



### **REG/OFFICE ASSISTANT**

Facility Presence Medical Group - Chicago & North Suburbs  
Department RMG ADMIN FLOAT POOL  
Location Chicago, IL  
Req Number 124639

#### Job Details

This position is located in Norridge Illinois. Human Resources Department is looking for an energetic, detail oriented, fast learner, able to function well in a fast paced environment. Responsibilities for this position includes but are not limited to:

1. Collects, records, assembles information, sorts documents, processes and tracks general departmental paperwork.
2. Performs general clerical support for department; filing, copying, faxing and data entry.
3. Assists in the care and maintenance of office equipment and maintains inventory of supplies.
4. Responds to general employee inquires as needed.

Must be proficient in Microsoft Office, must have experience working in a professional setting. Must be able to demonstrate a high level of customer service with various levels of the organization. Must have 1-3 years working in an office setting. Human Resources experience preferred.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=176838>

### **REG/REGISTRAR**

Facility Presence Resurrection Medical Center  
Department PATIENT ACCESS  
Schedule Registry/PRN/Flex  
Shift Rotation  
Hours 7-330p  
Location Chicago, IL  
Req Number 124759

Job Details Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Must be proficient in computer skills, and have excellent customer service skills. This is a "As Needed" position.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=423777>

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**Title: Custodian Chicago**

ID: 1006

Department: Custodial

**Description**

Pangea Real Estate is a real estate management and acquisition company operating in the Midwest with headquarters in Chicago, IL. Our mission is to be the best property managers on the continent. Pangea is currently looking for a self-motivated Custodian that is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and will be able to work effectively in a dynamic, entrepreneurial environment

**RESPONSIBILITIES:**

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

**REQUIREMENTS:**

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

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

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## **REG/SCHEDULER CENTRAL**

Facility Presence Health - Corporate Office  
Department CENTRAL SCHEDULING  
Schedule Registry/PRN/Flex  
Shift Day shift  
Hours 9:00 5:30  
Location Chicago, IL  
Req Number 126533

Job Details SAINT JOSEPH HOSPITAL- CHICAGO  
CENTRAL SCHEDULER  
REGISTRY/PRN/ FLEX SCHEDULING  
ROTATING 9AM- 5:30PM

Accepts and processes requests to schedule outpatient tests/procedures using McKesson PHS Scheduling system.

Strives to obtain patient pre-registration data during scheduling process and performs patient pre-registration in the Hospital Information System (McKesson Star) in addition to scheduling the outpatient test/procedure in the PHS.

Facilitates a coordinated patient schedule. Answers patient questions regarding their test(s) and/or procedure(s) or recommends that patient calls physician for further clarification

### Requirements:

- Bilingual in Polish, Spanish, or Russian required.
- High school diploma or equivalent education/experience; some post high school education preferred.
- One to three years prior hospital or physician business office or comparable payer work experience preferred.
- Minimum typing speed of 40 WPM with accuracy implied.
- Ability to communicate effectively.
- Working knowledge of medical terminology and basic anatomy is required.
- Thorough knowledge of third party payers, billing requirements and reimbursement methods.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=764353>

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## **Equip Proc\ Distribution Tech**

Req. Number: 20057-65320

Shift: PM/Night

### Qualifications:

- High School Diploma or equivalent
- 6 months hospital experience
- 6 month computer background with CRT or Data Entry
- Demonstrated knowledge of PC
- Good communication skills
- Ability to anticipate patient, employee & department needs and refer for action N/A

Position may be exposed to contagious diseases, bio-hazardous material and hazardous chemicals Ability to carry, bend, reach, stoop, push supply carts with equipment, patient supplies, and specimens, to and from their destinations.

Ability to lift very heavy weight requirements according to DOL definitions. Ability to asses working condition of equipment Incumbent in position must conduct themselves in a courteous and professional manner at all times.

Position requires working Fridays & Saturdays 11pm -7:30am, weekday hours will vary and will include coverage for pm or night shifts, need to be flexible.

### Job Description:

To sanitize, set up, maintain, process, distribute patient equipment, carts, and rental equipment.

