



Payroll Administrator

Location: Des Plaines

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional Manager, or designate, responsible for accurately and efficiently processing payroll for both union and non-union divisional employees. Responsibilities include tracking vacations and floating holidays for all employees, maintaining employee files, verifying and adjusting payroll reports, answering employee payroll questions, notifying employees of tax levies and wage deduction orders in addition to calculating the amounts, calculate manual checks, union progressions, etc., acts as liaison for 401K pension questions and changes, backs up petty cash custodian, handle farebox reconciliation, cash receipts/petty cash reconciliation.

Qualifications:

Qualified candidate must possess a High School Diploma with two years office and automated payroll experience, preferably with union contracts.

Proficiency in use of office machines including calculator and computer is required.

Qualified candidate must possess good organizational and communications skills, adaptability, flexibility, and exercise sound, independent judgment while always maintaining confidentiality.

Must have good work and attendance history.

Experience with Microsoft Office and intermediate to advance skills with Excel.

Must be willing to work occasional weekends or holidays during the payroll processing week.

Knowledge of Oracle, ADP and ProBusiness is preferred.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=707

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Summer Interns

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Pace has summer internships available at many of our Chicagoland locations for the summer months only (approximately May-August.)

Duties may include: filing; answering phones; running reports; greeting customers; typing documents; research and gathering data; attending community events; and other duties as assigned.

Work hours and days may vary as assigned.

Hours range between 30-40 hours per week and the pay ranges from \$10 - \$15 per hour for administrative duties, and up to \$20 per hour for certain specific assignments.

Qualifications:

Qualified candidates must be at least 18 years of age; currently enrolled as full time students and be in good academic standing; have good computer skills, good communication skills, work ethic, and the ability to work well with others.

Other qualifications may be required for certain internships.

To apply, click on the Apply link below or fill out an application at any of our 9 operating garages or our headquarters located in Arlington Heights.

Please indicate that you are applying for a Summer Internship on the application.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=606

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Part-time Retirement Benefits Assistant

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately

1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account

issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll

contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative

duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist. Other HR duties as assigned.

Qualifications:

Qualified candidate must have a High School Diploma and 1-2 years prior office experience.

Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience.

Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=689

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BUILDING SERVICE WORKER - CERMAK HEALTH SERVICES

SHIFT: 7:00AM-3:00PM

Job Number: 00117554

Job Posting: May 7, 2015, 7:33:09 AM Closing Date: May 21, 2015, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:00 P.M.

Collective Bargaining Unit: SEIU Local 73 SEIU Local 73 Environmental Services

Posting Salary: STARTING SALARY:\$15.666

Organization: Health and Hospital Systems

MINIMUM QUALIFICATIONS

A High School Diploma or General Education Development (G.E.D.) certificate is required. (Must provide proof at time of interview)

Two (2) years of full-time work experience, (within the last two years) operating heavy floor maintenance equipment including strippers and buffers is required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and write English and follow written and oral instructions. Knowledge of and the ability to operate sanitation and maintenance equipment. Ability to organize and schedule work so that it can be completed in a timely manner. Ability to work effectively with co-workers, patients and detainees. This position requires regular bending as well as lifting carrying, pulling and pushing objects of moderate to heavy weight.

Benefits Package

·Medical, Dental, and Vision Coverage ·Basic Term Life Insurance
·Pension Plan and Deferred Compensation Program ·Employee Assistance Program
·Paid Holidays, Vacation, and Sick Time You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/> Must meet all required qualifications at time of applicants filing.

COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

Apply online at <http://www.cookcountyhhs.org/about-cchhs/careers/employment-opportunities/>

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655

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STERILE PROCESSING TECHNICIAN--STROGER HOSPITAL

SHIFT: 1:00pm – 9:00pm

Job Number: 00117668

Job Posting: May 6, 2015, 11:50:54 AM Closing Date: May 20, 2015, 11:59:00 PM

Full-time Shift Start Time: 1:00 P.M. Shift End Time: 9:00 P.M.

Collective Bargaining Unit: SEIU Local 73SEIU 73

Posting Salary: \$15.82

Organization: Health and Hospital Systems

JOB SUMMARY

Under the supervision and direction of the Sterile Processing Coordinator; the Sterile Processing Technician receives and processes incoming instruments, performs cleaning and sterilizing duties, restocks packs of supplies, linens and instruments in the MOR sterile processing area of John Stroger Hospital of Cook County. Prepares operating room surgical procedures carts as necessary to meet surgical procedure needs in a timely manner. Applies age specific standards when preparing setups and surgical trays. Provide and maintain a safe environment and report hazards or potential hazards promptly. Perform other duties as assigned.

