



College Clerical Assistant II - Registrar Department - WIL0000212

PRIMARY OBJECTIVE:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.
- Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.
- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.
- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.
- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information.
- Adheres to CCC Customer Service Excellence standards.
- Performs related duties as required.

Qualifications

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.
- Proficient in PC desktop and related software programs. Ability to operate a personal computer.
- Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions.
- Skill in basic filing, record keeping and operation of a variety of office machines

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>

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Security Officer (Part-time) Various Campus Locations - DIS0000210

Location: Various CCC Campuses

Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees.

- Patrols and monitors assigned areas, including buildings, dock areas and parking lots, maintaining a professional appearance at all times.
- Protects and assists staff, students and visitors. Ensures only authorized individuals with proper identification are allowed in the building/offices.
- Adheres to and enforces state and municipal laws and the rules of the Board of Trustees.
- Ensures that all policies and procedures of the District are followed by students, faculty, staff and authorized individuals.
- Applies force which is reasonable and necessary under the circumstances to protect life and property in compliance with federal and state statutes.
- Appears in court hearing related to campus incidents when he/she has signed a complaint, is required as a witness, or is served with a subpoena.
- Reports all incidents on incident report forms prior to completion of shift and notifies supervisor of disturbances and/or irregularities.
- Operates CCC vehicles for patrol and other assignments, at the discretion of the supervisor.
- Enforces parking regulations.
- Responds to sick or injured persons and calls 911 when required. Provides emergency services to their best ability to prevent further harm or injury.
- Secures access to building and offices.
- Maintains proper maintenance and handling of security radios and equipment.
- Performs other duties as assigned.

Qualifications

- Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training.
- Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances.
- Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations.
- Have a valid driver's license.
- Ability to make accurate decisions based on observations and perceptions.
- Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness.
- Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes.
- Must be self-directed and able to prioritize assignments.

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Student Office Assistant-(2 Part-Time Positions) - MAL0000243

Duties and Responsibilities

With a talented and impassioned Faculty and student body, Malcolm X College is leading the charge with a focus on Health Sciences, while maintaining a positive commitment to exceptional instruction. Located near the Illinois Medical District, on the near west side of Chicago, Malcolm X College's College to Careers programs offers accessible and affordable opportunities for academic advancement, career development, and personal enrichment for our Saturday Academy.

- Under the general direction of the assigned supervisor, the Student Office Assistant performs basic duties in support of department.
- Answers incoming phone calls, forwards calls to the appropriate personnel and takes messages when individuals are unavailable.
- Assists staff in the day-to-day functions of department.
- Provides support on various projects and assignments as needed
- Provides general office support including but not limited to filing, faxing, photocopying, word processing
- Possesses a high level of confidentiality
- Exudes a high level of professionalism
- Performs related duties as required

Qualifications

- Applicants must be actively attending one of the City Colleges of Chicago.
- Applicants must be enrolled in a minimum of 6 semester hours pre-credit or credit classes.
- Applicants must be pursuing an approved educational credential, degree, or certificate.
- Applicants must have and maintain a minimum cumulative 2.0 GPA (waived for first semester new students).
- Applicants must be in "good standing" – no City Colleges of Chicago academic restrictions.
- Applicants must not be current Full or Part-time employees of the City Colleges of Chicago.

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

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Position is granted funded and will begin March 22, 2014 through September 13, 2014.

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College Receptionist II-Admissions-Part-Time - MAL000232

Primary Objective: Under supervision, operates a multiple service telephone console, greets visitors and performs routine clerical duties in an office. Answers calls and makes the appropriate connections and requested extensions.

- Provides callers with information relative to college programs, seminars and registration or provides appropriate referrals; transfers calls to appropriate personnel and takes messages in their absence.
- Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs.
- Receives and sorts mail and interoffice correspondence.
- Trains new or temporary employees on the use of telephone console.
- Types a variety of routine letters and memoranda.
- Performs other general duties as assigned.

