



Housekeeping Assistant III - (AR27252)

Branch: Environmental Services
Department: 373280 - EVS
Employment Type: Temporary
Hours Per Week: 8
Area/Specialty: Environmental Services
Requisition Number: AR27252
Location: Hyde Park
Scheduled Days: Rotating
Shift Begins and Ends: Rotating

Job Description:

****Temporary ONLY****
****Please No Phone Calls****

JOB SUMAMRY

This position provides a clean, safe, attractive environment for patients visitors and staff

JOB QUALIFICATIONS

High School diploma or equivalent, ability to follow oral and written instructions, ability to lift 50lbs, bend to floor and reach above head to perform duties requiring continuous physical effort, ability to complete assigned tasks without direct supervision.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

Apply online at

https://www1.recruitingcenter.net/Clients/UCHospitals/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=27252&esid=az

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Pharmacy Technician - (KS271092)

Branch: Pharmacy

Department: 377730 - IP PHARMACY

Employment Type: Full-Time

Hours Per Week: 40

Requisition Number: KS271092

Location: IL, Chicago

Scheduled Days: varies

Shift Begins and Ends: varies

Minimum Qualifications:

1. Current Illinois Pharmacy Technician License.
2. High School Diploma or equivalent (GED)
3. Illinois Pharmacy Technician Certification is highly desirable.

Training and Experience:

1. Minimum of one year pharmacy experience, or
2. Completion of an ASHP approved pharmacy technician vocational course, or
3. Student enrolled in a college of pharmacy or at the University of Chicago. Graduates of foreign pharmacy programs are also eligible for consideration.

Knowledge and Skills:

1. Ability to work as a team player to accomplish optimal patient care by providing superior pharmaceutical services.
2. Good communication skills to interact with patients and staff.
3. Considerable knowledge of basic pharmacy practices and procedures.
4. Considerable knowledge of medications and medical supplies.
5. Good knowledge of record keeping practices.
6. Successful completion of core technician competencies and subsequent yearly competencies.
7. Considerable skill in working with attention to detail.
8. Considerable verbal communications skills.
9. Familiar with computers and keyboard usage.
10. Sensitivity to patient care issues as they pertain t the practice of pharmacy.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

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https://www1.recruitingcenter.net/Clients/UCHospitals/PublicJobs/controller.cfm?jbacti on=JobProfile&Job_Id=27110&esid=az

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FRONT DESK RECEPTIONIST

Alexian Brothers Housing and Health Alliance - Chicago, Illinois

Monday, March 03, 2014

Req ID: 14044

Category:

Status: Registry

FTE: 0.0 / Registry

Shift Details: Varies/On Call

Department: ABHHA - 304.3022 TH CASE MGMT

POSITION SUMMARY:

As a part of the Alexian Brothers The Harbor team, this position is primarily responsible for front desk coverage, building security and safety, oversight of general household functions, and resident compliance with policies and procedures in cooperation with Case Management, Occupational Therapy and Recovery Services. This is a part-time/resource/flex position that will fill in on an as needed basis as other staff require time off. Applicants MUST BE available evenings, early mornings and weekends.

Reports To: Director of The Harbor

MINIMUM QUALIFICATIONS:

* able to read and write English * demonstrated written and oral communication skills and the ability to do so in a diverse work environment * sensitivity to alternate lifestyles * demonstrated ability to use initiative and be a self-starter * a calm demeanor and ability to make sound decisions in difficult situations * 18 years of age minimum * U.S. citizen or otherwise able to work legally in the United States

DESIRED QUALIFICATIONS:

* bi-lingual Spanish language skills highly desirable/preferred * computer proficiency in word processing, data base management and spread sheets preferred * experience working in a residential setting * an understanding of individuals who have experienced homelessness * a history with AA/NA, 12 steps or other recovery models

Application Process

Please submit an electronic application through <http://jobs.alexianbrothershealth.org/> "Jobs By Facility" à Alexian Brothers Housing & Health Alliance

Contact Karen Kowal, Director of The Harbor, kkowal@abam.org with questions.

NO PHONE CALLS PLEASE!

Only the most qualified candidates will be called for interviews.

