



CLIENT SERVICES REPRESENTATIVE - COOK COUNTY

The Client Services Representative will provide assistance with the administration of the Senior Community Service Employment Program (SCSEP). This will include providing one on one case management activities for his/her assigned geographical area (Cook County); participant recruitment, participant assessment, developing individual employment plans; host agency training placement, enrollment in supportive services, assistance with job search and ongoing follow up and retention efforts following program exit.

RESPONSIBILITIES:

Conduct the recruitment, orientation, intake, assessment and individual employment plan development of program participants. Monitor program participants' progress in skills development and job search activities on a monthly basis. Document through case notes, all interactions with all assigned program participants on a state and national level. Determine supportive service needs and advise program participants of all services for which they are eligible. Research and identify potential employers regarding job opportunities aligned with client caseload needs. Serve as a liaison to program participants and host agency training sites to answer questions; resolve problems/concerns and ensure a productive training/employment experience for all parties involved. Engage in community outreach efforts to raise awareness of the needs of older workers, recruit new program clients and host agency training sites.

QUALIFICATIONS: Minimum 2 - 4 years' experience providing client or case management services preferably with a senior population. Minimum 2-4 years social service experience ideally in an employment/training setting and/or working with seniors. Demonstrated computer proficiency with Microsoft Office. Illinois Skills Match and/or other employment database software systems and other standard office equipment. Bachelor's degree preferred.

KNOWLEDGE AND EXPERIENCE: Prior experience with government-related employment programs beneficial. Excellent communication (oral and written) who can work collaboratively as well as independently and when necessary, resolve conflicts with diverse personnel from all socio-economic backgrounds.

TRAVEL & OTHER REQUIREMENTS:

Must be able to travel regularly throughout assigned region.

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL EOE AA M/F/Vet/Disability

TO APPLY:

Please submit resume, cover letter and salary history to: careers@nationalable.org

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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COMPTIA AND CISCO INSTRUCTOR - PART TIME CONTRACT POSITION

Our rapidly growing IT Career Lab (ITCL) seeks a dynamic instructor with a track record of success to teach various Comptia and Cisco certification courses for its educational division, IT Career Lab. Course options include: Comptia A+, Comptia Network +, Cisco CCENT, Cisco CCNA, Cisco CCNA Security. Incumbent will possess experience in curriculum development, methodology, content, and delivery of interactive, facilitation-based training utilizing multiple teaching platforms including classroom, web based platform, hands-on, and self-directed instruction.

REQUIREMENTS:

Minimum 2 years previous experience in course development, instruction, delivery and facilitation of training for adult learners

Technical training experience, technical certification and proven track record in presenting technical information to diverse audiences.

Instructor certifications required. Course options include: Comptia A+, Comptia Network +, Cisco CCENT, Cisco CCNA, Cisco CCNA Security.

Must demonstrate prior success with high student passage rates for certification exams.

Previous experience facilitating blended learning training models (i.e. classroom, web based instructor lead; web based self- directed);

Excellent verbal and written communication skills;

Polished, professional presentation abilities;

Strong interpersonal abilities – must demonstrate active listening and build rapport with diverse learners;

High creativity and flexibility;

Self-starter who can work and make decisions with minimal supervision;

Must be able to prioritize and manage multiple tasks with consistent reliable follow-through.

Compensation: Hourly Rate-based on experience

Hours: 15-25 hrs. per week

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

EOE AA M/F/Vet/Disability

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Call Center Representative - (23009)

United States, IL, Warrenville

Job Description:

The Call Center Representative is responsible for handling all calls coming into the Consolidated Service Center.

Provides outstanding and professional Customer Service to all callers.

Schedules patient appointments and enters/verifies patient demographics.

Takes accurate phone messages and routes appropriately.

Job Requirements:

Requirements:

Minimum: 2 years of medical office experience or customer service. Basic knowledge of medical terminology.

Education: Minimum:

High school graduate or equivalent.; Preferred: Additional Language skills.

