



Manager, Guest Experiences

Department: Guest Experiences

Status: Full Time

The Manager, Guest Experiences will be responsible for co-leading the Guest Experiences team and responsible for ensuring the delivery of world-class guest service to all guests in the Museum. This position is responsible for leading guest engagement strategies and provides overall management of Facilitator programs.

This position will have shared responsibility with another full-time Manager of Guest Experiences and will report directly to Director of Guest Experiences.

Responsibilities

Qualifications

The Manager, Guest Experiences requires superior analytical, attention to detail, written and verbal communications skills, and exceptionally good professional judgment.

Required qualifications are as follows:

- Master's degree in science-related field or equivalent, preferred

- Four to ten years of related experience and/or training; or equivalent combination of formal and informal science education and experience

- Six to ten years of strong management experience, including team management and project management skills

- Theater experience or strong familiarity with improvisation important

- Demonstrated successful collaboration experience and negotiating skills

- Ability to coach team members on guest engagement strategies, performances, and in using inquiry based methodologies

- Excellent verbal, written communication skills

- Positive demeanor with solution focus and creative problem solving skills

- Demonstrated ability in working with diversity of skills, professions and cultures

- Must be able and willing to work weekends and holidays

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/manager-guest-experiences/>

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

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

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Guest Admissions Representative

Department: Education & Guest Services

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

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

Qualifications

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

Previous cash handling experience required.

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

Successful customer service experience.

Prior telephone experience preferred.

Bi-lingual is a plus.

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

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

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

Requires weekends, holidays and some evenings.

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

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

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

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

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

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Job Title: Senior Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Mon. 03/31/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: IDPH 77809

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to the approval of the Chief of the Division of Long Term Care Field Operations, serves as a Regional Supervisor for the Bellwood Regional Office of the Division of LTC Field Operations. Administers and manages all Division operations in the Bellwood region including state licensure, federal certification, as well as complaints and other connected issues. Serves as supervisor.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires prior experience equivalent to four years of progressively responsible administrative experience in Medicare/Medicaid related programs. Requires licensure as a Registered Nurse. Prefers a Certified Professional Survey Discipline or a Certified Health Facilities Surveyor (CMS).

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

Office of Health Care Regulation

Division of Long Term Care Field Operations - Bellwood Region

4212 W. St. Charles Rd. Bellwood, 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 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).

Option 8N - Nurse Registered IL

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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).

Option 1 - General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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).

Option 2 - Typing

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Driver Trainee (Class A Permit ONLY)-1308292

Description

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Position Responsibilities

Provide shelf merchandise to stores upon request by manager or customer. Deliver product to scheduled accounts in good condition and within scheduled delivery time. Assure brands and packages are rotated properly, safeguarding against past-dated products available to consumers. Observe trainer to compute and record transactions to convey all related cash, checks and documents to Route Auditor. Acquire the necessary driving skills needed to obtain a Class A CDL within a specified period. Accountable for cash/credit proceeds and products removed from inventories. Observe and train on how to maintain assigned vehicle in accordance to applicable safety regulations.

Pay Rate: \$101/Daily

Schedule: Tuesday thru Saturday

Shift: 5AM - Until Finished

Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL permit and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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**Warehouse Worker / Commission Picker - Northlake - Illinois (2nd Shift)-
1401659**

Description: The Warehouse Worker is responsible for building product orders for outgoing loads for placement on route delivery trucks in an accurate and safe manner. Shift and Schedule: This is a full time position working on our 2nd shift. Our 2nd shift typically begins at 5:30pm and will last until all trucks are loaded for the next business day's deliveries (typically between 8 and 12 hours depending on business needs). Flexibility to work overtime and weekends is required.

Pay Rate: This is a commission based position with pay being determined by the number of cases pulled. The commission rate is currently set at \$0.07 per case. There is a guaranteed daily minimum pay rate of \$90.00 per day which equals to \$450.00 per week (this is an average of 1,286 cases pulled per day).

Position Responsibilities

Load route trucks and semi-trailers with propane or battery-operated forklift and/or pallet jack, moving product in and out of the warehouse. Move product to storage areas using the proper equipment. Stack and store merchandise in the appropriate area according to established sequences and procedures. Document all material transfers, shipments and movements electronically and/or on appropriate forms. Ensure items are stored in an orderly and accessible manner. Review orders for shipment and assemble the correct types of merchandise to be shipped. Maintain cleanliness in assigned area.