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Job Title: Information Services Specialist II - Opt C

Agency: Human Services

Closing Date/Time: Tue. 03/18/14 4:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: EMHC-14-0902

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision provides advanced technical professional support to management staff and paraprofessional staff in the use of software programs for IBM and IBM compatible personal computers systems; utilizes extensive knowledge of hard and software packages and corresponding programming languages and peripheral equipment, develops applications and corresponding training programs for use in software and electronic data programming systems; assists staff on an individual basis with specific spreadsheet, database and word processing application problems; assists in the development and implementation of an ongoing preventive maintenance program for facility electronic data processing equipment; evaluates and tests software in order to make recommendation to facility management.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with course work in computer science or directly related fields supplemented by one year or related information Technology experience. Prefers a BA in Computer Sciences. Requires working knowledge in program language supported by OIS. Requires knowledge of setting up Data Base Management Systems, ability to set up (trouble shoot) network systems and ability to research, evaluate and test new software packages. Requires ability to conduct training for users.

Work Hours & Location/Agency Contact: 8:30am - 4:30pm
Elgin Mental Health Center; Management Information Systems (MIS Dept)
Contact Information: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123 Fax: 847-429-4933

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 C - Client Services

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Job Title: Rehabilitation Case Coordinator I - Opt MC

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC I OPT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

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 MC - Manual Communicatn Skill

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Job Title: Stores Clerk

Agency: Human Services

Closing Date/Time: Tue. 03/18/14 4:00 PM Central Time

Salary: \$2,647.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-0901

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine clerical and manual tasks such as the receiving, stocking and shipping of inventory in the Central Stores of the Elgin Mental Health Center; keeps simple records. Maintains the general area regarding the safety and sanitation requirements and serves as a back up in the processing, sorting of U.S. and inter-office mail, including social security and paychecks for hospital patients. Delivers daily all supplies and mail to all departments, including medication to patient treatment units.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school. Prefers experience in the keeping of stores and stores records. Requires the ability to use a fork lift and requires a valid Illinois driver's license.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center; Central Stores

CONTACT INFORMATION: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Fax: 847-429-4933

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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Central Scheduler

Req. Number: 25002-62689

Shift: Day

Qualifications:

Job Status: Part time- 20 hour per week opportunity- (Is Benefit Eligible)

Work Schedule: This position will have a flexible start time between 8:00am - 9:00am weekdays/ AND is required to work every other weekend from 9:00am - 1:00pm.

High School Diploma

Central Scheduling experience in a hospital environment highly preferred

Excellent customer services and communication skills

Effective organizational skills - Computer literate. Ability to multi-task - Knowledge of office equipment - Types 35 wpm

Ability to proficiently communicate with the public - Ability to type while interviewing.

Medical terminology skills and understanding of diagnosis and procedure coding conversions.

Demonstrated knowledge of proper insurance coding. - Demonstrated knowledge of Managed Care systems requirements.

Demonstrated knowledge of pre-certification requirements.

Demonstrated problem solving skills.

Conducts all activities with knowledge and understanding of the hospital's mission and values, regulatory compliance requirements, payer requirements, HIPAA privacy and security requirements, the overall revenue cycle procedures, and the hospital's policies.

Successful completion of Medical Terminology class

Ability to work weekends, holidays, and various shifts to accommodate staffing needs

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

Ability to be flexible between centralized and de-centralized registration locations.

Job Description:

Job Status: Part time- 20 hour per week opportunity- (Is Benefit Eligible)Work

Schedule: This position will have a flexible start time between 8:00am - 9:00am weekdays/ AND is required to work every other weekend from 9:00am - 1:00pm.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4210591-central-scheduler-jobs>

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Customer Service Associate

Req. Number: 25006-67235

Shift: Day/PM

Qualifications:

Position will be located on South Martin Luther King Drive

Work Hours: 10:30am – 7:00pm

- HS diploma and 1-2 years experience general office experience or contact center, customer service or sales experience.
- Customer service skills/training
- Typing speed 35 WPM
- Basic problem solving skills
- Basic knowledge of Internet navigation
- Good communication skills including verbal and written.
- Self directed
- Good time management
- Accurate and attentive to details.
- Speaks English fluently, enunciates and uses proper grammar.
- Good customer service skills (Patient, caring, excellent listening skills, ability to keep calm during high stress situations, uses proper voice tone (empathy, enthusiasm, courtesy) able to listen to the unasked questions as well as asking probing questions in order to provide the appropriate response.
- Preference may be given to a bi-lingual (English-Spanish) candidate.

