



Job Title Assembler

Company Toys "R" Us/Babies "R" Us

Job Type Full-time, Part-time

Hours Not Specified

Location Chicago, IL 60290

****Responsibilities**:**

* Pull the correct ticket item to be built from the storeroom racks. Read and follow Toys "R" Us and manufacturer assembly instructions, and adhere to all safety regulations for merchandise sold assembled. * Assemble a bicycle completely and properly in 15-25 minutes depending on bike. Safety test gears, brakes, rims for smooth operation. * Understand basic guest and manager inquiries concerning bicycles and other products requiring assembly and respond appropriately. * Maintain a neat, organized work area free from debris and safety hazards. Bundles and disposes of all cardboard in baling machine.

* Perform routine maintenance on assembled items on the floor to keep them in sellable condition. * Repair guest assemblies, based on visually detectable problems or from symptoms described by a manager or guest. ## Qualifications * Mechanical knowledge or ability to learn the proper operation of all assembled items to perform assemblies and repairs. * Ability to read manufacturer cartons and instruction manuals. * Ability to handle/prioritize multiple projects.

****Please note that we recruit for this position on an on-going basis in order to build a talent pool of potential candidates. When a position becomes available, we will review applicants at that time.** **Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.**

Thank you for your interest in Toys"R"Us, Inc.! *Job Function:* Assembler (TRU Only)

Primary Location: USA-IL-Chicago

Schedule: Flexible *Work

Locations:* Chicago, IL SBS

3330 N Western Ave Chicago 60618-6213

Brand: Toys"R"Us/Babies"R"Us *Req ID:* 41098

Minimum Age - 16+ years old

Apply online at <http://www.snagajob.com/job-seeker/jobs/job-details.aspx?postingid=18138071&item=15&searchid=cce30171-0094-9b50-9666-b041c2550d65&src=title>

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



Administrative Assistant, Individual Giving

Location: Chicago, IL

Position Description

This position provides administrative, office, and event management support to both the Annual Fund and Major and Planned Giving Teams.

This position manages a high volume of requests with competing deadlines. Frequent communication and follow-up are required.

Position reports to both the Director of Major Gifts and the Annual Fund Director.

Qualifications

BA or an equivalent level of education and experience is required
4-5 years of prior office and administrative experience is required
Excellent communication skills, both verbal and written, with great attention to detail is required

Must be well-organized, able to work on multiple projects simultaneously and meet short deadlines.

Must have the ability to prioritize and reprioritize tasks on a daily basis.
Friendly, courteous and helpful phone demeanor

Tact and discretion are required in handling highly confidential information and interacting with Museum donors and prospective donors
MS Word, Excel, and PowerPoint experience is important

Knowledge of InDesign a plus
Prior fundraising database (Raisers' Edge) experience is desirable

Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning

Must be an energetic and patient team player with a proactive "can do" attitude!

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

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



Building Attendant

Location: Chicago, IL

Department: Housekeeping

1 Part-Time Position, 21 hours per week

Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

Job Duties

Responsibilities include, but are not limited to the following:

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

Qualifications

The ideal candidate will possess the following qualifications:

- High school diploma or equivalent
- Previous housekeeping/janitorial experience strongly preferred
- Ability to lift at least 50 pounds
- Ability to stand and walk for long periods of time
- Ability to bend and reach
- Ability to follow verbal and written instructions
- Ability and experience using various tools, products, and equipment
- Ability to work independently and on team
- Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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

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



Head Registrar

Location: Chicago, IL

The Field Museum seeks an experienced Head Registrar to implement and direct all registration activities for Anthropology Collections in Science and Education.

This position oversees all aspects of Anthropology collections processing, including acquisitions, accessions, and deaccessions; the research and exhibition loan program; and collections documentation including electronic data in the KE EMu collections database.

Works closely with Anthropology Collections and Research staff and curators to implement collections-based priorities. In addition, the Head Registrar assists, as needed, the Repatriation Director and other staff on NAGPRA compliance and other repatriation matters.

