



Customer Account Representative

Chicago, Illinois, United States

Job Description

Join the team of over 20,000 Rent-A-Center coworkers and start your career climb today!

At Rent-A-Center, our business is centered on service and we're passionate about what we do. Our environment is fast-paced and offers ample opportunity to grow and develop, with top-performers entered into training programs to accelerate advancement to management. Our coworkers also enjoy a total rewards package that pays for performance and includes:

- Industry-leading base pay ranges for all positions
- Monthly bonus potential for Assistant Managers and above
- Semi-annual performance reviews w/ merit potential
- 5-day workweek w/Sundays off
- Paid sick/personal days
- 10 days paid vacation after one year
- Employee purchase plan
- Great benefits with 401 (k) and company match

Job Qualifications

Candidates must meet the following requirements:

- Have some experience in a retail, restaurant/fast food or service business
- Be at least 20 years old
- Have a high school diploma or equivalent
- Have a Valid driver's license
- Be legally permitted to work in the US
- Be able to perform repetitive heavy lifting and willing to deliver and pick-up merchandise

#CAR

#RTO

Apply online by clicking this link <http://raccareers.net/jobsearch/job-details/customer-account-representative/171403/>

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Fri. 05/22/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 83305

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general supervision of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigations and surveys of health facilities (Hospitals, Ambulatory Surgical Treatment Centers (ASTCs), End Stage Renal Disease Centers (ESRDs), Home Health Agencies, Hospices, Health Maintenance Organizations) for compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Masters Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in Microsoft Word and spreadsheet applications (i.e., Microsoft Word, Microsoft Outlook, Excel, PowerPoint). Requires ability to travel and a valid IL driver's license.

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Health Care Facilities & Programs, 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources

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

Phone: 217-785-2031 Fax: 217-785-2038

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

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Job Title: Office Clerk - Opt 1

Agency: Prisoner Review Board

Closing Date/Time: Fri. 05/22/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 50 7805072015

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of clerical work required for the maintenance of agency inmate files. Maintains a complex filing system for both juvenile and adult institutions by retrieving and refilling inmate files as required. Assists in the preparation and scanning of inmate files.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.

Requires working knowledge of office practices, procedures and programs.

Requires working knowledge of grammar, spelling and punctuation.

Requires working knowledge of alpha-numeric sequencing.

Requires working knowledge of basic mathematics.

Requires ability to follow oral and/or written instructions.

Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Work Hours & Location/Agency Contact: Hours: 8:30 a.m. to 5:00 p.m.

Illinois Prisoner Review Board, 319 E. Madison, Suite A, Springfield, IL 62701

Contact: Nikki Damhoff

How to Apply:

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

Option 1 - General

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Job Title: Technical Manager V Payroll and Benefits Unit Manager

Agency: Transportation

Closing Date/Time: Fri. 05/22/15 4:30 PM Central Time

Salary: \$5,900.00 - \$10,005.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40282

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is responsible for the management of accurate and timely payroll preparation for departmental personnel; the implementation and administration of various personnel services programs such as group insurance, deferred compensation, and flexible spending programs.

Minimum Requirements:

The following criteria is desired:

Seven years' experience in human resources, preferably in payroll processing, or five years' experience in the human resources field accompanied with the knowledge, skill and mental development equivalent of a master's degree preferably with courses in business, economics, management, public administration or accounting

Ability to plan, organize and direct the execution of activities of the payroll and benefits team

Strong oral and written communication skills

Ability to maintain harmonious relationships with internal and external contacts

Well-versed in standard payroll and accounting concepts, practices and procedures

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm / Monday - Friday

Office of Finance & Administration, Bureau of Personnel Management, 2300 S Dirksen Pkwy, Springfield, IL

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by May 22, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To download a Technical Application and to view the entire position description, please visit: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Job Title: Administrative Assistant 3 - Rush Health Oakbrook Office

Department: Rush Health

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0711

Job Description:

The Administrative Assistant 3 plays a key role in the success of Rush Health, an organization whose members include Rush University Medical Center, Rush Oak Park Hospital and approximately 700 physicians who are on the medical staff of its hospital members. The Administrative Assistant 3 must be able to work independently on multiple tasks, maintaining the highest level of efficiency, professionalism and confidentiality. This person will provide administrative support to the senior staff under the direction of the Manager, Administrative Support. This includes scheduling/calendar management, staffing Rush Health and Rush System for Health Board and governance meetings, and all aspects of day-to-day administrative needs.