Accountabilities:

1. Customer Care and Service Excellence
2. Fulfillment and Mail Assembly
3. Data Entry
4. Customer Service Review (Quality Monitoring)
5. Other

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5004607-customer-service-associate-jobs>

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GUEST SERVICES REP\DRIVER

Req. Number: 25091-64751

Shift: Day

Qualifications: High School diploma or equivalent 1-3 yrs. Customer Service experience. 1-3 yrs. Hospital or Healthcare experience preferred. One to three years driving experience, commercial (buses, trucks, etc.) Excellent communication skills. Efficient understanding of Customer Service. Positive attitude. Current valid Illinois Drivers License Eligible to obtain commercial driver's license. Ability to maintain traffic flow, perform valet services and assist guests by providing direction or wheelchair assistance. Extended driving is required and must be able to work in all extremes of weather. Ability to lift up to 20 pounds occasionally and/or 10 to 25 pounds frequently and/or up to 10 pounds constantly (receiving blood/urine specimens). Ability to lift, push, bend up to 100 pounds occasionally and/or in excess of 50 pounds frequently and/or in excess of 20 pounds constantly (assisting a patient in and out of a wheelchair, pushing a patient in a wheelchair, bending down to adjust leg and foot rest). Ability to communicate with a high volume of guests entering into the facility in a courteous, and professional manner. Ability to be exposed to extreme weather conditions (maintaining traffic flow, ability to do light shoveling in heavy pedestrian traffic areas located at the entrances to the hospital and assisting patients into or out of their vehicles). Ability to be flexible with work hours, including weekends.

Job Description: The Guest Services department purpose is to provide the highest level of service excellence for all patients, their family members and visitors on a consistent basis. The department provides bus service and parking lot assistance for patients, their family members, visitors and all associates. Guest Services associates also support ancillary departments and clinical units in assisting with the handling of materials and special requests needed for patient care. Accountabilities: 1. Responsible for the safe and efficient transportation of all customers using the Advocate Lutheran General Hospital campus shuttle services. 2. Partner with Lutheran General Hospital service departments including but not limited to; Public Safety, Transportation, Nursing Division and Patient Intake Department to enhance the patient experience and promote a smoother workflow. Partnership also includes Volunteer Services in the staffing and managing of the information desks located throughout the Lutheran General Hospital campus. 3. Provide campus wide assistance with duties including but not limited to; patient transportation, specimen delivery and valet services (i.e. Patient Resource Center, Center for Advanced Care). 4. Provide Valet services for Lutheran General Hospital and The Center for Advanced Care. 5. Staff the parking garage booths located on the Advocate Lutheran general Hospital campus. 6. Proactively greet all guests as they enter the hospital.

Apply online at http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4607163-guest-services-rep_driver-jobs

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Dock Worker (Full-time)-OPE015163 / Con-way

Job Summary: Load and unload freight in a timely manner utilizing the appropriate motorized and manual equipment and by hand as needed.

Description of Essential Job Functions:

Available to work a variety of shifts, including days, evenings, nights and weekends due to varying freight volumes. Efficiently sort, handle, load and unload palletized and non-palletized freight using appropriate motorized and manual equipment, including pallet jack, forklift and by hand as needed. Utilize mobile hand held devices for tracking shipments. Safely climb in and out of trailers. Lift freight and other objects of various shapes, sizes and weights (up to 50 lbs frequently and greater than 75 lbs occasionally). Secure freight inside trailers using appropriate tools and supplies (e.g. pallets, straps, rope). Safely walk and stand for extended periods of time on a loading dock that is not climate-controlled and may be slippery. Safely walk, reach (including above your head), bend, climb, push, pull, twist, squat and kneel as necessary to perform the job duties. Verify and complete required documentation and reports. Ability to handle hazardous materials. Adhere to company safety policies. Frequent contact with service center personnel; fast-pace and deadline oriented. Safely work in adverse weather conditions. Perform other duties as assigned. Prompt, daily attendance at assigned work location.

Skills & Experience:

Prior dock/warehouse experience in the transportation industry is a plus.
Prior forklift experience in a freight / less than truckload environment preferred.
Prior experience loading and unloading trailers preferred.
At least 18 years of age. Highly motivated individual with attention to detail.
Ability to count and perform basic math, with or without a calculator.
Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.) Ability to bend, twist, squat, pushing/pulling freight throughout shift. Ability to follow instructions and complete required training. Ability to work independently and/or as a team member. Must be able to perform the essential functions with or without an accommodation. Pass a company paid Post Offer Pre-Hire screen (physical essential functions) test.

