk is responsible for overall maintenance of Accounts Payable files, as well as auditing invoices and general administrative duties.

Responsibilities

- Maintain A/P files
- Store invoices
- Home office invoices
- Assets invoices
- Retrieve files for the Accounting department
- Assist in auditing store invoices in PIES
- Assist in auditing DMA invoices
- Assist in opening and disbursing of weekly store packages
- Accounting administrative
- Copying /Faxing

Essential Physical Functions

- Must have the ability/stamina to work a minimum of 45 to 55 hours a week.
- Will frequently reach, feel, bend, stoop, carry, finely manipulate and key in data.
- Must be able to engage in problem-solving skills to help identify and solve potential issues in the field.
- Must be able to communicate heavily through telephone, e-mail and in-person communications.

Qualifications / Requirements:

Experience, Education and Behaviors

- Must represent The Potbelly Advantage and Our Values.
- High school degree or GED
- Strong organizational skills
- 10-key and computer skills—Microsoft Excel, Word, Outlook
- Knowledge of computerized accounting system
- Strong math skills
- Attention to detail and good follow-up
- Ability to meet deadlines

Apply online at

<https://www1.apply2jobs.com/Potbelly/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=87&sid=15>

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Law Clerk - Part-time (Office of the Inspector General) - ILL0000102

Office of the Inspector General – City Colleges of Chicago

Location: 11 South LaSalle Street, Suite 1740, Chicago, Illinois 60603

The position reports to the Assistant Inspector General and provides support in the performance of legal research, factual investigation, and related legal work. The Law Clerk will develop an understanding of and practical experience regarding the legal issues confronted by a governmental investigative agency and perform related duties as required.

Research questions of law and conducts factual investigation for assigned cases
Summarize and present findings of legal research and factual investigations in written and oral reports

Assist investigators with various aspects of investigations, including interviewing witnesses, gathering evidence, and analyzing documents

Assist attorneys and or investigators in preparing legal cases for court or administrative hearings

Identify, review, interpret, and explain relevant City Colleges of Chicago policies and procedures

Qualifications

Completion of at least one semester in an American Bar Association (ABA) accredited law school

Knowledge of the legal system and the principles and practices of applicable areas of the law

Knowledge of courtroom procedure and legal terminology

Knowledge of legal research methods, techniques, and resources

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=32200>

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Activities Instructor (Windy City Hoops) Job ID: 1184

Closing Date: 04/01/2014

Recreation/Activities Instructor (H)

Date Posted: 10/17/2013

Location: DISTRICTWIDE

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills.

Candidates in this position will be expected to work evenings (5-10pm) on Thursdays, Fridays and Saturdays for up to one year.

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

Expected Salary: \$16.18 per hour

Apply online at

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Activities Instructor III Soccer (SEASONAL SPRING) Job ID: 1273

Closing Date: 02/16/2014

Recreation/Activities Instructor III

Date Posted: 1/23/2014

Location: COMMUNITY RECREATION

PROGRAM: Activity Instructor III- (Seasonal) Neighborhood Soccer League

Program runs from March 24 to June 14, 2014

PROGRAM DESCRIPTION: Engages Chicago's youth in fun, spirited activities that develop important life skills and a healthy approach to living. Plans and Implements a set curriculum for instruction of sports. Demonstrate a knowledge of sports. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of equipment and supplies. Under general supervision, plans, promotes, organizes, conducts and provides instruction to a specialized athletic, recreation or leisure activity including but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of specialized equipment and supplies. Determines tournament eligibility requirements. Establishes schedules for tournaments, leagues and competitions. Enforces and promotes safety guidelines for specialized activities. Adapts programs to reflect differing levels of participant's skill development.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Associate of Arts degree in recreation, leisure studies, physical education or related field, supplemented by three years of instructional, practical or sanctioned competitive experience in a specialty area.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreation theories and principles. Technical knowledge and skill in an area of specialization. Skill in teaching the full range of skills and techniques in an area of specialization. Effective oral and written communication skills. Ability to evaluate skill levels in the specialty area.