Position Qualifications Include: Associates or Bachelor's degree in business, administration or related area is preferred. Minimum of 5 years in an administrative support role. Experience using Microsoft Office is required, at a minimum including Word, Excel and PowerPoint. Other applications experience and general computer skills are preferred. Excellent oral and written communication skills required. Previous executive minute-writing experience preferred. Experience in healthcare, financial, managed care or physician practice management is preferred. Must be customer-focused and interact effectively and efficiently with a variety of staff and contacts: Rush Health staff, physicians, practice managers, programmers, vendors and other departments. Must have good organizational skills, able to manage several projects at once and prioritize. Strong interpersonal skills with the ability to work with a wide variety of areas. Demonstrate a high degree of professionalism in handling sensitive or private information. Comply with HIPAA and other regulations in the use of data and materials. Please Note: This position requires frequent off site travel. Qualified candidate must possess own reliable transportation to travel to all Rush Health locations. This position will be based out of the Oak Brook office.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Job Title: Building/Grounds Laborer

Agency: Central Management Services

Closing Date/Time: Tue. 05/19/15 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: CMS 10485

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

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

Work Location: Central Management Services

Property Management/Facilities Management/Chicago & Northern Region – Client Agencies

Various CMS/DHS Locations/May Rotate within Region
Chicago, IL (Cook and Lake Counties)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

FAILURE TO COMPLETE AND SUBMIT THE NEW CMS-100 DATED REV 12/2013 OR AFTER WILL RESULT IN YOUR APPLICATION BEING REJECTED.

How to Apply:

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

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Job Title: Executive I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 05/26/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: BC0309

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, plans, organizes, and controls the Downstate Property Liens and Estate Claims for counties assigned and/or designated by management; conducts studies to determine if claims can be filed against assets of a deceased client's estate; evaluates, organizes and completes all forms for filing estate claims and notifies Technical Recovery Section (TRS) Central Office; travels to attend meetings and presentations.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration. Requires on year of responsible administrative experience in a public or business organization. Requires ability to travel.

SPECIAL SKILLS: Requires proficiency in the following computer applications: Medical Management Information Systems (MMIS); Mainframe screens on the Recipient Database, including PAMCINQO, PAMCHIO, PAMPHSTO; Medical Expenditure Reporting and Analysis (MERA) account analysis and calculations.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.
Location: Bureau of Collection (75) Cook / Technical Recovery Section
401 S Clinton 5th Floor, Chicago, Illinois 60607
Contact Person: Mary Alsup
Bureau of Collections, 201 South Grand Avenue East, Springfield, Illinois 62704
217-782-1348 Office 217-557-4302 Fax

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

Option N1 - Healthcare & Family Srvs

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Job Title: Administrative Assistant

Agency: Executive Inspector General *

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

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 101

Minimum Requirements: • high school diploma or demonstrated knowledge, skill, mental development and equivalent experience to four years of high school; • minimum of two years of college or business education is desirable; • prior administrative experience in a public or private organization; • ability to complete projects with short deadlines; • ability to balance multiple concurrent priorities; • strong organizational skills; • high personal ethical standards due to content of work materials; • ability to travel in the course of work, including overnight travel; • demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and • ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others. JOB STATUS: Full-time, FLSA non-exempt. This position is exempt from the State of Illinois Personnel Code.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

Work Hours & Location/Agency Contact:

NOTE: The position may be based for either Chicago or Springfield. 9:00 am - 5:00 pm
Office of Executive Inspector General,
69 W. Washington St., Suite 3400, Chicago, IL 60602
OR 607 E. Adams, 14th Floor, Springfield, IL 62701

How to Apply: Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

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

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Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.
Verify guests that purchase alcohol are at least 21 years of age.
Possess full knowledge of bar and menu items and be able to make recommendations.
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.
Ensure that alcohol is consumed in designated areas only.
Set up and maintain appropriate stock levels for the bar.
Assist in placing orders for all liquor and bar related supplies.
Conduct inventory of all liquor and bar related supplies.
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).
Possess basic food handling training and obtain any local or state mandated certification.
Success in a high volume bar environment.
Demonstrated ability to provide superior guest service.
Have a high aptitude for math and cash handling.
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Dishwasher

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/dishwasher>

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Job Title: Journeyman A-Electrician

Department: Electrical Maintenance

Shift: 3rd

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Electrician

Job Number: 2015-0672

Job Description: Journeyman A-Electrician- 3rd shift - Full - time

Work Schedule: Monday - Sunday (7 days) - Rotating Weekends - 11:30pm - 8:00am

Position Highlights:

Our Electrician must actively apply the knowledge of electrical and electronic circuit operations of electromechanical, electrical, and electronically operated equipment and systems. Is proficient in problem solving skills and is capable of independently performing trouble shooting functions regarding maintenance, repair, and construction.

Position Responsibilities:

Maintains and repairs Normal and Emergency power distribution systems.

Maintains, repairs and tests, Emergency generators and associated equipment, Motor Control Centers, Fire Alarm systems and devices, and a Pneumatic Tube system.

Installs Telephone lines and punches down to IDF.

Installs and maintains indoor lighting circuits, outdoor lighting circuits, power outlets, motors, and battery backup systems.

Position qualifications:

Must have a High School diploma or GED and completed a 4 year apprenticeship program and or have equal experience. Must be proficient in electrical construction and installation of electrical devices and equipment in a craftsman like manner. Able to read and interpret blueprints, diagrams, schematics, service manuals, and instructions as necessary to complete all work assignments. Has a working knowledge of the federal, state, and local codes, laws, and regulations applicable to this trade. Ability to read, write and communicate effectively in performance of a job assignment as well possesses the physical strength and dexterity to effectively perform work assignments.

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Job Title: Pharmacy Resident

Department: Pharmacy

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0746

Job Description: Post Graduate: PGY1 & PGY 2

Department: Pharmacy

Position Highlights: The PGY1 & PGY 2 residency program provides in-depth professional, patient-directed training and experience at the post-graduate level. It offers the resident the opportunity and stimulus to develop, to the highest degree attainable, his/her professional expertise as a clinical practitioner, emphasizing skills required to optimally deliver pharmaceutical care.

In addition, the resident will be exposed to the management of a pharmacy department and gain insight into the responsibility one has toward accepting leadership and making a contribution back to the profession of pharmacy.

A demonstrable desire to learn, a sincere career commitment to pharmacy practice, and a dedication to fully meeting all objectives and requirements of the program and the department are basic expectations of all residents. Residents are expected to actively and directly participate in a balanced array of clinical and practice management activities during required assignments.

Position Qualifications Include:

The successful completion of the American Society of Health-System Pharmacists (ASHP) program. Must be pharmacist or pharmacy tech licensed in IL

The residents are expected to contribute substantially to the achievement of the department's mission through active and innovative participation in assigned projects which also meet residency training objectives. Residents are expected to actively and directly participate in a balanced array of clinical and practice management activities during required assignments. Weekend/holiday availability when necessary

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Job Title: Transport Specialist - Part-time - 4th Rotating Shift

Department: Hospital Transport

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-0482

Job Description: H.E.L.P. Union Vacancy Announcement

Transport Specialist - Hospital Transport Department

This is a part time position which is 40 hours every two weeks, benefit-eligible
4th Rotating Shift

Position Highlights:

This individual will be responsible for transporting patients to designated areas throughout the Medical Center.