"We are proud to be an Equal Opportunity/Affirmative Action employer. Qualified applicants will receive consideration for employment without regard to race, sex, disability, veteran, or other protected status."

Apply online at

<https://conway.taleo.net/careersection/2/jobdetail.ftl?job=390242&src=JB-10140>

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Legal Secretary

Req. Number: 25006-66373

Shift: Day

Qualifications: 6-7 years secretarial experience, preferably in healthcare field or law office. Ability to interact and work with several individuals and have good interpersonal skills. Must be able to maintain confidentiality at all times. Excellent spelling and communication skills required. Ability to multi-task, prioritize work, work under pressure, occasionally work overtime.

Job Description:

Provide administrative assistance and secretarial support to the Legal Department. Assist operation of department by supporting Legal and Compliance Functions. Work with Associate General Counsel, Assistant General Counsel, Legal Specialists and other secretaries.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4860358-legal-secretary-jobs>

Delivery Driver

GrubHub Inc.

Operations | Chicago, IL, United States

With a career at GrubHub Inc., you can order your cake and eat it, too! Do you have a car and want to deliver food happiness to hungry diners? GrubHub Inc. is looking for delivery drivers in the Lincoln Park & Lakeview areas to help out some of our busy Chicago restaurant partners.

Drivers will use their own reliable vehicle and must have a valid driver's license, a clean driving record and auto insurance. You will need to use your own iPhone or Android phone and expect to use your data and text plan. You must be 21 years or older. Available shifts are four hours long covering either lunch or dinner, seven days a week. You will be expected to work a minimum of three and maximum of seven shifts per week.

This is a temporary position running for 90 days with potential for an extension.

GrubHub Inc. is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer.

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<https://www.grubhub.com/careers/?nl=1&jvi=oegYfwr,Job&jvs=Indeed&jvk=Job>

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Courtesy Bus Driver (O'Hare Airport)

Job ID 72554

Positions 2

Location US-IL-Chicago

Category RAC Operations

General Responsibilities: The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Hertz rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Hertz is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EOE/AA /M/F/D/V

Apply online at <https://usassessment-hertz.icims.com/jobs/72554/courtesy-bus-driver-%28o%27hare-airport%29/job>

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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 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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Patient Care Information Associate

Req. Number: 25001-67109

Shift: PM

Qualifications:

High School diploma or equivalent. Certified Nurse Assistant
Knowledge of basic computer keyboard functions is preferred.

Ability to communicate both verbally and in writing.

Courteous and professional inter- personal skills.

CPR CERTIFICATION

Ability to successfully complete hospital-based training for Patient Care Assistants.

Ability to work rotating shifts, any day of the week, including holidays

Exposure to various contagious disease, radiation, chemicals, caustic materials, electrical equipment and hazards associated with their use.

Demands which require walking, standing, bending, and lifting throughout the work day. Ability to lift 50 lbs. or more may be required.

This position will need to recognize needs and behaviors of a variety of age groups of patients treated (i.e., understand growth and development.)

Evening shift position, 2pm-1030pm. Very physically demanding Inpatient Rehab unit.

Job Description:

To provide quality care to patients in a manner which is patient focused, technically appropriate and cost effective. The Patient Care Associate works under the direct supervision of the Registered Nurse in accordance with accepted standards of practice, within the guidelines of the Illinois Nursing Practice Act and the Mission and Philosophy of Advocate Health Care.

Accountabilities:

1. Provides general patient care duties that are specific to the patient population served and as directed by the Registered Nurse.
2. Participate in the Admission/Discharge process of all patients under guidance of the Registered Nurse or designee.
3. Contributes to the patient plan through the documentation and/or communication of patient needs, problems and outcomes to other health care providers as appropriate.
4. Perform tasks related to maintaining the integrity of patient care standards and efficient unit operations.
5. Performs tasks related to meeting the nutritional needs of the patient.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4985913-patient-care-information-associate-jobs>

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REGISTRAR EMERGENCY ROOM MULTIPLE POSITIONS AVAILABLE

Req. Number: 60001-65358

Shift: Rotate All Shifts

Qualifications:

All positions require the ability to train Monday-Friday from 8am-4:30pm for the first six week of employment.