Qualifications

Master's degree in Anthropology, Museum Studies, or related field required
At least seven years of museum registration and management experience required.
Demonstrated superb organizational skills, impeccable attention to detail, ability to focus on tasks, ability to communicate effectively, and skilled in negotiation and resolution of non-routine problems

An in-depth knowledge and practical experience of accepted museum registration practices and procedures required

Experience with condition reporting, insurance practices and standards, risk management, domestic and international courier travel with loans and exhibitions, artifact and specimen-related U.S. customs issues, cultural import/export restrictions, and knowledge of Federal indemnity, search and seizure application process required

Demonstrated computer proficiency with museum collections databases, Microsoft Word, and Microsoft Excel. Working knowledge of KE EMu highly desirable

Must be able to work with artifacts and records for long hours in galleries and storage areas

Close examination of objects may demand stooping, kneeling, bending, and require good vision

Ability to participate in transportation of works of art and to endure various temperatures during outdoor loading and unloading of exhibitions

May occasionally be required to move objects and loan crates

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

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



Driver Development Instructor
IL – Summit

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

QUALIFICATIONS:

- Must possess a class A Commercial Driver's License (CDL) with double/triple, hazardous materials, and tank endorsements
- Must possess one (1) year experience within most recent three (3) years or successful completion of FedEx Freight Driver Development Course
- Must possess acceptable Motor Vehicle Record (MVR) based on hiring standards
- Must meet all Department of Transportation (DOT) regulatory requirements under section 391 of the Federal Motor Carrier (FMC) regulations
- Long combination vehicles (LCV) (i.e. Triple Trailers, Rocky Mountain Doubles, and Turnpike Doubles) are operated in the states of AZ, CO, FL, ID, IN, KS, MT, ND, NV, OH, OK, OR, SD and UT. LCV Drivers in these states must meet the Long Combination Vehicles (LCV) Qualification and Certification Minimum Standards
- 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 lift/carry hand freight weighing up to 100 pounds several times a week.
- Ability to sit for extended periods of time, bend, twist, squat, climb in and out of truck
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member

WORKING CONDITIONS:

- Drive throughout shift on all types of roads and in all types of weather
- Exposure to noise and vibration
- Exposure to dust and diesel fumes
- Exposure to hazardous materials shipped and packaged under DOT regulations
- Hours may vary due to operational need

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=2212863&Locale=en

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



Road Driver

IL – Bolingbrook

POSITION OVERVIEW:

Pick up and deliver trailers between Service Centers and/or turn-point locations via tractor-trailer combinations.

Disclaimer: This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

QUALIFICATIONS:

- Must possess a class A Commercial Driver's License (CDL) with double/triple, hazardous materials and tank endorsements
- Must possess 1 year experience within most recent 3 years, or successful completion of FedEx Freight Driver Development Course
- Must have acceptable Motor Vehicle Record (MVR) based on hiring standards
- Must meet all Department of Transportation (DOT) regulatory requirements under section 391 of the Federal Motor Carrier (FMC) regulations
- Long combination vehicles (LCV) (i.e. Triple Trailers, Rocky Mountain Doubles, and Turnpike Doubles) are operated in the states of AZ, CO, FL, ID, IN, KS, MT, ND, NV, OH, OK, OR, SD and UT. LCV Drivers in these states must meet the Long Combination Vehicles (LCV) Qualification and Certification Minimum Standards
- Basic written and verbal communication skills (documentation, communication with peers, supervisors, etc.)
- Ability to hook-up and break-down sets of trailers that require an average lift force of about 100 pounds, several times a day or more.
- Ability to sit for extended periods of time, bend, twist, squat, climb in and out of truck
- Ability to follow instructions and complete required training
- Ability to work independently and/or as a team member

WORKING CONDITIONS:

- Drive long distances day and night on all types of roads and in all types of weather
- Exposure to noise and vibration • Exposure to dust and diesel fumes
- Exposure to hazardous materials shipped and packaged under DOT regulations
- Hours may vary due to operational need
- Overnight stays may be required for some schedules

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=2213016&Locale=en

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



Vehicle Maintenance Support I-III (Senior)

IL-Bedford Park

Job Summary

Supports the FedEx Ground (FXG) vehicle maintenance effort by processing invoices, cost tracking, inventory control, physical inspections of company owned equipment, and vendor quality audits, for one or more stations within the assigned district.

Essential Functions

- Monitors preventative maintenance, campaign, recall, and warranty processes.
- Responsible for reviewing and approving electronic and paper fleet maintenance invoices up to authorized approval level.
- Coordinates with tire vendors, shop vendors, and FXG Linehaul department to manage tire inventory per established policy; reviews and verifies applicable tire paperwork, entering inventory daily in vehicle maintenance system.
- Monitors daily out-of-service equipment including physical location, and red tag process, as well as equipment disposals and conversions, entering in vehicle maintenance system as needed.
- Performs physical inspections of company-owned equipment.
- Provides oversight of tire inventories, including physical movement and reconciliation of company equipment tire assets.
- Reviews vendor workmanship and performs quality audits.
- Tracks and reconciles costs to budget for all equipment.
- Updates administrative systems as necessary and creates standard reports.