Job Type: Full-Time

Shift Schedule: Days

Work Schedule: M-F 830-5

Career Level: Experienced (Non-Manager)

Category: Administrative Support

Location: United States, IL, Warrenville

Apply online at <http://careers.cadencehealth.org/cadence-health/call-center-representative-23009>

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Administrative Assistant

All times are in Central Daylight Time.

Job ID 327085

Location US-IL-Joliet

Posted Date 5/19/2015

Company Amazon.com dedc LLC

Position Category Administrative Support

Job Description

The Administrative Assistant will support the General Manager and fulfillment center Operations team. The successful candidate will be highly organized, extremely detail oriented, self-motivated, able to handle confidential information, as well as a demonstrated ability to respond effectively to changing workloads and priorities. Must have the ability to communicate well and to manage multiple assignments and people simultaneously. Other responsibilities will include:

- Strong background of administrative, secretarial support or other management
- Strong clerical skills - photocopying, faxing, typing meeting notes, making travel arrangements
- Creating presentation using graphics
- Completing expense reports, maintaining schedules, plan events, and coordinate meetings and events for our Fulfillment Center Staff

Basic Qualifications • Associate's Degree • Proficiency with the Microsoft Office Suite (Excel, Word, Outlook, PowerPoint) • 4+ years administrative support experience at an executive level • Ability to create graphs in MS Office products • Ability to work a flexible schedule (Monday-Friday) and overtime as needed

Preferred Qualifications • Bachelor's Degree • Strong analytical skills and attention to detail • Excellent written and verbal communication skills • Ability to quickly learn organizational structure and the objectives of the team • Passion and enthusiasm for the Amazon vision • Strong organizational and communication skills, team orientated philosophy, and problem solving skills • Ability to prioritize and handle multiple assignments at any given time while maintaining commitment to deadlines

- High levels of integrity and discretion • Ability to communicate effectively with a variety of constituent groups such as senior management, peers, and outside contacts

Amazon is an Equal Opportunity Employer

Apply online by clicking <https://us-amazon.icims.com/jobs/327085/administrative-assistant/job?mode=job&iis=Indeed&iisn=Indeed+%28Free+Posting%29&mobile=false&width=987&height=1200&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Job Title: Office Clerk - Opt 1

Agency: Human Services

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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: Administrative Assistant I

Department: RUO Student Financial

Shift: 1st

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

Job Number: 2015-0949

Job Description:

Are you an organized, well-rounded, proficient Administrative Professional that can handle multiple priorities? Do you enjoy working in a fast paced environment?

Position/Company Highlights:

Work/Life: Typical hours: 8:00 – 4:30pm, no weekends or on call!

Award Winning: Rush University Medical Center is a three time Magnet facility located in Chicago, IL - www.rush.edu

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

Position Highlights:

The Administrative Assistant is responsible for providing administrative functions within the Offices of Student Financial Aid & Registrar. The Administrative Assistant is well-organized, detail-oriented, and has the ability to interact effectively with students, faculty, and staff. The Administrative Assistant works on multiple tasks simultaneously, focuses and performs well under pressure, effectively prioritizes, meets deadlines, and maintains confidentiality. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma/GED required. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel and proficiency in database management programs, e.g., blackboard, and fatwire.

Ability to maintain a collegial working relationship with prospective and current students, faculty and support staff. Ability to work on multiple projects simultaneously and problem solving skills.

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: Administrative Assistant II

Department: Psychiatry Admin
Shift: 1st
Full/Part: Type 1 (72-80 Hrs/PP)
Specialty: Psychiatry
Job Number: 2015-0774

Job Description: We are seeking a dynamic Administrative Assistant II to join our Road Home Program at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights: The Administrative Assistant II for the Road Home Program is responsible for providing direct administrative support for the organization including research, clinical, and teaching efforts of the department. The Administrative Assistant II updates project management software daily, event planning for symposiums, veteran family events, and acts as the point of contact for donors/peer organizations who want to co-host events with the Road Home Program. Assists with all aspects of planning department meetings and functions, acts as the liaison between the Department of Philanthropy to plan and execute donor site visits, and works with the Educational Coordinator to assist with educational events and initiatives. The individual who holds this position exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Associate's degree required; Bachelor's degree preferred. 3-5 years of previous administrative experience required. Strong interpersonal and communication skills; ability to work effectively with a variety of faculty, staff, and veterans required. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, and Access. Ability to work under pressure with accuracy. Ability to deal courteously and in a professional manner with faculty, staff, and veterans. Ability to prioritize multiple assignments and tasks.