MULTIPLE POSITIONS

MINIMUM QUALIFICATIONS

- Must have a Sterile Processing and Distribution Certification. (Must provide proof at time of interview).
- Graduate of a Sterile Processing Program. (Must provide proof at time of interview).

PREFERRED QUALIFICATIONS

- One (1) year previous sterile processing experience.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING. COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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OPERATING ENGINEER I - LOCAL 399 - (POSITION AT PROVIDENT)

Job Number: 00117661

Job Posting: May 5, 2015, 2:24:08 PM Closing Date: May 19, 2015, 11:59:00 PM

Full-time A.M. P.M.

Collective Bargaining Unit: Local 399 International Union of Operating Engineers

Posting Salary: \$43.970 - HOURLY

Organization: Health and Hospital Systems

JOB SUMMARY

Under the supervision of the Operating Engineer III and the Operating Engineer II, assists in the operations, monitoring, and maintenance of buildings, and power plant mechanical and operating systems. These systems include heating, ventilation, air conditioning, water pumping, refrigeration, life safety, security, building automation, and energy conservation to supply heat, light, and electrical power for hospitals, residential institutions, and other County facilities. Supervises Mechanical Assistants, Firemen, Fireman Helper, Boiler Washer and other staff as directed.

MINIMUM QUALIFICATIONS

Successful completion of an approved and recognized apprenticeship program or equivalent, pursuant to attaining Journeyman status as an Operating Engineer is required. (must provide proof at time of interview)

Possession of a current Stationary Engineer's license issued by the City of Chicago is required. (must provide proof at time of interview)

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.
COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

Benefits Package

- Medical, Dental, and Vision Coverage • Basic Term Life Insurance • Pension Plan
- Deferred Compensation Program • Paid Holidays, Vacation, and Sick Time
- You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/>

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BUILDING SERVICE WORKER - CERMAK HEALTH SERVICES

SHIFT: 11:00PM-7:00AM

Job Number: 00117551

Job Posting: May 4, 2015, 9:26:18 AM Closing Date: May 18, 2015, 11:59:00 PM

Full-time Shift Start Time: 11:00 P.M. Shift End Time: 7:00 A.M.

Collective Bargaining Unit: SEIU Local 73 SEIU Local 73 Environmental Services

Posting Salary: STARTING SALARY:\$15.666

Organization: Health and Hospital Systems

JOB SUMMARY: Under direct supervision, performs routine cleaning and maintenance at Cermak Health Services. Cleans and maintains assigned area by emptying garbage, sweeping dusting, mopping and wet mopping floors. Strips, waxes and buffs all types of floors, bathrooms and windows. Washes beds, cabinets, window sills, small walls and bathrooms. Maintains cleaning stock supplies. May be required to move and hang drapes and cubicle curtains as well as move furniture and equipment. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: A High School Diploma or General Education Development (G.E.D.) certificate is required. (Must provide proof at time of interview). Two (2) years of full-time work experience, (within the last two years) operating heavy floor maintenance equipment including strippers and buffers is required.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to read and write English and follow written and oral instructions. Knowledge of and the ability to operate sanitation and maintenance equipment. Ability to organize and schedule work so that it can be completed in a timely manner. Ability to work effectively with co-workers, patients and detainees. This position requires regular bending as well as lifting carrying, pulling and pushing objects of moderate to heavy weight.

Benefits Package ·Medical, Dental, and Vision Coverage ·Basic Term Life Insurance ·Pension Plan and Deferred Compensation Program ·Employee Assistance Program ·Paid Holidays, Vacation, and Sick Time. You may also qualify for the Public Service Loan Forgiveness Program (PSLF) Must meet all required qualifications at time of applicants filing.

COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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**CLERK V-OAK FOREST HEALTH CENTER-PATIENT ACCESS
SHIFT:11:00AM - 7:00PM**

Job Number: 00117637

Job Posting: May 1, 2015, 1:31:51 PM Closing Date: May 15, 2015, 11:59:00 PM

Full-time Shift Start Time: 11:00 A.M. Shift End Time: 7:00 P.M.

Collective Bargaining Unit: AFSCME 1178 Health and Hospital Systems

Posting Salary: \$15.82

Organization: Health and Hospital Systems

JOB SUMMARY: Under general supervision, this position performs a variety of clerical functions requiring discretion and independent judgment. These duties include patient registration, scheduling, discharge and filing. Will answer all calls and route them appropriately. Contacts patients for follow up as needed. May act as the lead worker or act as an interpreter, when indicated. All duties are performed in a highly confidential manner. Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS: Must possess a High School Diploma or GED (Must provide proof at time of interview). A Minimum of two (2) years of full-time clerical experience within a healthcare or customer service setting is required. Ability to type at a rate of 25 words per minute. (a typing test will be administered)

PREFERRED QUALIFICATIONS .