Qualifications

- Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience.
- Knowledge of proper telephone communications and courtesy. Knowledge of office practices and procedures.
- Some knowledge of the operation of a multiple service telephone console.
- Ability to communicate with the public in a courteous and effective manner.
- Ability to type a minimum of thirty words per minute.
- Ability to perform routine clerical tasks.
- Good customer relations and verbal communication skills. Skill in basic filing.

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College Advisor-(2 Positions) - MAL0000234

Primary Objective:

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce.

Qualifications

- Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred.
- Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment.
- Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement.
- Experience overcoming barriers similar to those faced by the target population.
- Must be self-directed with the ability to work independently within changing deadlines.
- Financial aid knowledge a plus.
- Ability to analyze and address the educational and personal needs of students.
- Knowledge of the career development process and of available career development resources.
- Demonstrated experience with computers and database related software.
- Excellent verbal and written communication skills required.
- Experience in advising both traditional-aged students and adults in a higher education setting desirable.

Special Requirements: Availability to work some evenings and weekends

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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

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:

- Performs insurance verification process on all third party payers
- Meets with patients within 24 business hours of admission for financial consultation
- Will serve in the role as the hospital's Certified Application Counselor for the Affordable Care Act Marketplace
- Provides support to the intake department in answering insurance related questions
- Coordinates the work day with Business Office and intake department staff to ensure daily work is completed
- Coordinates collection procedures with Business Office Staff and Manager
- Delivers service excellence that goes beyond departmental and individual job responsibility

Requirements:

- A minimum of a High School Education, Associates Degree in Business, Finance, Accounting, or related field preferred
- Knowledge of medical terminology and Microsoft Excel required
- Bilingual preferred but not required
- Strong knowledge of commercial insurance, Medicaid, and Medicare
- Demonstrates excellent financial, analytical, negotiation and decision- making skills
- Demonstrates an understanding of patient confidentiality, HIPAA and EMTALA regulation
- Must demonstrate respect, courtesy and empathy to all individuals, maintain a positive work relationship with all, and contribute to the team environment

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

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Mental Health Technician

Job Code: 115580
Facility: Hartgrove Hospital
Location: CHICAGO, IL US
Travel Involved: 0-10%
Job Type: Full Time
Minimum Education Required: Associate Degree
Category: Healthcare - Rehabilitation
FTE: 1.00

Position Summary: Hartgrove Hospital is looking for individuals who want to pursue a career within behavioral health. The hospital is seeking entry level and experienced Mental Health Technicians who want to work with various populations including children, adolescents, and adults. This is great opportunity to launch and further ones career within the field of mental health! This is a chance to make a difference in the lives of the youth as well as adults. Make the choice to be a part of a winning team that is dedicated to helping others!

The Primary Responsibilities are as follows:

- Facilitate Therapeutic CBT group sessions.
- Provide direct patient care under the supervision of a Registered Nurse.
- Daily supervision and monitoring of resident's safety
- Supervise patients while documenting and reporting patient information accurately and appropriately.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all patient documentation and records.

Qualifications

- Bachelor's degree in Psychology or related discipline strongly preferred.
- One year experience working in a behavioral health setting 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.
- Prefer strong customer service and organizational skills, accurate, thorough and timely follow-up with attention to detail.
- Must be self-motivated, professional individual who is customer focused.
- Bilingual (English/Spanish) applicants a plus!

Benefits (for Full-Time and Part-Time Employees):

- 401(k) and Stock Purchase Plan
- Paid Time Off
- Health, Dental, & Vision
- Tuition Reimbursement
- Much More

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Registered Nurse

Job Code: 69744
Facility: Hartgrove Hospital
Location: CHICAGO, IL US
Travel Involved: None
Job Type: Full Time
Minimum Education Required: Associate Degree
Category: Allied Health
FTE: 1.00

The Hospital is seeking full-time, part-time and per diem RN's to work with children, adolescents and adults within our nursing department. There are currently two full time positions available on the second shift. 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!

Bilingual (English/Spanish) candidates a plus!

The primary responsibilities are as follows:

- Provide quality, professional, psychiatric nursing care.
- Coordinate and delegate the nursing care within the prescribed treatment plan.
- Assign nursing responsibilities.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all data and records.