Minimum Education

- High School Diploma or GED required.

Minimum Experience

- One (1) year experience required in vehicle maintenance or related area.

Required Skills, Abilities and / or Licensure

- Software skills, including use of Microsoft Office software and web-based applications.
- Time management and organizational skills necessary to manage multiple tasks, appropriately prioritize workload, and respond to functional needs.
- Ability to develop effective methods for tracking and monitoring data or information.
- Verbal and written communication skills necessary to communicate with immediate management.

FedEx Ground is an equal opportunity/affirmative action employer (Minorities/Females/Disability/Veterans), committed to a diverse workforce.

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=72223&Locale=en

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



Courier (DOT)
IL, SKOKIE

Duties:

Provides efficient and safe delivery and pick-up of packages and documents, while representing the company in a professional manner.

Operates non-articulated vehicles weighing 10,001 lbs to 25,999 lbs safely and efficiently, complying with all governmental and corporate procedures. This position is not responsible for transporting placarded hazardous goods.

Accomplishes accurate and timely selection and inspection of assigned packages and the subsequent reporting of stop counts and missorts.

Seeks additional business from current customers and attempts to gain new business; passes leads to sales department; informs sales department of significant changes in customer use/competitor's actions. Answers customer questions on FedEx features of service and keeps customers informed about the company and its services.

Ensures that packages conform to FedEx features of service, that proper labeling is provided, and that all paperwork is complete, neat, and accurate.

Determines legality of packages including special requirements for dangerous goods and international shipments; separates packages by service type and destination, in accordance with established procedures. Scans packages according to prescribed procedures; demonstrates proficiency in features of service and equipment.

Ensures customers have adequate supply of FedEx materials for shipping.

Meets aircraft and transports packages as required for sorting operations.

Loads and unloads aircraft, containers and company vehicles; operates mechanized ramp equipment to load and unload packages.

Cleans, washes and performs minor maintenance to company vehicles as necessary, maintains neat and clean personal appearance to uphold company's public image.

Requirements: High school diploma/G.E.D. Must be licensed for type of vehicle assigned. Ability to lift 75 lbs. Ability to maneuver packages of any weight above 75 lbs with appropriate equipment and/or assistance from another person. Good human relations and verbal communication skills. Neat appearance since customer contact is required. Must meet qualifications as outlined in Section 391 of the Federal Motor Carrier Safety regulations. Requires medical exam in accordance with FHWA or FAA regulations.

Smoking (including electronic cigarettes) is prohibited in all FedEx Express buildings, facilities, and vehicles.

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=19836885&Locale=en

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



UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

Human Resources Assistant

The United Center seeks well-organized individual to fill position of Human Resources Assistant. Responsibilities include but are not limited to: providing clerical support to Senior Director, new hire processing, I-9 processing and tracking, employment verification, maintaining employee files, administering employment paperwork, greeting walk-ins, assisting with special projects, working directly with department members to assist them in carrying out their responsibilities, and other miscellaneous duties. Candidate must be able to handle multiple projects in a timely and efficient manner. Some college or one to two years related experience preferred. Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, [submit your resume online](#), or mail or fax a resume to:

United Center, 1901 W. Madison St., Chicago, IL 60612
Attn: Human Resources FAX: (312) 455-4750
No phone calls please. EOE in a Drug Free Workplace

Unit Secretary

Department: BHS EXEMPT PSYCH

Schedule: Registry

Shift: PM/Night rotation

Hours: Varies 3:00pm-11:30pm and 11:00pm-7:30am

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

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

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

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



UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

Help Desk Analyst

The United Center seeks a well-organized and detail-oriented individual to be a Help Desk Analyst.

The successful candidate will respond to end users inquiries concerning problems including service requests, system status, network connectivity and hardware/software issues for all applications and operating systems.

The candidate will need to analyze and resolve simple to moderately complex inquiries, provide technical support during events as well as other assigned duties.

Must be able to handle multiple projects in a timely and efficient manner.

A flexible schedule is necessary; two years' experience preferred.

Competitive salary and benefits. Salary requirements MUST accompany application and/or resume.