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Job Title: Patient Access Coordinator - 2nd Shift

Department:

Shift: 2nd

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

Specialty: Registration

Job Number: 2015-0611

Position/Company Highlights: Work Schedule: P.M. Shift Hours: 2:30 pm to 11:00 p.m., include rotating weekends that are mandatory!

If this describes you, you may be the right candidate for the Patient Access Coordinator position at Rush University Medical Center!

Position Highlights:

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma, GED or equivalent required. Knowledge of medical terminology preferred. Keyboard experience with a minimum typing skill of 25 words per minute required. Previous experience in a hospital or medical environment interacting with patients preferred. Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills. Ability to push a Workstation on Wheels for an extended period of time. Ability to walk or stand an extended period of time, i.e. length of shift.

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Job Title: Pharmacy Tech II, Part-Time, Retail Pharmacy

Department: HDM-Prof Bldg Pharm

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Retail Pharmacy

Job Number: 2015-0817

Job Description:

Pharmacy Tech II, Part-Time

The Pharmacy Technician II, under the direction of the Pharmacy Technician Manager and/or Pharmacy Unit Manager and under the general supervision of registered pharmacists, performs duties such as prescription data entry, labeling, preparing and filling of medication orders for patients of the retail pharmacy. Such medication orders are prepared up to the point of final checking and dispensing by registered pharmacists.

Qualifications Include:

High School Diploma or GED

Valid State of Illinois Pharmacy Technician license

Valid PTCB Pharmacy Technician Certification (CPhT)

Two years of directly related experience

Company Highlights:

Rush's new 14-story hospital — which opened in January 2012 — is the cornerstone of the Rush Transformation, an ongoing effort to build new facilities, renovate existing buildings and adopt new technology

Rush University Medical Center is a three time Magnet facility located in Chicago, IL - www.rush.edu

Leading academic medical center, acute care hospital w/ 676 licensed beds

Apply online at

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Job Title: Phlebotomist - Part-time/1st Shift

Department: RML Lab Support Services

Shift: 1st

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

Specialty: Phlebotomy

Job Number: 2015-1052

Position Responsibilities:

Obtains blood specimens from patients by the invasive procedure of venipuncture. Once proficient in adult and geriatric venipuncture and with additional training, the phlebotomist performs skin puncture on neonates, skin puncture or venipuncture on children and adolescents.

Acts as a liaison between the healthcare provider and Rush Medical Laboratories.

Is responsible for collecting specimens for routine, preoperative, timed and STAT collections.

Interacts and communicates with physicians, nurses, laboratory personnel and other members of the health care team.

This position requires the ability to assist laboratory staff in order entry and specimen handling.

Phlebotomist is required to move throughout different patient units to assist fellow phlebotomists

Position Qualifications Include:

High school graduate or equivalent required

A minimum of two years of phlebotomy experience in a hospital setting preferred

Must have Phlebotomy experience with Adults and Pediatrics

National Phlebotomy Association, American Society of Clinical Pathologist (ASCP) or equivalent certification required

Excellent interpersonal and communication skills

Availability to work some weekends

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Job Title: Supply Chain Tech 1 - 2nd Shift

Department: General Stores

Shift: 2nd

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

Specialty: Supply Chain

Job Number: 2015-0998

Job Description: Rush University Medical Center presents an opportunity for a full-time Supply Chain Tech I. The Supply Chain Tech is responsible for the day to day receipt and distribution of supplies to the medical center units and affiliates. This individual will promote and be supportive of the institutional ICARE values (Innovation, Collaboration, Accountability, Respect, and Excellence), the IConnect Service Behaviors, and exemplify Supply Chain's mission and vision, while acting in accordance with Rush policies and procedures. This is a 2nd shift position 2:30p - 11:00p.