Knowledge of patient registration. Hospital registration experience.

Benefits Package

Medical, Dental, and Vision Coverage

Basic Term Life Insurance

Pension Plan

Deferred Compensation Program

Paid Holidays, Vacation, and Sick Time

You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.
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CLERK V-PATIENT ACCESS-PROVIDENT HOSPITAL- SHIFT: 11:00PM - 7:00AM

Job Number: 00117638

Job Posting: May 1, 2015, 12:53:18 PM Closing Date: May 15, 2015, 11:59:00 PM

Full-time Shift Start Time: 11:00 P.M. Shift End Time: 7:00 A.M.

Collective Bargaining Unit: AFSCME 1111 Health and Hospital Systems

Posting Salary: STARTING SALARY:\$15.82

Organization: Health and Hospital Systems

JOB SUMMARY: Under general supervision, this position performs a variety of clerical functions requiring discretion and independent judgment. These duties include patient registration, scheduling, discharge and filing. Will answer all calls and route them appropriately. Contacts patients for follow up as needed. May act as the lead worker when indicated. All duties are performed in a highly confidential manner. Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma or GED is required. (Must provide proof at time of interview). A Minimum of two (2) years of clerical experience within a healthcare or customer service setting is required. Ability to type at a rate of 25 words per minute. (A typing test will be administered)

PREFERRED QUALIFICATIONS:

·Knowledge of patient registration. ·Hospital registration experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrated ability in the use of word processing and database software.
- Basic computer skills.
- Knowledge of standard office practices and procedures.
- Ability to utilize standard office equipment.
- Excellent verbal and written communication skills.
- Ability to communicate with a diverse environment and communicate with tact and courtesy.
- Ability to understand and follow oral and written instructions.
- Ability to multi-task and prioritize assignments.
- Ability to travel, as required and to work flexible hours.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING. COOK COUNTY GOVERNMENT HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.

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EMERGENCY ROOM TECHNICIAN II - EMERGENCY MEDICINE-STROGER HOSPITAL- SHIFT: 3:00PM - 11:00PM

Job Number: 00117626

Job Posting: Apr 30, 2015, 2:50:58 PM Closing Date: May 14, 2015, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M. Shift End Time: 11:00 P.M.

Collective Bargaining Unit: SEIU Local 73

Posting Salary: STARTING SALARY : \$22.52

Organization: Health and Hospital Systems

JOB SUMMARY

The Emergency Room Technician (ERT) works under the direction and supervision of the Registered Professional Nurse. The Emergency Room Technician assists the Registered Nurse in providing high quality patient care. Is responsible and accountable for performance of job duties and adhering to hospital and departmental policies and procedures. MULTIPLE VACANCIES

MINIMUM QUALIFICATIONS

- Licensed as an Emergency Medical Technician-Paramedic (EMT-P) in the State of Illinois.
- Five (5) years of work experience as an Emergency Medical Technician-Paramedic (EMT-P) in a hospital or pre-hospital environment.
- Certification in Cardio Pulmonary Resuscitation (CPR).
- Certification in Advanced Cardiovascular Life Support (ACLS).
- Ability to read and interpret EKG strips.

BENEFITS PACKAGE

Medical, Dental, and Vision Coverage

Basic Term Life Insurance

Pension Plan and Deferred Compensation Program

Employee Assistance Program

Paid Holidays, Vacation, and Sick Time

You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

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WARD CLERK - PERIOPERATIVE NURSING - PACU - STROGER HOSPITAL
SHIFT: 12:00 PM - 8:00 PM

Job Number: 00117622

Job Posting: Apr 30, 2015, 9:05:30 AM Closing Date: May 14, 2015, 11:59:00 PM

Full-time: Shift Start Time: 12:00 P.M. Shift End Time: 8:00 P.M.

Collective Bargaining Unit: SEIU Local 73SEIU 73

Posting Salary: STARTING SALARY \$15.66

Organization: Health and Hospital Systems

JOB SUMMARY:

A Ward Clerk is an assistant who provides clerical support to the health care team, patient, family and visitors of John H. Stroger Jr. Hospital. He/She contributes to the operation which enhances the efficiency and communications of the unit. Also, he/she promotes a positive customer – focused environment.