### Accountabilities:

1. Distribution of equipment, carts and other supplies to and from assigned areas.
2. Perform activities that support the distribution if equipment, carts and rental items.
3. Provision of basic patient care for in-house patients and outpatients.
4. Perform support activities associated with distribution of equipment and supplies associated with Materials Management.
5. Participation in self development by attending inservices and educational programs appropriate to the goals and needs of the department.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4692078-equip-proc -distribution-tech-jobs>

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**DESIGNER FLOWER SHOP**

Req. Number: 25091-64417

Shift: Day

**Qualifications:**

Associate Degree or equivalent + 1 year experience. Knowledge of fresh flowers and plants.

Floral Industry or retail sales experience preferred.

Articulate in communication

Ability to create floral design; fresh and artificial

Excellent Interpersonal skills Excellent attendance, punctuality record Ability to work Holidays

**Job Description:**

To ensure that purchases from vendors meet departmental standards and patient expectations.

To design floral creations which meet, enhance, and exceed visitor, patient and staff needs

**Accountabilities:**

1. Prepare and create floral designs which meet and exceed customer and patient expectations
2. Participate in the purchase of appropriate perishable produce and other supplies ensuring procurement of high quality merchandise at optimum prices with expedient delivery.
3. Serves as a sales person and operates cash register as necessary.
4. In the absence of manager, supervises the daily activities of volunteer staff who are responsible for specific areas of Flower Shop operations.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4484902-designer-flower-shop-jobs>

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### **Guest Services Associate PT Weekends**

Req. Number: 24024-66876

Shift: Weekends Only

#### Qualifications:

High school diploma or equivalent. 2 Year hospital experience in a high contact customer service area/department or 2 years of comparable customer service experience. Some knowledge of medical terminology preferred. Computer skills and knowledge with basic keyboard familiarity preferred. Basic telecommunication system skills and knowledge (receiving/making multi line calls, etc.). Basic office skills (fax, copy machine, on-line services). Excellent organizational, communication, and customer service skills. Excellent problem-solving skills. Bilingual Spanish skills preferred. N/A Ability to make quick and sound decisions based on individual situations in regards to meeting customer needs. Ability to work week-days, week-ends, holidays, and off shifts in order to serve customers in a medical center environment. Ability to maintain composure and professional behavior in stressful situations. Ability to hear alarms and respond immediately. Must present a clean, well groomed, professional appearance at all times. Must be able to perform physical tasks such as lifting, pushing moving patients, wheelchairs, etc. Must be able to accommodate all customer areas in various locations of the hospital. Must be able to perform physical tasks such as lifting, pushing, moving patients, wheelchairs, etc., Lift up to 25 pounds occasionally.

#### Job Description:

To provide a wide range of services to ensure a safe, positive, welcoming and helpful environment for guests, partners and associates external to and within Condell ensuring such services are of high quality and provided in the most customer focused and cost effective manner. To function as a liaison between guests (internal and external) and the hospital assuring that customer needs are identified addressed and monitored. To role model the highest standards of "customer service excellence" for guests, associates and partners. Accountabilities: 1. Welcomes guests, associates and partners to hospital Main Lobby 2. Provides escort services for guests as needed 3. Provides information to guests, associates and partners as needed, required or determined per individual situations 4. Provides a variety of other services and/or performs a variety of other tasks in order to assure that guest's needs are not only met but exceeded and to ensure that the hospital environment is safe, clean, friendly, efficient and supportive of hospital activities in general. 5. Establishes and maintains a high level of skill and knowledge of hospital personnel, departments, information systems, processes and general hospital information in order to provide strong customer service and to meet the needs of Condell guests, associates and partners.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5070012-guest-services-associate-pt-weekends-jobs>

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## **PART TIME PATIENT SVCS REP**

Req. Number: 25220-67168

Shift: PM/Night

Qualifications: High school diploma or equivalent. 2-3 years experience in ambulatory medical office setting. Experience handling difficult callers/customers/patients. Cashier and computer skills preferred. CRT/PC experience in a customer service setting. Working knowledge of the IDX System preferred. Ability to solve problems posed by callers leaving messages, seeking referrals, appointments, billing issues and clinical information. Ability to meet, greet and use positive customer service skills in working with patients, customers. Good communication skills. N/A Ability to function in a high volume, multiple-task environment. Exposure to ill patients. Possible travel to other sites or to ancillary settings for training programs and/or temporary assignments. Bilingual preferred (especially in Spanish and Polish).