Position Qualifications:

Must have high school diploma or GED

Able to lift 50 or more pounds

Excellent patient contact/customer skills

Able to follow verbal and written instructions.

Physically able to walk majority of work day, transporting patients on
stretcher/wheelchair.

Must be able to walk at a fast pace and sometimes run, in a life and death situation.

Must have a minimum of 1 year experience working in a hospital transport setting or
equivalent experience.

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COMMUNITY HEALTH EDUCATION COORDINATOR

Location: Sinai Health System, Chicago, IL

Required Education: High School/GED

GENERAL SUMMARY/BASIC PURPOSE OF JOB: Under the Supervision of the Supervisor of Program Initiatives or Program Manager, the Community Health Education Coordinator (CHEC) provides breast health education and case management services to community residents served by the Sinai Health System via Sinai Urban Health Institute's Helping Her Live: Gaining Control of Breast Cancer Program (HHL). HHL aims to assist women along the continuum of breast healthcare and to reduce delays in obtaining appropriate quality breast health care including mammograms to diagnosis and treatment if needed. We are seeking a bilingual (English/Spanish) candidate for this position.

MINIMUM EDUCATION: High school degree or GED.

MINIMUM WORK EXPERIENCE:

Eight (8) years of community-based program experience, including five (5) years of health education experience in a Community Health Educator role or that of a position with a different title but performing the similar activities to those of the CHE I and CHE II Sinai positions (e.g. Lay Health Worker, Peer Educator, Promotora, etc.). Demonstrate leadership and mentorship experience for at least one year.

KNOWLEDGE & SKILLS:

- Driver's license and access to a vehicle required.
- Bilingual (Spanish/English) required.
- Prefer a candidate who has a working knowledge of SUHI's community-based health programs
- Working understanding of Microsoft Word, Access, Excel, and PowerPoint required.
- Hours are flexible but will include some evening and weekend hours scheduled in advance.
- Ability to prepare qualitative and quantitative information to inform project outcomes.

Starting range is \$16.72/hr and depends on experience.

Schedule: Full Time

Shift: Day Shift

Hours: 9a-5:30p

Apply online at

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Booth crew member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
Monitor film build-up and tear down process for the highest quality
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
Ensure picture-perfect presentations through auditorium and booth evaluations
Identify picture and sound problems and correct accordingly
Execute trailer and pre-feature programming
Assist with other functions and perform other duties as instructed by the General Manager
Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills
Ability to consistently meet deadlines in a timely fashion

Standing, walking, lifting, twisting and bending on a frequent basis
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

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We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

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Server

As a Server, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You accurately take food and beverage orders, relay orders to kitchen for preparation, deliver prepared food to guests, while providing superior guest service. You will also provides a vital link between our guest and the kitchen staff. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

- Greet guests in a timely and professional manner.
- Possess full knowledge of bar and menu items and be able to make recommendations.
- Accurately take food and beverage orders in a timely manner.
- Verify guests that purchase alcohol are at least 21 years of age.
- Coordinate and assist with reserved seating tactics.
- Consistently use suggestive selling techniques.
- Collaborate with kitchen staff to ensure that food orders are accurate.
- Deliver food and beverage orders within established time frames once the entire order is completed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Server at AMC, you'll need to demonstrate:

- Proof of age. (Associates who will be serving, pouring, or mixing alcoholic beverage will need to be 18 and in some states 21).
- Complete basic food handling training and obtain any local or state mandated certification. Demonstrated ability to provide superior guest service.
- Have a high aptitude for math and cash handling. Good verbal and written communication skills. Obtain any necessary alcohol service licensing requirements.
- Ability to ascend and descend stairs. Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis. Ability to lift up to 50 pounds and move it 75 yards on a regular basis. Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a theatre, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/server>

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/busser>

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