To apply for these positions or to be considered for future job opportunities, [submit your resume online](#), or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources

FAX: (312) 455-4750

No phone calls please.
EOE in a Drug Free Workplace

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



UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

Network Technician

Essential Duties and Responsibilities:

Manage a complex LAN environment of Brocade switches, cabling, VLANs, IP addressing, NAT, and CheckPoint Firewalls

Oversee the maintenance and repair of cabling (copper and fiber), punch-downs, connections, media converters, and distribution equipment

Maintain wireless infrastructure keeping network diagrams and documentation current and complete. Provide support for events at the United Center and assisting other technical departments in diagnosis and correction of problems

Keep network diagrams and documentation current and complete

Experience:

Must have a solid background in maintenance and upkeep of network security solutions along with strategic planning for the technical environments

Knowledge of, and experience with various networking concepts and protocols; firewalls and security measures

Experience with client server based applications such as web servers, e-mail servers, database servers, etc., hardware and software systems

Mandatory familiarity with TCP/IP, switching and routing CLI and protocols as well as familiarity with general Windows, MacOS, and productivity tools

Ideal candidate is a self-starter, highly motivated, results driven, and has the ability to work well in a team environment. Bachelor's Degree and/or commensurate experience required.

To apply for these positions or to be considered for future job opportunities, [submit your resume online](#), or mail or fax a resume to:

United Center
1901 W. Madison St.
Chicago, IL 60612
Attn: Human Resources
FAX: (312) 455-4750

No phone calls please.
EOE in a Drug Free Workplace

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



Environmental Services Aide I

Department: Environmental Services

Schedule: Full Time

Shift: Days

Hours: 7-3:30pm

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

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

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



Part-time Package Handler

IL-Romeoville

Job Summary

FedEx Ground Package Handlers load and unload sorted packages in a fast-paced environment and ensure that FedEx Ground continues to deliver packages to its customers on time and with care. FedEx Ground facilities typically have multiple sorts operating daily in each location. During the sort, Package Handlers are responsible for the physical loading, unloading and/or sorting of packages by hand, including lifting, pushing, pulling, carrying and placing, in a safe and efficient manner. Package Handlers may be assigned to or rotate through various areas and positions such as Loader, Unloader and Quality Assurance.

Individuals may register for a sort observation on a first-come, first-served basis by visiting: WatchASort.com

Essential Functions

- Utilizes "hand-to-surface" methods for all package handling
- Loads and unloads packages onto or from delivery vehicles, trailers, conveyor system carts and load gratings
- Lifts, carries, pushes and pulls packages on a continuous and repetitive basis for approximate shifts of two to four hours
- Determines the appropriate conveyor system by scanning packages, reading labels and charts, verifying numbers and memorizing information and sorts packages accordingly

Minimum Requirements • Must be at least 18 years of age • Must not be enrolled in high school • Must be able to pass a drug test, where applicable

Minimum Education: None

Required Skills and Abilities

- Ability to understand and follow instruction regarding work duties and safety methods
- Ability to discern numbers and information in order to sort packages correctly
- Ability to use basic tools and equipment such as skate wheel rollers, dock carts, hand-held scanners, chutes and unloading devices
- Strong communication and interpersonal skills; ability to work well in a fast-paced team

Compensation and Benefits: • Three pay increases within the first six months of employment • Tuition assistance • Healthcare benefits, vacation and holiday pay after completion of eligibility period • Career advancement opportunities

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=71449&Locale=en

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



City Driver

IL-Elmhurst

Pick up and deliver freight between Service Centers and customers and support the selling process.

Secure freight inside trailers using appropriate tools and supplies, including but not limited to: pallets, straps and rope

Recoup/repair damaged freight when necessary

Verify and complete required documentation and reports

Comply with hazardous material regulations and procedures

Collect cash or checks for freight charges, as required, and maintain required documentation

Follow dispatch instructions and communicate with dispatch as required, including but not limited to: delays, arrivals and equipment problems

Communicate with customers to determine pick-up or delivery needs and solicit additional business

Demonstrate internal and external customer service

Ask for additional business from customers, and provide leads to sales for potential new opportunities. May be required to perform chaining of vehicle tires

May be required to perform job duties of a road driver or a dock employee where operationally necessary

Comply with all applicable laws/regulations, as well as company policies/procedures

Perform other duties as required

Qualifications:

Must possess a class A Commercial Driver's License (CDL) with double/triple, hazardous materials, and tank endorsements

Must possess one (1) year experience within most recent three (3) years or successful completion of FedEx Freight Driver Development Course

Must possess acceptable Motor Vehicle Record (MVR) based on hiring standards

Must meet all Department of Transportation (DOT) regulatory requirements under section 391 of the Federal Motor Carrier (FMC) regulations

Ability to lift/carry hand freight weighing up to 100 pounds several times a week.