Qualifications

High school diploma or general equivalency diploma (GED); Experience with operating a forklift; Lift up to 50 lbs repeatedly; Push and pull up to 100 lbs repeatedly

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Supply Chain

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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Job Title: Building/Grounds Laborer

Agency: State Police

Closing Date/Time: Thu. 03/27/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 21-31-ISP14-015

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, performs assigned non-skilled work; such as janitorial cleaning tasks, grounds upkeep and maintenance, storage room duties, and manual labor (bends, kneels, crawls, climb ladders, lifts up to 50 lbs) for the Forensic Science Center at Chicago.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g., buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, and shovel) use and maintenance. Requires elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to follow simple oral and written instructions. Requires possession of an appropriate valid driver's license. Requires ability to perform all physical and technical tasks associated with the duties and responsibilities of this position.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 a.m. – 5:00 p.m., Monday through Friday

WORK LOCATION: Illinois State Police

Forensic Science Center at Chicago 1941 W. Roosevelt Road Chicago, IL 60608

AGENCY CONTACT: Wanda Kieft-Flood / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794-9277

Phone: (217) 557-6015

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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Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting.

This is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Senior Contract Buyer

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment. This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects.

Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred.

This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

Qualifications:

QUALIFICATIONS: Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent. Government procurement experience preferred.

Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=664

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Job Title: Actuarial Examiner Trainee

Agency: Insurance

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

Salary: \$3,429.00 - \$4,964.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: DOI 8996

Minimum Requirements:

Requires a bachelor's degree with a minimum of 21 semester hours course work in mathematics and/or actuarial science. Requires ability to successfully perform on-the-job training assignments as related to actuarial examinations; learn and retain knowledge of applicable Illinois laws, department regulations and actuarial science practices governing the insurance industry; acquire requisite skills and knowledge needed to conduct actuarial computations and analyze those made by insurance companies; establish and maintain effective working relationships with both coworkers and insurance company officials and employees; communicate effectively in oral and written form. Requires the ability to travel.

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

Work Location: Illinois Department of Insurance

Financial/Corporate Regulatory/LAH Actuarial/Examination

122 S. Michigan Ave Chicago, 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 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: Automotive Mechanic - Opt 1

Agency: Central Management Services

Closing Date/Time: Mon. 03/24/14 5:00 PM Central Time

Salary: \$4,156.00 - \$5,541.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC451

Bid ID#: CMS 9011

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or coursework in automotive mechanics or completion of an approved training course. Requires experience necessary to qualify as a skilled mechanic. Requires a valid Commercial Driver's License -- Class B. Requires ability to repair diesel engines as well as gasoline engines. Requires extensive knowledge of all mechanical hand tools and testing equipment. Requires extensive knowledge of materials and parts. Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures. Requires ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs. Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment. Requires ability to make work activity reports.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.

Work Location: Central Management Services/Agency Services/Vehicles

Suburban North Garage 9511 Harrison Street Des Plaines, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

FAX: 217-782-9925 / Phone: 217-782-6239

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).

Option 1 - General

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Food Service Worker

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

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

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

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Security Officer

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

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

Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Dental Assistant

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

Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant.

Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

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Chicago IL, 60621

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Mental Health Worker

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

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

Description:

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

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

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Patient Care Technician

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

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

Description:

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

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

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

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Chicago IL, 60621

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Pharmacist Technician

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

Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



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#: 10-91-79896

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, manages a local program for expediting and maximizing all components of the "Collections Program" at the local level; establishes and monitors local priorities and assures cost effectiveness in accordance with established program procedure, productivity standards and program policies related to Financial Recovery Coordination.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration.

Requires one year of administration experience in a public or business organization, or completion of an agency approved professional management training program.

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

Roseland FCRC 11203 S Ellis Chicago, IL 60628

Please submit applications to: Anne Mitchell

Bureau of Employee Services 100 S. Grand Avenue East, 3rd Floor 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 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).

Option H7 - Dept Human Services

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Executive II - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

Salary: \$4,983.00 - \$6,880.00 monthly

\$59,796.00 - \$82,560.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-99-79557

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general direction of the Public Service Administrator, Bureau of Community Support Services, Division of Family and Community and Services, Department of Human Services, organizes, plans, and executes a technical assistance and monitoring plan for a number of agencies involved in the complex and technical statewide program with particular focus on the program of Youth and Child and Adolescent Health, within the Division of Family and Community Services (DFCS).

Minimum Requirements:

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

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

FCS/Bureau of Community Support Services

401 S. Clinton Street Chicago, IL 60607

Please submit applications to: Chris Pryer / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor 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 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).

Option H7 - Dept Human Services

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