Requirements:

- One year psychiatric experience in mental health nursing preferred.
- Must be licensed as a Registered Nurse in the State of Illinois.
- Graduate of a nursing program, BSN Preferred.
- Must be self motivated, results-oriented individual who is customer focused.

Benefits:

- Sign-On Bonus & Retention
- 401(k)
- UHS Stock Purchase Plan
- Health, Dental, & Vision
- Tuition Reimbursement
- Much More

Interested applicants are encouraged to apply online!

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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 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!

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College Lab Assistant I - Part-Time - MAL0000233

Primary Objective: To assist the biology and physical science faculty members in all phases of laboratory procedures and/or lecture demonstrations emphasizing laboratory safety practices.

- Supervise students during biology and chemistry laboratory classes.
- Prepare living and preserved specimens, reagents, chemical solutions, equipment and materials for laboratory procedures and demonstrations as needed.
- Perform and evaluate prospective and/or current experiments.
- Set up, operate and maintain existing instruments, audio-visual materials, procedures and equipment as requested.
- Maintain laboratories and storerooms of the biology and physical science departments as to cleanliness, orderliness, safety, and availability of equipment and maintaining inventory using computer software.
- Assist in the student registration process.
- Perform other duties as assigned.

Qualifications

- Minimum two years of college with course work in general and advanced biology and general and organic chemistry.
 - Knowledge of routine laboratory safety practices and the ability to perform routine biological and chemical laboratory procedures.
 - Computer literacy is also required.
- Chicago residency is required for all full-time employees within 6 months of hire.

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Building Attendant

Location: Chicago, IL

Department: Housekeeping

1 Part-Time Position, 21 hours per week

Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

Job Duties

Responsibilities include, but are not limited to the following:

Vacuuming, Damp wiping, Sanitizing bathroom fixtures, Mopping floors, Special project work as assigned, Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

Qualifications

The ideal candidate will possess the following qualifications:

High school diploma or equivalent;

Previous housekeeping/janitorial experience strongly preferred;

Ability to lift at least 50 pounds; Ability to stand and walk for long periods of time;

Ability to bend and reach;

Ability to follow verbal and written instructions;

Ability and experience using various tools, products, and equipment.

Ability to work independently and on team.

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <http://fieldmuseum.org/about/employment>

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Guest Relations Representative (Part-Time, Seasonal)

Location: Chicago, IL

Department: Guest Relations

Part-Time, Seasonal Positions Available

24 hours/week through September 1, 2014

Job Description

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

Responsibilities include:

- Provide excellent face-to-face customer service for the Museum visitors
- Facilitate the admission process by providing information to visitors as they wait in line
- Monitor and maintain the flow of guests into ticketed exhibitions
- Process ticket orders (cash or credit card) using the Museum's ticketing software
- Staff coat check operations - check bags, coats and renting strollers/wheelchairs
- Check-in all school/student groups
- Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
- Assist in any extra customer service needs including problem solving, wayfinding, and any other situations that may arise

Qualifications include:

- HS diploma or equivalency required
- Two to three years of proven customer service experience in a similar environment
- Candidates must be able to work part-time (24 hours/week) on an ongoing basis; additional hours may be available based on department scheduling needs
- Must be available at least one weekend day per week
- Must possess excellent communication skills
- No extreme hairstyles, visible tattoos or piercings on face
- Familiarity or ability to use Windows-based computer programs
- Must have previous cash-handling experience and excellent math skills
- A second language is a plus
- First aid and/or CPR is a plus
- Must be able to stand, sit and move to different posts throughout a shift
- This position requires standing for long periods of time (2+ hours)

Apply online at <http://fieldmuseum.org/about/employment>

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*This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:
February 26, 2014 through March 11, 2014
Resumes are required and must be submitted with the application.*

Finance Capital Finance Analyst \$65,000.00 - \$85,000.00 (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.

EDUCATION: A Bachelor's degree is required, preferably in finance, business, economics, mathematics or similar field of study.