Knowledge, Skills, and Abilities

One year working experience in a service industry position or equivalent job experience.

High School Diploma/GED required. Must have basic math, reading, and writing skills.

Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. The majority of the work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis.

Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions.

Familiar with personal computers preferred.

Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

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Job Title: Security Officer - 2nd Shift

Department: Security

Shift: 2nd

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

Specialty: Security

Job Number: 2015-0997

Full Time

2nd Shift

2:30p – 11:00p

Position Highlights: Under the general supervision of a security supervisor, the Security Officer will provide physical protection for all Rush Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of Rush, Federal, State and local laws and ordinances. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma/GED. Previous hospital security experience preferred

Valid Driver's (Illinois, Indiana, Wisconsin) license required.

Must have a prior driving record deemed acceptable to Rush based upon the results of a Motor Vehicle Report checked and conducted by Human Resources.

Must possess and be responsible for maintaining current Permanent Employee Registration Card (PERC) or, if hired Before January 2004,

Must have completed 20 hours firearm training as demonstrated through a certification of successful completion of Firearms Training Course.

Must be eligible to obtain a Firearm Control Card (FCC) within six months of employment. Illinois Firearm's Owner's Identification Permit (FOID) required..

International Association for Healthcare Security and Safety ("IAHSS") certification required within six months of employment and maintained thereafter.

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Human Resources Manager – Crowne Plaza

Employee Type: Full-Time

Job Type: Human Resources Admin – Clerical

Required Education: 4 Year Degree

Required Experience: At least 3 year(s)

Required Travel: Not Specified

Relocation Covered: No

Reference ID: GPP461YPJV5ZJ

Location: US-IL-Northbrook

JOB OVERVIEW:

Manage Human Resources programs for hotel team members. Promote a positive team culture while ensuring our guests experience is unique and brings the brand to life. At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you need to: Create energy by being upbeat, fun loving and surprising and delighting our guests Act and look the part by being clever, professional and setting a positive example Know your guests by being thoughtful, adaptable and building connections for them Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

FINANCIAL RETURNS

Assist in the creation of and work within the established Human Resources department budget and control expenses. Monitor staffing to manage costs. Identify and analyze local compensation and benefits practices to ensure financial competitiveness.

ACCOUNTABILITY

This is the top Human Resources at Crowne Plaza Chicago Northbrook with extensive facilities and services.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree / higher education qualification
- Must speak fluent English. Spanish is preferred and a plus in candidate selection.
- 3-4 years in Hotel and/or Hospitality preferred.
- 3-4 years Supervisory and/or management experience preferred.

Knowledge of Human Resources, and Employment Law (OSHA, EPA, FSLA, ADA, etc.) required

Apply online at <http://ihg.jobs.net/job/Human-Resources-Manager-Crowne-Plaza/J3K70K5WVS1ZSNMFC3S/>

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Front Desk Agent – Crowne Plaza

Job Type: Hospitality – Hotel
Required Education: 2 Year Degree
Required Experience: At least 1 year(s)
Required Travel: None
Relocation Covered: Not Specified
Reference ID: GPP2GXUGYS8M5
Location: US-IL-Rosemont

We are looking for a Front Desk Agent. Key responsibilities include:

Summary: The front desk agent is responsible for operating the front desk while providing a variety of hotel services for guests to optimize guest satisfaction and revenue optimization.

Essential Duties and Responsibilities: Greet guests immediately with a friendly and sincere welcome.

Register guest into hotel in a prompt and courteous manner using up selling techniques and Crowne Plaza marketing programs to maximize room rates. Prepare for all group check ins and outs, VIP arrivals, and any special assignments given.

Pre-register, block reservations following hotel rate structures, discounts and sell strategies.

Be familiar with all events, functions, and groups as well as the hotel brand, product and surrounding area.

Book guests reservations using knowledge of occupancy, arrivals and departure information.

Protect the privacy of guest.

May provide PBX coverage as needed.

Job Requirements:

Hotel Front Office experience, a plus.