Ability to sit for extended periods of time, bend, twist, squat, climb in and out of truck

Ability to follow instructions and complete required training

Ability to work independently and/or as a team member

Job ID: 53407

Apply online at

http://fedex.hodesiq.com/careers/job_detail.aspx?User_ID=&FedexID=853407&Locale=en

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



Child Care Associate

Req. Number: 25077-68294

Shift: Day/PM

Qualifications:

Hours: Evenings during the week 4pm to 7ish pm (could be later, depends on reservations) and Saturdays am hours.

High School education; College courses in Early Childhood Education preferred. Experience in child care. Setting or equivalent combination of education and experience preferred. A sincere liking for children of all ages. Good communication skills necessary to effectively present information one-on-one and small group situations. Good organizational skills necessary to supervise children of various ages, abilities and interest levels. CPR/AED certified.

Flexible in work schedule. Ability to work and function independently. Innovative problem solving skills. Ability to work in a fast paced and constantly changing environment. Ability to bend and lift small children from floor to shoulder height. Ability to bend, place and lift infants in/out of crib. Good endurance and energy to play with children all day. Read and comprehend, in English, policy and procedures and children's books.

Ability to distinguish color tones. Lift children weighing up to 50 pounds and over three (3) feet. Bend over and assist children on the floor. Move quickly in an emergency situation. Ability to stand, sits, walk and kneel to interact with children throughout the shift. Exposure to communicable diseases and/or fluids of children.

Job Description:

Reporting to the Client Services Supervisor provides care and instructions for children in a comfortable, friendly, safe and secure environment. Assists in nursery programs including daily activities, Family Days/Nights, family programming, classes, and other family and special events. Accountabilities: 1. In conjunction with other child care associates, plans daily activities and special events that encourage growth development, and a healthy lifestyle. 2. Maintains excellent customer service to the members, guests and staff.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5204771-child-care-associate-jobs>

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



Child Development Specialist

Req. Number: 25366-68492

Shift: Day

Qualifications:

Bachelor's degree in human services related field. Interest in providing home based services to children with targeted diagnoses and their families. Recognize developmental needs and behaviors of the zero to three population and related diagnoses and/or disabilities. Good communication skills.

Ability to learn to work with materials and resources to create appropriate activities for children zero to three years and their families. Early Intervention System credential in Developmental Therapy. May be exposed to hazardous materials and life-threatening diseases. Direct contact with bodily fluids. Services provided in off-campus locations, primarily the home. Early evening or weekend hours. Ability to physically guide a child up to 40 lbs.

Job Description:

Under general supervision of the Early Intervention Program Coordinator, the Child Development Specialist functions as a member of the multi-disciplinary team within the Early Intervention Program, providing developmental evaluations and therapy to identified children, ages zero to three years. Services include implementation of developmental services, preparation of educational materials, and ongoing review of treatment goals, both within the home setting and at the center.

Accountabilities: 1. Implementation of home and center based developmental services which are individualized for each child and family, based on the results of diagnostic evaluations, prognosis, and case histories, as well as discussion with the child's family. 4. Participation in ongoing supervision and professional development. 2. Preparation of appropriate therapeutic and educational materials needed for each child that are consistent with age and developmental status. 3. Communication of patient-related information to supervisor and other providers to facilitate continuity of care and implementation of treatment recommendations.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5247759-child-development-specialist-jobs>

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



Computer Operator II

Req. Number: 25006-68675

Shift: Night

Qualifications:

POSITION IS LOCATED AT LUTHERAN GENERAL HOSPITAL

3RD SHIFT NIGHTS-HOURS ARE 11 pm - 7 am

High School Diploma or equivalent, plus 5 - 6 years of computer operations experience. Good written and verbal communication skills, technical, analytical, and problem solving skills, good team player, and customer service orientation

Requires strong critical thinking skills, excellent phone etiquette, and experience dealing with difficult customers. Experience with mainframe, Alpha, Risc, Sun, personal computers, printers, file servers and network hardware. Proficient with MVS, JES2, Unix, VMS, Novell, Windows NT, ArcServe, Microsoft Office, electronic mail, and all versions of Windows operating systems. • Occasional travel to Advocate Sites required. • Available to support 24-hour/7 day a week data center. • Comfortable working in a cool and noisy environment. • Must be able to lift boxes/equipment weighing 50 pounds.