Career Service

EEO: Para Professional

EEO: Non-Exempt

SALARY: \$21.50 per hour

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Recreation Leader (Seasonal) -Volleyball Job ID: 1353

Closing Date: 03/03/2014

Recreation/Recreation Leader

Date Posted: 2/4/2014

Location: NORTH REGION - LINCOLN PARK CULTURAL CENTER
VOLLEYBALL Montrose and North Ave Beach

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School student or certified (GED) is required but may be waived for seasonal employees that are deferred through special hiring programs.

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY: \$11.77 per hour

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General Merchandise Clerk Western Avenue Evergreen Park IL

Currently, Meijer is looking for a General Merchandise Clerk. The individual selected for this position will be responsible for delivering remarkable customer service by providing customers with exceptional product knowledge, efficient service and a friendly attitude. This entry level team member position will be exposed to a variety of retail tasks related to product, customer service and merchandising. This position is applicable to the following departments: Health and Beauty Care, Hardlines, Fashion/Softlines, Pets, Hardware, Card and Party, Outdoor/Seasonal and Floral.

Key responsibilities include:

- Possessing a sense of urgency and comfort level to be able to work in a fast paced environment
- Building rapport with customers
- Displaying a friendly and outgoing attitude that is shown through good eye contact and body language
- Providing assistance by responding to customer questions in an effective and efficient manner
- Stocking product and maintaining product displays according to merchandising standards

Qualifications

- Detail oriented and organized
- Possesses good listening and communication skills
- Has adequate knowledge of computer systems and is comfortable using them
- Is process driven and has ability to follow procedures in an organized and efficient way
- Ability to stay calm while working in a fast paced environment
- Ability to lift, carry, push, pull, bend and twist while handling product
- Ability to stand for long periods of time
- Desire to work with customers on a consistent basis

Thank you for your interest in this position. There may not be current openings for this position at this time. By submitting an application to this position, you are expressing interest should an opening become available in the future. Our recruiters routinely review available applications as openings become available.

Apply online at <http://jobs.meijer.com/us/united-states/retail-sales-associate/jobid4881740-general-merchandise-clerk-western-avenue-evergreen-park-il?apstr=src%3DJB-10002>

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Shallow Water Attendant (Seasonal- Summer) Job ID: 1325

Closing Date: 4/24/24

Seasonal Only/Shallow Water Attendant (S)

Date Posted: 2/3/2014

Location: COMMUNITY RECREATION - AQUATICS

CHARACTERISTICS OF THE CLASS: Under immediate supervision, ensures the safety and supervision of swimmers at Park District water playgrounds and mini pools with a depth of four feet or less. Performs related duties as required.

EXAMPLES OF DUTIES: Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Completion of at least one year of High School is recommended.

Certification Requirements:

American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

SALARY: \$10.36 per hour

Apply online at

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RECEPTIONIST

Currently seeking a responsible, hard-working part-time receptionist to work in our health care facility some evenings from 4pm-8pm, every other weekend from 2pm-8pm and occasional holidays. Responsibilities include greeting visitors, answering the phone, filing and a knowledge of basic computer skills.

Position Requirements

Good language and communication skills. Basic computer and writing skills. Must be available to work evenings, weekends and some holidays.

Facility Information

Alden Village North
7464 N. Sheridan Road
Chicago, IL 60626

How to Apply

Either Online at <http://www.thealdennetwork.com/job/receptionist-4/> or In Person

Unit Clerk

West Suburban Medical Center, Oak Park, IL.
Department: 5 Northwest
Schedule: Part Time
Shift: Rotation

Hours:

Job Details: HS Diploma/GED

Performs clerical duties, medical order transcription and other related supportive tasks on a patient care unit in accordance with hospital and departmental policies and procedures.

JOB QUALIFICATIONS:

1. High School diploma or equivalent
2. One year health care experience preferred
3. Knowledge of medical terminology and transcription
4. Good communication skills
5. Good PC skills for data entry

Apply online at <http://www.westsubmc.com/About/careers.aspx>

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Title Receptionist

Company Northern Trust
Job Function Admin and Support Services
Requisition Number 046711
Metropolitan Area IL-Chicago Loop
Manager Position Non-manager
Full-time/Part-time Full-time
Standard Hours 40
Exempt/Non-Exempt Non-Exempt
Regular/Temporary Regular

Job Description Answers all incoming calls, takes messages, answers questions, and directs calls to the appropriate person. Operates a multi-line call director. Greets clients and partners conducting business with the area and directs them to the appropriate person. Performs other duties specific to the individual business area.