Be able to work flexible shifts including overnights, holidays and weekends.

Excellent communication skills. College degree required or equivalent experience.

EOE

Apply online at <http://ihg.jobs.net/job/Front-Desk-Agent/J3G0C16CHGN9ND14472/>

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**CLINICAL NURSE I – MED / SURG – 8 SOUTH – STROGER HOSPITAL - SHIFT:
7:00 AM - 3:30 PM**

Job Number: 00117569

Job Posting: May 21, 2015, 11:10:34 AM Closing Date: Jun 4, 2015, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:30 P.M.

Collective Bargaining Unit: NNOC Nurses

Posting Salary: STARTING SALARY \$27.11

Organization: Health and Hospital Systems

PLEASE BE ADVISED that this position is covered by the collective bargaining agreement between Cook County and the National Nurses Organizing Committee. Pursuant to the collective bargaining agreement, Cook County will exhaust internal eligible applicants prior to considering external applicants. Cook County is assembling a list of qualified candidates for this position that will be considered should the position not be filled with internal eligible applicants.

JOB SUMMARY:

The Clinical Nurse I is a professional care provider who is responsible and accountable for coordinating and providing safe, effective individualized nursing care to critically ill patients and supportive care to significant others. Assesses patient's needs and plan, implement and evaluate nursing care according to established standards. These activities require nursing judgment based on application of scientific principles of nursing, critical thinking, problem solving and teaching / learning. May also supervise and assign duties to others when assigned as Charge Nurse or Team Leader.

MINIMUM QUALIFICATIONS: •Must be licensed as a registered nurse in the State of Illinois. •Must possess an active Basic Life Support certification (BLS). (Must provide proof at time of interview)

PREFERRED QUALIFICATIONS: •One (1) year prior Medical/ surgical nursing experience in an acute care setting. •Bachelors of Science in Nursing (BSN) from an accredited college or university. •Bilingual in English/Spanish.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

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.

COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. 00115743

Apply online at <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl>

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CLINICAL NURSE I-EMERGENCY MEDICINE- NURSING-SHIFT: 7:00PM-7:15AM

Job Number: 00116804

Job Posting: May 20, 2015, 3:12:51 PM Closing Date: Jun 3, 2015, 11:59:00 PM

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

Collective Bargaining Unit: NNOC Nurses

Posting Salary: \$27.11 HOURLY

Organization: Health and Hospital Systems

JOB SUMMARY

The Clinical Nurse I is a professional care provider responsible and accountable for coordinating and providing safe, effective Emergency Nursing care for patients and supportive care to significant others. Emergency Nursing care involves application of the nursing process and utilizing technical skills for patient care delivery in an Emergency Department setting. The activities require nursing judgment based on application of scientific principles of nursing, problem solving and teaching/learning. **MULTIPLE VACANCIES**

MINIMUM QUALIFICATIONS

- Must be licensed as a Registered Professional Nurse in the State of Illinois. (Must provide license at time of interview.)
- Must be a graduate of an approved school of nursing. (Must provide proof at time of interview)
- Three (3) years Emergency Department experience within the last five (5) years is required.
- Ability to interpret Electrocardiogram (EKG) strips is required.
- Must possess an active CPR card. (Must provide card at time of interview)
- Must be certified in Advanced Cardiovascular Life Support (ACLS). (Must provide proof at time of interview)
- Emergency Communication Radio Nurse (ECRN) certification required within six (6) months of hire, required.

PREFERRED QUALIFICATIONS •Bachelor of Science in Nursing (BSN) is preferred.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.