*Monday 5-Midnight Tuesday 6-11:00pm Wednesday 6-11:00pm Thursday 6-11:00pm Sunday 4-Midnight*

Job Description: Ensures the provision of efficient, effective, quality customer service and practice support by performing a variety of general office duties: Maximize revenues by accurately entering appropriate charges and collecting payments at the time of service and entering all codes accurately from encounter form, up to date and accurate billing information into the patient accounting system. Assists patients with any problems or concerns and directs them to the appropriate support function for assistance. Coordinates the technical functions of the records department. Ensures that confidentiality is maintained at all times. Accountabilities: 1. Patient Reception (Check-In Process). Provision of efficient, high-quality service to patients who arrive for appointments in person or who telephone requesting appointments or information on tests and procedures, bills and charges, referrals and other matters. Time of Service collection for prior balances and/or converting insurance for fee-for-service patients or collection of co-payments for HMO patients. 2. Communication. Effective communication with all patients and visitors in a timely and professional manner. 3. Billing Services. Reconciliation of patient accounts on a daily basis is in an efficient and accurate manner. Ensures the collection of co-payments and prior balance amounts using Time Of Service (TOS) standards and scripts. Use the daily TOS Opportunity Report to prepare for collections that day. Documents reasons for non-payment of either co-payment or outstanding balance in the comments section of IDX. 4. Provider Scheduling. Coordination of physicians' daily schedules to ensure appointment availability. Accommodation of physician scheduling changes and patient notification in an efficient and timely manner.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4998803-part-time-patient-svcs-rep-jobs>

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**PCT\UNIT SECRETARY FT DAY\PM**

Req. Number: 60001-67432

Shift: Day/PM

**Qualifications:**

High School education or equivalent.

CPR certification (BLS)

Good communication skills

Courteous and professional interpersonal skills

Basic math calculation skills

Ability to demonstrate a commitment to patient-focused care

Ability to work in a fast-paced environment with established time constraints and in difficult situations

May be exposed to hazardous materials and life-threatening diseases

Ability to perform heavy lifting/transfer activities related to patients (lifting 50 to 100 pounds occasionally and/or 25 to 50 pounds frequently and/or 10 to 20 pounds constantly.)

Ability to work designated shifts, including weekends and holidays Ability to transport objects from one location to another

This position needs to recognize needs and behaviors of specific age groups of patients treated

**Job Description:** To assist the registered nurse with delegated patient care activities and to provide administrative support for the patient care area, including receptionist/secretarial duties, medical chart management, and general administrative and operational support for clinical team.

**Accountabilities:**

1. Demonstrates clinical competence in patient care duties. Assists the nurse with delegated tasks effectively, efficiently and in a thorough manner.

2. Responsible for indirect patient care activities.

3. Communicates effectively with patients, families, staff, physicians, and associates in other departments.

4. Ensures a safe and secure environment.

5. Participates in ongoing education and development.

Apply online at [http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5045514-pct\\_unit-secretary-ft-day\\_pm-jobs](http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5045514-pct_unit-secretary-ft-day_pm-jobs)

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## **REGISTRAR EMERGENCY ROOM**

Req. Number: 60001-65345

Shift: Rotate All Shifts

### Qualifications:

#### Job Requirements

High school diploma or GED.

Previous related experience is preferred, but not required.

Excellent verbal communication and interpersonal skills.

Typing of 30 WPM. Superior customer services abilities.

Professional appearance and manner.

Ability to understand, speak and read English.

Bilingual a plus

PLEASE BE SURE TO SEE SHIFT HOURS / DAYS

Must be able to train FT 8:00am-4:30pm Monday-Friday for the first 4-6 weeks of employment.

Once training is complete will move to registry position that does not guarantee a set amount of hours per week.

### Job Description:

Interview all patients to obtain necessary registration information.

Process the information into the medical center business computer system.

Complete Secondary Payer questionnaire for all Medicare eligible patients.

Explains and obtains signatures on appropriate forms.

Obtains accurate and prompt insurance verification.

Collects payments for services rendered.

Communicates to the patient the hospital's point of service payment policy.

Maintains proper use of equipment and cleanliness of work area.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4686006-registrar-emergency-room-jobs>

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### **Team Leader EEG**

Req. Number: 20057-67006

Shift: Day

#### Qualifications:

Bachelors Degree 5-7 years EEG/EP experience. Knowledge of Cranial anatomy.