Job Description: • Maintain daily and special production schedules for all Advocate systems. • Print and distribute customer reports. • Provide initial support to a customer base of approximately 10,000 Advocate Health Care technology users. • Provide quality technical support with a high degree of customer satisfaction in a timely manner. • Communicate effectively with customers and Information Systems personnel. • Deliver timely and high quality problem resolution services. • Track, log and escalate problems. • Provide service recovery when required. • Provide consulting services for user questions and requests for information. • Mentor fellow team members. • Assumes responsibilities of Information Technology Center during ITC off hours, which includes 2nd Shift, 3rd Shift, weekends and holidays.

Accountabilities:

1. Participates in projects
2. Maintains operations of Advocate Core Systems
3. Report printing and distribution
4. Provides analytical, technical, and problem resolution services
5. Develops, implements, and adheres to policies, procedures and standards
6. Process request for services and technical information
7. Establishes and maintains positive customer relationships
8. Teamwork

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5323465-computer-operator-ii-jobs>

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



Coordinator Intake

Req. Number: 25366-67563

Shift: Day

Qualifications:

Bachelor's in human service field Sincere interest in families of children who have special needs. Good organizational skills. Ability to work independently. Good communication skills Bilingual (English/Spanish). Excellent interpersonal skills. CPR May be exposed to adverse, hazardous or unpleasant conditions. Ability to work in team-oriented environment. Fast-paced working environment.

Job Description:

Under the supervision of the coordinator of the Child Development Clinic, the Intake Coordinator is responsible for completion of the initial intake assessment and triage of all new patients to the Pediatric Developmental Center.

Intake coordinator facilitates weekly intake meeting and any follow up to ensure the scheduling of appointments. Facilitates referrals to community resources for families, provides service coordination. Coordinator also provides leadership to the specialized child care employees and volunteers that assist the center during parent activities.

Accountabilities:

1. Responsible for initial intake assessment and triage of all new patients to the Pediatric Developmental Center including, but not limited to, the Diagnostic Program, Behavior Psychology and psychosocial clinicians.
2. Responsible for weekly intake meeting including presentation of intake assessments to the multidisciplinary team and any appropriate follow up to ensure the scheduling of appointments.
3. Facilitates referrals to community resources, including appropriate materials and follow up. Provides follow up information to referring physicians
4. Provides ongoing service coordination activities for a caseload of at least thirty families.
5. Coordinates employees and volunteers that provide specialized childcare for the children of families that are attending evening activities and special daytime workshops.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5076979-coordinator-intake-jobs>

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



RECEPTION\REGISTRATION

Req. Number: 27027-68592

Shift: Rotate All Shifts

Qualifications:

High School education or equivalent Six months of clerical experience in a medical setting.

Data entry experience N/A Flexible working hours; some weekends.

Must be able to work with minimum supervision. Excellent communication and customer service skills. *Associate will be required to cover all HTI facilities.

Job Description:

Obtain and record registration data for patient arrivals, billing and payment collection. Greet and direct patients and guests at the main reception desk. Operate the main switchboard and direct calls.

Accountabilities:

1. Responsible for processing patient registration functions for scheduled and unscheduled patients.
2. Responsible for general reception and switchboard activities at receptionist desk in the main lobby.
3. Act as a patient care liaison
4. Performance of special projects or responsibilities as assigned by Manager

THIS IS A PART TIME POSITION - 40 HOURS PER PAY PERIOD

LOCATION: 11800 SOUTHWEST HGHWY, PALOS HEIGHTS, IL

Apply online at http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5266851-reception_registration-jobs

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: Conservation Education Representative

Agency: Natural Resources

Closing Date/Time: Fri. 05/09/14 5:00 PM Central Time

Salary: \$2,464.00 - \$2,464.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 12-45-2697

Description of Duties/Essential Functions Benefits Supplemental Questions
Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults. Employment estimated to run from June 3, 2014 through August 16, 2014.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Driver's license. Requires ability to work under adverse environmental conditions; to manually lift loads of 50 lbs., to traverse uneven terrain on foot without mechanical assistance while carrying or otherwise transporting a variety of equipment.

WORK HOURS Monday - Saturday, up to 37.5 hours/week.

Hours may vary due to inclement weather and clinic schedules

Salary pro-rated based on actual hours worked

WORK LOCATION ORC Division of Fisheries City of Chicago Sherman Park

WHERE TO APPLY Illinois Department of Natural Resources ATTN: Debbie Bruce

One Natural Resources Way Springfield, IL 62702 Phone: 217.524.4111

How to Apply:

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

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

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