MINIMUM QUALIFICATIONS:

Must possess a High school diploma or GED equivalent. (Must provide proof at time of interview). Must possess a minimum of one (1) year of clerical experience Must be able to type 25 wpm. (Typing test will be scheduled prior to your interview, if selected).

PREFERRED QUALIFICATIONS: Bilingual in English/Spanish. Previous experience related to patient care. Knowledge of medical terminology.

BENEFITS PACKAGE

Medical, Dental, and Vision Coverage

Basic Term Life Insurance

Pension Plan and Deferred Compensation Program

Employee Assistance Program

Paid Holidays, Vacation, and Sick Time

You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

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**TELEPHONE OPERATOR III - SUPPORT SERVICES - STROGER HOSPITAL -
SHIFT: ROTATING**

Job Number: 00117618

Job Posting: Apr 28, 2015, 4:23:48 PM Closing Date: May 12, 2015, 11:59:00 PM

Full-time

Posting Salary: \$14.749 HOURLY

Organization: Health and Hospital Systems

JOB SUMMARY

Under the supervision of the Chief Operator, answers incoming calls from the general public and hospital users. Directs and transfers callers request to various departments throughout the hospital. Provides general information to the public and hospital station users.

MINIMUM QUALIFICATIONS

High School diploma or GED certificate is required. (Official transcripts due at time of interview). At least one (1) year of experience as an Operator for a major medical facility is required (Must provide proof at time of interview).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of hospital directory, manuals, consoles, computers, and telephone equipment. Demonstrates good verbal and written communication skills to work with all levels of individuals internally and externally; demonstrate good phone etiquette skills with timely response times. Strong customer service and empathy skills.

Demonstrate attention to detail, accuracy, and precision.

Ability to prioritize, plan, and organize tasks.

Ability to maintain a professional demeanor and composure when challenged.

Ability to work flexible hours, including night and weekends.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.
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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2101

Closing Date: 05/12/2015

Custodial/Attendant (H)

Date Posted: 4/28/2015

Location: Fosco Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 28 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2096

Closing Date: 05/12/2015

Custodial/Attendant (H)

Date Posted: 4/28/2015

Location: Fuller Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 25 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Shoes Associate

Location: Chicago, IL

Requisition ID: 906726

Posting Date: 5/7/2015

Shift: Flexible

Status: Regular

GENERAL PURPOSE OF POSITION: As part of the sales team, the Sales Associate will assist in the execution of merchandising and operational functions to Company Standards. This individual will provide outstanding customer service to our customers, drive the sales and profitability of the store, and safeguard company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES: Provide a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements. Assist in floor moves, merchandising, display maintenance, and housekeeping. Assist in processing and replenishing merchandise and monitoring floor stock. Aid customers in locating merchandise. Communicate customer requests to management. Assist in completing price changes as a member of the mark-down team. Participate in year-end inventory and cycle counts. Assist in ringing up sales at registers and/or bagging merchandise. Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

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Job Title: Facilitator 1

Department: Guest Experiences

Status: Temporary, Part-time (End date, January 3, 2016)

The temporary part-time & full-time Facilitator 1's (F1) position is part of the Guest Experiences team, responsible for providing a world-class experience for all guests. F1s engage guests in science content in an educational, memorable and fun manner by providing compelling and personalized experiences in Museum exhibits and tours. F1s also perform core operational functions in support of exhibits, wayfinding and opening/closing of the Museum.

Responsibilities: (Duties include, but are not limited to the following):

Learns exhibit content and activities that are grounded in science, technology, engineering and medicine. Encourages guest participation with questions, games, activities and education content related to exhibits and science-related concepts. Proactively engages guests and initiates conversations to provide an exceptional guest experience. Applies inquiry-based approach and uses open-ended questions to teach science content. Adapts guest engagements to reach diverse audiences of varying age, background and knowledge levels. Personalizes engagements by learning and using names, getting to know guests and making science relevant to everyday life. Uses appropriate positive reinforcement and humor to encourage guest participation and build relationships. Anticipates guest issues and proactively solves guest issues and needs. Participates in improv, team-building and science-based activities as part of morning meetings, team meetings and training sessions.

Qualifications:

One year of college or 1-2 years' related or relevant experience.
Ability to learn and teach exhibit content in a museum environment.
Ability to effectively present content in exhibits throughout the Museum in both one-on-one and group situations in an engaging, compelling, energetic manner.
Exceptional public speaking skills. Ability to learn math and science content.
Ability to learn and engage guests with science content.
Ability to anticipate guests' needs and solve guest issues.
Positive attitude required: enjoy working with people in a fun, educational atmosphere.
Ability to talk and engage guests for long periods of time.
Ability to handle several activities at one time.
Must be able and willing to work weekends and holidays, and some evenings.
Prior formal or informal educational experience, science experience, theater experience, or improvisation experience is important.