This position will need to recognize the need and behaviors of a variety of age groups treated, i.e. understanding child growth and development, normal patterns of adolescent behavior and look for signs of normal aging; prior experience with all age groups is preferred.

Good communication and organizational skills. Experience with computers. ABRET Registered CPR certification Ability to stand for length of time. Ability to bend and/or kneel for a length of time.

Ability to move equipment around hospital to do portable procedures. Ability to meet flexible staffing needs.

Ability to do light medium, and heavy lifting. May be exposed to life threatening diseases. Provide on call coverage.

#### Job Description:

Provides daily workflow direction and supervision of EEG staff to ensure providers have adequate staffing assistance to accommodate clinic efficiency while also achieving clinic objectives.

To obtain quality diagnostic data from various mediums (digital/video eeg, digital evoked potential, and transcranial doppler) for physicians to interpret.

To obtain information regarding patient condition from patient chart, patient, family in order to assist physician in the interpretation of the data.

To orient new associates and supervise EEG students. Coordinate daily lab activities.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4965638-team-leader-eeg-jobs>

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### **General Laborer, Warehouse Seasonal - Chicago**

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV027315

Full or Part Time : Seasonal/Casual FT

#### Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is a plus.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-seasonal-chicago-chicago-illinois-job-1-4297118>

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**Job Title: Health Services Investigator I, Option A - General - Opt A**

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 03/26/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: DFPR 8858

**Minimum Requirements:**

Requires bachelor's degree, preferably with coursework in law, government and health related fields. Requires a minimum of 2 years of responsible investigatory experience in law enforcement or a related field, or 1 year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of State agencies; and, methods and procedures of office management. Requires ability to prepare written reports based upon findings of investigations to be filed with State's Attorney for prosecution or for use as a basis for license revocations proceedings by the Department; recognize and gather appropriate evidentiary statements, exhibits and materials for use in prosecution of cases or disciplinary actions, maintain security during investigative activities, prepare case reports for referral to regulatory staff and/or prosecuting agencies; exercise discretion and judgment in making decisions concerning the status of cases, and recommend what action the Department should initiate; applies and interprets agency policies and procedures. Requires possession of a valid driver's license. Requires travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial and Professional Regulation  
Professional Regulation/State-wide Enforcement/Investigations/Medical & Health  
9511 W. Harrison St Des Plaines, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-782-9993 217-782-9925 Fax

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 A - General

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

Agency: Human Services

Closing Date/Time: Tue. 03/25/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

\$51,492.00 - \$77,424.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-80126

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as office manager of a local Family & Community Services (FCS) office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

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

MFO 1112 South Wabash Chicago, IL 60606

Please submit application to: Jill Patterson / Bureau of Employee Services

100 S Grand Ave. E., 3rd Fl. Springfield, IL 62762 FAX 217-524-3826

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

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**Job Title: Office Associate - Opt 2**

Agency: Children & Family Services  
Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time  
Salary: \$2,877.00 - \$3,985.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1448016-487173

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30AM-5:00PM.  
LOCATION: 1701 S. First Ave Maywood, IL 60153  
SUPERVISOR: K. Leggin

AGENCY CONTACT: SUE ALLEN-OATES  
100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60602  
FAX # (312)814-7134

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 2 - Typing

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**Job Title: Administrative Assistant**

Agency: Executive Inspector General \*

Closing Date/Time: Continuous

Salary: \$2,500.00 - \$5,000.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 201

**POSITION SUMMARY:** Subject to supervision of the Deputy Chief, and the Deputy Inspector General and Chief of the Regional Transit Board Division, serves as Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

**Minimum Requirements:**

- high school diploma;
- minimum of two years of college or business education is desirable;
- prior administrative experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**Work Hours & Location/Agency Contact:** 9:00 a.m.-5:00pm

Office of Executive Inspector General

69 W. Washington St., Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

**How to Apply:**

Visit our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov). Qualified applicants can apply online or download the OEIG application and submit the completed application, resume, and cover letter to the OEIG Division of Human Resources, 69 West Washington, Suite 3400, Chicago, IL 60602. Contact: Division of Human Resources – 312.814.1789.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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**Job Title: Administrative Assistant I - Opt E1**

Agency: Public Health

Closing Date/Time: Wed. 03/26/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDPH 77448

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the general direction of the Division Chief of Maternal, Child & Family Health Services (MCFHS), serves as staff assistant; provides a variety of administrative functions necessary to the operation of the MCFHS Division. Participates in the administration of programs and procedures within the MCFHS Division; advises Division Chief on the feasibility and impact of proposed administrative procedures.