Multiple positions are available. please see specific positions below

Benefit Eligible Positions:

Position 1: 3:30pm-2:00am (60 Hours)

Week 1: Wed, Fri, Sat

Week 2: Sun, Wed, Fri

Non Benefit Eligible Positions:

Position 2: 9am-1:30pm (32 Hours) Week 1: Sun, Tues, Friday Week2: M, Tu, F, Sa

Position 3: Every other Sun 6:30am-7:00pm

Job Description Duties:

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.

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

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4686011-registrar-emergency-room-multiple-positions-available-jobs>

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Scheduling Clerk - Chicago, IL

Job ID #: 99183

Employment Type: Part Time - Permanent

Location(s): IL-Chicago

Education Preferred: High School Diploma

Business Unit: AIG Life and Retirement

Functional Area: Administration/Office Services

Position Description: This position is for the individual who has effective telephone skills, basic computer knowledge and a professional attitude. Attention to detail and ability to organize and prioritize tasks are important.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO: • Make outgoing calls to schedule appointments with current clients for financial advisors. • Meet call and appointment scheduling goals. • Complete Marketing task which includes but not limited to (sorting, making copies, putting together Marketing projects, Mail Merges, running postage machine & shipping UPS). • Partner with Marketing to ensure all Marketing tasks are completed. • Work with MS Office – data entry, misc. clerical duties.

Hours: 20 hours per week. Mon – Thurs 2pm- 7:00 pm (hours can vary slightly)

Office Location: 125 South Wacker Drive, Ste 1900. Chicago, IL 60606

SCHEDULING CLERK JOB REQUIREMENTS:

- × Effective communication and interpersonal skills.
- × Independent judgment required to manage multiple tasks and deadlines in a detailed, organized manner with minimal supervision.
- × Strong attention to detail
- × Must be familiar with MS office suite.
- × Proficiency in the use of desktop applications.
- × Self-starter, must be able to follow through on projects.
- × Strong phone communication skills required.
- × Willingness to support other regional office positions as needed.
- × High School Diploma or GED
- × 6 months customer service experience in an office environment
- × Pass pre-employment credit, background check (no criminal convictions) and drug screen

Apply online at

https://careers.peopleclick.com/careerscp/client_aig/external/gateway.do?functionName=viewFromLink&jobPostId=261350&localeCode=en-us&source=Indeed.com&sourceType=PREMIUM_POST_SITE or view www.aig.org

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Telecommunications Operator

Req. Number: 25067-65815

Shift: Rotate All Shifts

Qualifications:

High School or equivalent. 2 years experience in switchboard operations and procedures. 2 years experience on an answering service. Types 30-40 WPM. Switchboard console operation. Ability to operate a computer terminal. Not Applicable. Ability to process various calls in a courteous, rapid, and professional manner. Ability to maintain composure under stressful, emergency situations. Willing to work flexible hours, weekends, and holidays. Ability to prioritize work flow efficiently and effectively. Ability to sit for extended periods.

Job Description:

To operate the House Communication System and Doctors Answering Service, and monitor emergency alarms and various paging functions in order to provide and facilitate a smooth flow of information throughout the hospital

Accountabilities:

1. Ensure effective and efficient operation of paging system, AmCom Answering Service, Alcatel communication systems, and other department related equipment (fax, printers, computer, etc.)
2. Ensure the code team is dispatched following hospital protocol.
3. Ensure accuracy in department procedure during external/internal disasters.
4. Conduct a wide range of paging functions
5. Monitor various alarm systems.
6. Provide accurate information to patients, staff, physicians, and the public, as requested
7. Maintain department logs for various department procedures, equipment/ pagers/keys that Telecommunications releases for use by hospital staff
8. Other duties assigned to them by the coordinator/lead operator to ensure the department needs are met.

ADDENDUM TO JOB DESCRIPTIONS RELATED TO PATIENT SAFETY

Report patient safety events and near misses in timely fashion

Adhere to all behavioral and procedural patient safety practices

Promote culture of safety through identifying threats to patient safety and intervening to prevent patient harm

Communicate openly and promote team work

Report intimidating behavior and other threats to patient safety promptly.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4932030-telecommunications-operator-jobs>

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TRANSPORTER 1PM 1AM PART TIME

Req. Number: 60001-66694

Shift: PM/Night

Qualifications:

High school graduate or GED Some computer knowledge

Ability to lift and transfer patients

Skills in handling and operation of a variety of transportation equipment.