Knowledge/Skills

Ability to operate a switchboard (or multi-line call director) usually acquired through previous office training is necessary to answer calls. Ability to operate office machines, such as a personal computer or typewriter is necessary to relay messages and perform other duties.

Major Duties

1. Answers all incoming calls, takes messages, answers questions, or directs call to appropriate person. Operates a multi-line call director.
 2. Greets clients and partners conducting business with their assigned area and directs them to the appropriate person. Interacts continuously with all clients.
 3. Answers questions related to the products and services of the functional area.
 4. Maintains a log of the whereabouts of partners (e.g. vacation, meeting, lunch, etc.).
 5. Schedules conference room and maintains daily logs.
 6. Provides relief coverage to other areas as the manager directs.
 7. Trains new employees and/or cross trains current employees on specific duties relating to the individual business area.
 8. Performs other duties specific to the individual business area, ie., addressing and stuffing envelopes for mailings, light typing, accessing information on the PC.
- Experience Entry level, no experience required.

Apply online at

https://sjobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?jobId=1714725&PartnerId=6636&SiteId=54&type=search&JobReqLang=1&recordstart=1&codes=IIND

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Inclusion Aide (S) Job ID: 1332

Closing Date: 03/03/2014

Special Recreation/Inclusion Aide

Date Posted: 2/3/2014

Location: SPECIAL RECREATION - SPECIAL RECREATION

CHARACTERISTICS OF THE CLASS:

Provides one on one assistance to children with disabilities who are enrolled in various activities/programs at the Chicago Park District parks. The Inclusion Program is designed to accept children of all abilities for recreation and leisure activities.

EXAMPLES OF DUTIES:

Assists one or more participants depending on the severity of their disability and/or need, in sports, games and various recreation and athletic activities. Evaluates the child's skill level and assesses his/her capacity to participate in park activities. Enforces and promotes safety guidelines for the child in his/her recreation and athletic activities. Assists child with lunch and necessary restroom functions as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Enrollment in a college or university pursuing a Bachelor's degree in Therapeutic Recreation, Special Education or related field is preferred; or, three years of experience working hands on/directly with children and/or adults with disabilities is required.

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills.

SEIU-Local 73

EEO: Para-Professional

FLSA: Non-Exempt

SALARY: \$17.20 per hour

Apply online at

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Special Recreation Leader (Seasonal) -Camp Sign Job ID: 1334

Closing Date: 03/03/2014

Special Recreation/Special Recreation Leader

Date Posted: 2/3/2014

Location: SPECIAL RECREATION

PROGRAM DESCRIPTION: Camp Sign is Chicago's only communication-accessible summer day camp for deaf and hard-of-hearing youth. Fun-filled and exciting adventures including swimming, sports camps, arts & crafts, nature activities, and field trips to explore different places within the city.

Camp Sign is a 6 week program, Monday thru Friday from 12pm – 6pm. There are 2 Camp Sign locations; Gage Park, 2411 W. 55th Street and McFetridge Sports Center, 3843 N. California Avenue.

EXAMPLES OF DUTIES: Facilitates participating of deaf & hard of hearing individuals in recreation programs. Assists in scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Park District facilities and encourages and enforces safety standards. Issues, collects and maintains recreational equipment supplied for public use. Assists Special Recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Assists in the operation of Camp Sign activities, a summer day camp for deaf and hard of hearing youth.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

One year experience working with individuals with disabilities is required. Fluency in ASL – American Sign Language is preferred.

Knowledge, Skills and Abilities: Basic knowledge of competitive sports programs for people with disabilities. Knowledge and understanding of deaf person and culture. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills.