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 or completion of an agency approved professional management training program. Prefers familiarity with the Women's Health Community in Illinois and experience in Women's Health Education Development. Must have working knowledge of Office Products, Word and PowerPoint applications

Work Hours & Location/Agency Contact:

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

Office of Women's Health - Division of Maternal, Child, and Family Health

122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

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

Phone: 217-785-2031 Fax: 217-524-0220

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 E1 - Dept Public Health

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**Job Title: Shift Supervisor**

Agency: Corrections

Closing Date/Time: Wed. 03/26/14 4:00 PM Central Time

Salary: \$6,567.00 - \$9,700.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: IDOC29-82-14-0090

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Asst. Warden of Operations, Sr. Public Service Adm., supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conducive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Master sheets for shift assignments.  
Position Number: 40800-29-82-310-00-09

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer trainee program. Requires five years of supervisory experience in a custody program in a correctional institution or setting. Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of inmates in a penal or correctional setting. Requires thorough knowledge of modern penal principles and practices relating to guard duties and to the control of inmates. Requires thorough knowledge of rules, regulations and requirements for the control of inmates. Requires extensive knowledge of the methods and techniques used in discipline of persons in a correctional center.

**Work Hours & Location/Agency Contact:**

WORK HOURS: 7:00am to 3:00pm Thurs through Mon with days off of Tues & Wed.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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).

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

ID: 1017

Department: Administrative

Description

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

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

Some specific tasks will include:

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

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

Compensation: \$25,000 - \$28,000/year, depending on education and experience

Only candidates with resumes attached will be considered for this position.

Apply online at <http://pangeare.applicantstack.com/x/detail/a26llkjmck7>

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**Posting Title Groundskeeper (lite duty) (Seasonal)**

Auto req ID 438BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Grounds

Union Status Union

Work Shift Weekdays- some evenings/weekends- etc.

As a groundskeeper, you will assist in creating Brookfield Zoo's beautiful picture perfect setting in every season by performing a variety of grounds duties and functions such as general park clean-up, paper picking, recyclables removal, raking, etc. Your friendly demeanor and pleasant smile will contribute to creating an extraordinary guest experience as Groundskeepers work in public areas and may interact with guests to provide general information on park schedules and activities.

Position Requirements and Specifications As Brookfield Zoo is open 365 days a year, this position highly prefers flexible availability to work any 5 days out of any 7 days each week with work shifts that are generally during the hours that Brookfield Zoo is open. From Memorial Day – Labor Day the Zoo is open 9:30 a.m. to 6:00 p.m. daily (Sundays until 7:30 p.m.). After Labor Day until Memorial Day the weekend weekday hours vary from 9:30/10:00 a.m. – 5:00/6:00 p.m. During special events, the Zoo may be open until 9:00/10:00 p.m. This position requires flexible availability to work non-standard hours including holidays and weekends. For this position, you must be at least 16 years of age. This is a temporary (seasonal) position. The union hourly wage for this position is \$10.15 per hour.

The requirements for this position include: Minimum two years of high school required. Previous groundskeeping or horticultural experience desirable. Good communication and interpersonal skills required. Minimum 16 years of age. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus. Seasonal Groundskeepers must supply their own steel-toed work boots, which must be worn at all times when working. Must be able to work non-standard hours such as weekends and holidays. This requisition is to actively recruit for positions that have anticipated start dates in May 2014.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer -Minorities / Women / Veterans / Disabled.

Apply online at

[https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e9PdHn3Wltce7opTdYuhibvKMx1sL6NC0jeBV2YCYi3WT5snc5rGksGYOQFgYQOI&jobId=35951&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=35951\\_5163&GQId=0](https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5e9PdHn3Wltce7opTdYuhibvKMx1sL6NC0jeBV2YCYi3WT5snc5rGksGYOQFgYQOI&jobId=35951&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=35951_5163&GQId=0)

Or <http://www.czs.org/czs/Careers>

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### **Maintenance Mechanic Trainee**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00019372

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
  
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
  
- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
  
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-1 years of industrial maintenance experience required.
  
- 0-1 years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
  
- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
  
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-trainee-alsip-illinois-job-1-4263506>

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