Ability to lift 100 pounds or more with assistance.

Ability to tolerate prolonged walking or standing.

Ability to work weekend, holidays and different shifts in order to accommodate staffing needs.

This position can recognize needs and behaviors of all age groups. Evidence of this can be shown by recognizing levels of development and modifying approach and exhibiting communication skills necessary to interpret age specific responses

Job Description:

To transport in-house patients from their rooms to appropriate testing areas. These transports are done by appropriate mode (wheelchair or cart) to eleven sections within the hospital. This position exists to provide patient transportation for multi-disciplinary departments in order to ensure adequate continuity of care for patient diagnostic procedures. Emphasis is placed on the ability to recognize different individual patient needs and ensure patient comfort by utilizing appropriate modes of transportation.

Accountabilities:

1. Identify proper patient to be transported by checking armband

ADDENDUM TO JOB DESCRIPTIONS RELATED TO PATIENT SAFETY

Report patient safety events and near misses in timely fashion

Adhere to all behavioral and procedural patient safety practices

Promote culture of safety through identifying threats to patient safety and intervening to prevent patient harm

Communicate openly and promote team work

Report intimidating behavior and other threats to patient safety promptly

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid4918581-transporter-1pm-1am-part-time-jobs>

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Title: Financial Service Representative - Pilsen

Requisition #: 139227

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division Retail

Posted Date: 2/27/2014

Grade: 05

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

GENERAL FUNCTION: Provide excellent customer care to customers regarding daily transactions, addressing inquiries, and problem resolution, in accordance with Fifth Third Bank policies. Initiate the sales process through daily customer contact, assisting with the maintenance of the sales environment of the banking center. **ESSENTIAL**

SUPERVISORY RESPONSIBILITIES: None.

Experience

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: College degree or equivalent combination of education and experience required. Some experience in a sales environment preferred. Financial industry experience a plus. Work involves cash handling, and ability to perform advanced math functions. Work involves contact with the public, necessitating the ability to present a professional image. Must have the ability to interact comfortably and confidently with the public and demonstrate the initiative to initiate dialogue. Work requires the ability to properly read and write well enough to communicate in both oral and written form. Position requires an in-depth knowledge of retail policies and procedures in order to utilize good judgment in making sound decisions. Work requires the ability to take initiative and diplomacy and tact in problem resolution. Work involves product knowledge for the level of selling and cross-selling performance expected with position. Must be able to work in a team environment with * This position requires S.A.F.E. Act registration at the time of employment through the Nationwide Mortgage Licensing System (NMLS). The NMLS web site (mortgage.nationwidelicingsystem.org) provides the MU4R questions and registration required for employment in this position.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=139227&szReturnToSearch=1&szWordsToHighlight=

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Title: Retail Associate

Requisition #: 139218

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division Retail

Posted Date: 2/27/2014

Grade: 07

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

GENERAL FUNCTION: Performs a variety of duties at the banking center level within the framework of a management training program, involving a rotation through various banking centers and bankmarts. Becomes familiar with the operations and procedures of retail banking, and acquires the knowledge and experience required for assuming an Office Manager position. **DUTIES & RESPONSIBILITIES:** * Observes retail operations and workflow to become familiar with the function of each position. * Performs the duties and jobs required by the training program to gain first hand knowledge of the total retail operation. * Gains knowledge of the various products and services solicited within the retail environment so as to be able to sell and cross-sell effectively. * Builds a network of resources within retail and supporting divisions, upon which to call for assistance in a management capacity.

SUPERVISORY RESPONSIBILITIES: None

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Work involves contact with the public, necessitating the ability to present a professional image. Work requires the ability to properly read and write well enough to communicate in both oral and written form. Must be able to work in a team environment with the ability to interact well, and in a positive manner. Work requires the ability to multi-task and to be flexible. Work requires the ability to demonstrate initiative as this is a training program structured to involve extensive self-learning. * This position requires S.A.F.E. Act registration at the time of employment through the Nationwide Mortgage Licensing System (NMLS). The NMLS web site (mortgage.nationwidelicencingsystem.org) provides the MU4R questions and registration required for employment in this position.

Apply online at

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