SEIU-Local 73

EEO: Para-professional

FLSA: Non-Exempt

SALARY: \$11.23 PER HOUR

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Unit Secretary

Weiss Memorial Hospital - Chicago, Illinois
Wednesday, February 05, 2014
188625
5 Northwest

* HS Diploma/GED

* The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

Apply online at <http://jobs.weisshospital.com/jobs/952340-Unit-Secretary.aspx?source=Indeed.com>

SCHEDULER, OTHER

MacNeal Hospital, Berwyn, IL
Department: PRE REGISTRATION (FINANCIAL CLEARANCE CENTER)
Schedule: Full Time
Shift: Days

Job Details: Performs all scheduling and registration functions; verifies eligibility for insurance benefits (Medicare, Medicaid, and MHP); initiates certification; obtains authorization prior to providing services as required by insurance carrier; and assists patients in obtaining financial counseling. High School Diploma; 2 years registration, collection or financial counseling experience, or scheduling experience; proficient in healthcare billing, registration or collections; and bi-lingual Spanish speaking required.

For your employment application to be fully considered, applicants are required to complete our line assessment. Please click on the link below.

<https://gx.gallup.com/healthcaresupportinsight.gx?LOCATION=21737095>

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Front Desk Agent - Overnight

Hotel/Office: Chicago Marriott Downtown Magnificent Mile

Location: Chicago, IL, United States

Ref#: 140002FW

Job Category: Rooms & Guest Services Operations

Brand: Marriott Hotels & Resorts and JW Marriott Hotels

Schedule: Full-time

Position Type: Non-Management/Hourly

Job Summary

Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft.

Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

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Job Title: Certified Medical Assistant, Ob/Gyne-Oak Park

Department: MSP OB-GYN OAK PARK

Shift: 1st

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

Specialty: Obstetrics and Gynecology

Job Number: 2014-0157

Full Time

This position is located in Oak Park, IL

For more than a century and a half, Rush University Medical Center in Chicago, Illinois has provided superior health care to hundreds of thousands of people. Everything we do centers on one goal: improving patient care. Ranked among the top academic medical centers in America, Rush is an outstanding place to build your career. We're educating tomorrow's health care professionals, researching new and more advanced treatment options, transforming our facilities and investing in new technologies—all with the goal of improving patient care now and into the future. We are a health care leader offering world-class INNOVATION, driven by COLLABORATION and committed to ACCOUNTABILITY and RESPECT, continually striving for EXCELLENCE in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

Position Responsibilities:

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of one year of clinical experience preferred

Ability to work in a high stress, fast paced environment

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Janitor

Family Guidance Centers Chicago, IL

Base Pay \$10.00 /Hour

Employment Type Full-Time

Job Type Installation - Maint - Repair, Other

Education High School

Experience At least 1 year(s)

Industry Healthcare - Health Services

Job ID Janitor

Job Responsibilities:

Perform daily janitorial operations at Family Guidance Centers, Inc., 310 W. Chicago location and satellite locations when needed. Restock restrooms and general areas, changes lights, adjust thermostats. Restock paper to copy areas. Sweep external front and back of building daily. Shovel snow from front and back of building (during winter months). Use of gas powered snow blower and manual shovels. Properly store and handle biohazard material: Medication bottles/Tox bottles. Respond to shipments and pickups: Reconcile shipment and sign for receipt and stock received items in designated areas. Respond timely to maintenance emergencies: solve the problem, work to get problem resolved, or escalate to executives. Keep garage clean and orderly: sweep and vacuum, properly stacks supply boxes and keep maintenance equipment neat and in their proper location.

Submit Resumes to: Human Resources

Fax: 224 659-7478

Qualifications:

Candidate must have a High School Diploma or GED and 1 to 2 years of Janitorial experience. Experience in a medical and/or office environment preferred. Candidate must be able to lift a minimum of 50lbs. Candidate must be able to work at elevated heights (i.e. ladders, roof, etc.). Applicant must be self-motivated, willing to take initiative, and be able to work without direct supervision. Applicant must be punctual and dependable. Hours are flexible and will vary between the hours of 7a.m.-7p.m. Mon – Fri; 40 hours a week.

Apply online at

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