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Job Title: Senior Accountant

Department: Accounting/Finance

Status: Full Time

This individual will perform a variety of accounting functions related to the processing and monitoring of accounting/financial data, including, but not limited to, verifying financial report data, inputting journal entries into the financial system, participating in year-end retirement savings audit, and preparation of balance sheet reconciliations. This individual will also perform operating and restricted financial statement analyses as assigned.

Responsibilities: (Duties included, but are not limited to the following):

- Prepare and/or enter journal entries and accruals into MS Great Plains
- Prepare monthly restricted net asset reconciliation
- Reconcile and report on all refunds processed
- Prepare assigned 990 tax return schedules
- Prepare monthly/quarterly balance sheet account analyses
- Assist in recording year-end accruals
- Participate in year-end audit preparation/submission of audit work papers
- Perform operating and restricted financial statement analyses as assigned
- Perform special projects or tasks as assigned
- Perform monthly pledge reconciliations and book pledge data
- Participate in audits of retirement savings plans

Qualifications:

- Bachelor of Science in Accounting; four to six years related experience and/or training; or equivalent combination of education and experience. CPA preferred.
- Ability to respond to common inquiries or complaints from colleagues and guest regulatory agencies, or members of the business community.
- Must have accounting/finance department experience.
- Microsoft Dynamics GP experience preferred.
- Good attention to detail and analytical skills.
- Good written and verbal communication skills.
- Requires application of generally accepted accounting principles within accounting system and be able to apply those principles in financial analyses.

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Job Title: Maintenance Tech III HVAC

Department: Facilities

Status: Full-time (\$18.00/hr)

This individual operates Freon, carbon dioxide, or glycol-based chilled water cooling systems to refrigerate areas of the Museum or refrigeration units within the Museum; responds to calls for system or room temperature problems; diagnoses and repairs cooling and heating systems including mechanical and electrical pumps, drives, motors and valves; and makes set point adjustments to Building Automation System through the Andover control programs.

Qualifications:

Associate degree or equivalent from two-year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience. Candidate must have at least 3 years of professional experience in corporate/commercial cooling, refrigeration and HVAC systems.

The ideal candidate will have an extensive knowledge of cooling, refrigeration and HVAC systems, and the software that controls them.

Should work well on a team and be self-motivated.

Strong attention to detail and the ability to work independently.

Ability to collaborate and coordinate.

Ability to manage a wide variety of projects/demands at one time with quality execution and a timely and safe delivery.

Excellent written and verbal communication skills. Ability to network with customers.

Professional maturity, integrity, discipline and a positive attitude.

Tenacity and ability to "think on your feet" in stressful situations.

Ability to detect technical defects malfunctions and other faults.

Sound understanding of using all types of repair tools.

Ability to read and interpret documents such as schematic diagrams for both cooling and electro-mechanical systems, safety rules, operating and maintenance instructions, and procedure manuals.

Ability to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

The employee is occasionally exposed to: wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

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Education Coordinator, Out of School Time Programs

Location: Chicago, IL

The Museum of Science and Industry's Community Initiatives provides programs and experiences that deepen the engagement of youth, families and communities in science and science-related disciplines, with a vision to inspire and motivate our children to achieve their full potential in the fields of science, technology, engineering and medicine.

Responsibilities

The Education Coordinator, Out of School Time Programs will coordinate, develop and implement science learning experiences that engage targeted and diverse audiences in the community and at the Museum. This individual will play an active role in supporting after school-science programs at area schools, libraries and community centers while expanding the impact of the Museum's out of school time programs.

Qualifications:

Bachelor's degree from a four-year college or university, or four to six years related experience and/or training, or equivalent combination of education and experience. Candidates must have 3-5 years of prior education or youth development experience in a formal or informal setting.

Program development experience required.

Curriculum writing experience required.

Experience working with diverse audiences required.

Familiarity with programming in a variety of educational setting including community-based organization, schools, science centers and/or other museums.

Strong affinity for science and technology.

Must be creative and dynamic, exhibiting enthusiasm, initiative, flexibility, and openness to new ideas.

Must be detail oriented.

Excellent verbal and written communication skills, including public speaking required.

Must demonstrate comfort in a team environment, with strong collaboration skills.

Ability to work on multiple projects and meet deadlines.

Excellent project management, planning and organizational skills.

Bilingual ability is a plus.

Expertise in MS Office (Word, Excel, PowerPoint, Outlook and Publisher) required along with the ability to identify, learn and use new digital tools.

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