EXPERIENCE: Two plus years in management and/or administration of bond issuance or other capital financings (municipal or corporate) is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

Must be able to develop statistical and economic models, design cash flow methods, and analyst financial reports. Communicate effectively with financial advisors, legal counsel, investments bankers, and senior staff of the Tollway. The incumbent must be detail oriented and have excellent organizational skills. Excellent written and verbal communication skills required. This position will also be required to draft presentations for public meetings. A high level of proficiency using Microsoft Word, Excel and PowerPoint and databases is required.

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to 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

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Administrative Assistant-Convention Services | CHI005935

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

This person will work closely with Convention Service Managers at the hotel.

This person must maintain calendars and meeting schedules.

Organizational skills, computer proficiency, and communication skills are a must.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.

Primary Location: US-IL-Chicago

Organization: Hyatt Regency Chicago

Pay Basis: Hourly US Dollar (USD)

Job Level: Administrative | Full-time

Job: Administrative

Apply online at <http://www.hyatt.jobs/>

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Food Server Assistant (Busser)- In Room Dining | CHI005963

Description: The Food Server Assistant-In Room Dining is responsible primarily for assisting the Food Server in serving the guest. This person must have good communication skills as well as the ability to lift, pull and push moderate weight. This is a fast paced position with continual customer contact.

Primary Location: US-IL-Chicago
Organization: Hyatt Regency Chicago
Pay Basis: 6.67 Hourly US Dollar (USD)
Job Level: Hourly/Entry Level Employee | Full-time
Job: Bars/Restaurants/Outlets
Apply online at <http://www.hyatt.jobs/>

Package Delivery Driver / UPS

Job Location: Franklin Park, IL

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs. A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission. Qualified applicants must have a Non CDL Class C license. Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application. An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILFRA3

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/illinois/package-delivery-driver/jobid2188087-package-delivery-driver-jobs>

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Job Title: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Tue. 03/11/14 5:00 PM Central Time

Salary: \$4,476.00 - \$6,124.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: 10-72-79277

Minimum Requirements:

Requires knowledge skill, and mental development equivalent to completion of four years of college with course work in quantitative measures, educational methods, psychology for individuals, organizational or group behavior, labor relations or a closely-related field. Requires two years professional experience. Requires working knowledge of employment development and training.

Work Hours & Location/Agency Contact: WORK HOURS: 8:30 AM to 5:00 PM
Monday through Friday

WORK LOCATION: Elisabeth Ludeman Center
114 North Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers

Human Resources Representative 114 North Orchard Drive Park Forest, IL 60466

Current employees will need to complete and submit a Bid form (along with a copy of current promotional or open competitive grade) and CMS 100 Employment Application to the above prior to the closing date of this vacancy notice. If you submit a CMS 100B Promotional Application to CMS and have not yet received a grade include a copy of the CMS 100B Promotional Application with your Bid form and CMS 100 Employment Application

How to Apply:

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

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

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

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

How to Apply:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Support Service Worker - Housekeeping

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,647.00 - \$3,570.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950
Contact: Jeri Gulli
Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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

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Full time Road Driver

Job Location: Chicago, IL

UPS Freight is hiring individuals to work as Full-Time Road Drivers.

This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCWS37

UPS is an Equal Opportunity Employer

Apply online at <http://jobs-ups.com/chicago/driver/jobid2223158-full-time-road-driver-jobs>

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Assistant Food & Beverage Manager | ROS000335

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met—they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry.

The Assistant Food and Beverage Manager will oversee the food and beverage areas within the hotel. Responsibilities may include scheduling, forecasting and training, ensuring compliance with federal, state and local laws as well as all operating procedures. This person may also coordinate special events at the hotel. The Assistant Food and Beverage Manager must have strong communication and analytical skills. Food and Beverage cost control experience is helpful.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

You're more than welcome.

Qualifications

Minimum of 2+ years as F&B Management preferred
Wine/beverage knowledge in an upscale environment preferred
Ideal applicant should have strong organizational skills, ability to work with flexible work schedule, be a team player and a dynamic leader

Primary Location: US-IL-Rosemont

Organization: Hyatt Regency O'Hare

Pay Basis: Yearly US Dollar (USD)

Job Level: Entry Level Manager | Full-time

Job: Food and Beverage

Apply online at <http://www.hyatt.jobs/>

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