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

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

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**PHARMACY TECHNICIAN - OAK FOREST HEALTH CENTER - CENTRAL FILL-
AFSCME 1178 - SHIFT: 11:00AM - 7:00PM**

Job Number: 00117474

Job Posting: May 15, 2015, 11:33:32 AM Closing Date: May 29, 2015, 11:59:00 PM

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

AFSCME 1178 Health and Hospital Systems

Posting Salary: \$18.15 HOURLY

Organization: Health and Hospital Systems

JOBSUMMARY - AFSCME 1178

Provides pharmaceutical care to all areas of Pharmacy Services including inpatient and outpatient services. Performs miscellaneous assignments given by the pharmacist-in-charge or supervisor, including but not limited to clerical functions. Organizes and maintains good housekeeping for the pharmacy work areas. MULTIPLE POSITIONS

MINIMUM QUALIFICATIONS •High school diploma or G.E.D. Certificate is required.(Must provide proof at time of interview). •Licensure as a Pharmacy Technician in the State of Illinois is required. (Must provide at time of interview). •Must hold active certification from the Pharmacy Technician Certification Board (PTCP).(Must provide at time of interview). •Two (2) years of full-time paid work experience as a Pharmacy Technician is required. •Must demonstrate ability to type at a corrected rate of 15 words per minute.* •Bilingual skills in English/Spanish are preferred.

*INTERVIEWEES, WITH THE EXCEPTION OF CURRENT COOK COUNTY EMPLOYEES HOLDING THE JOB TITLE OF PHARMACY TECHNICIAN, WILL BE REQUIRED TO TAKE A TYPING TEST.

MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING

KNOWLEDGE, SKILLS AND ABILITIES

Fundamental knowledge of hospital and pharmacy policies, procedures and techniques. Ability to: accurately enter OTC and supply orders into the computer, prepare stock requisitions, and attain and distribute stock from the stock room; work all different shifts as required or scheduled; inspect for diminishing supplies and submit requisitions for stock replenishment; interact with persons of different social and ethnic backgrounds; convey information and explain client prescription usage and side effects to clients in person or over the telephone; read, write and prepare basic arithmetic calculations with accuracy; deal with patients who may be irritable and in discomfort, as well as the ability to work under tension and in crowded conditions; lift up to 50 lbs., and to walk and stand for prolonged periods; develop skills in the operation or machines for pharmacy use.

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Job Title: Coordinator, Payroll Control
Location Chicago, IL, US
Job Type Full - Time Permanent
Department Accounting Operations

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Accounting, Business, or a related field plus four (4) years of experience in Accounting or Payroll, and two (2) years of supervisory experience, or an equivalent combination of education and experience. Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) preferred.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge of standard payroll processes and applicable local, federal, and bargaining union contract terms related to payroll and taxation. Strong math skills. Strong analytical skills to identify and analyze alternative solutions, conclusions, and approaches to problems. skills to identify and analyze alternative solutions, conclusions, and approaches to problems that occur.

Good verbal, written, and interpersonal communication skills.

Good organization skills and attention to details.

Good management, organizational, and planning skills.

Intermediate Oracle Payroll skills.

Intermediate Microsoft Office skills.

Ability to apply modern accounting principles and procedures to payroll functions.

Ability to keep payroll records and to prepare related reports.

Ability to process large volumes of data and information both timely and accurately.

Applicants, if hired, must comply with CTA's residency ordinance.

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IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY

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Job Title Bus Mechanic

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Bus Maintenance

SALARY TARGET: \$16.66 - \$33.33 PER HOUR

Position Summary

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Under direct supervision, performs comprehensive maintenance and repair work on Authority buses.

Qualifications

Must possess a high school diploma or GED equivalent. Must possess a minimum of two (2) years of verifiable work experience in automotive, truck, or bus repair and maintenance, or applicable military experience, or a combination of education and experience relating to this position. Possession of a certificate/diploma in medium/heavy duty or diesel engine vehicle repair from an accredited trade/vocational school or college will count as verifiable experience.

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with Knowledge and Air Brakes endorsements.

Must pass a mechanics practical test that includes both a physical and a written performance test prior to hire. Must obtain forklift certification, as required by OSHA, through the CTA Bus Maintenance Training Department.

EPA 608 Certification in refrigerant handling and recycling is a plus.

ASE Transit Bus or Medium/Heavy Truck Certifications is a plus.

Must be willing to accept the job related responsibility and accountability that this position requires.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title Service Planner - Bus

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Service Planning and Scheduling

Position Summary

SALARY TARGET IS \$63,101.95. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Analyzes data needed to develop, implement, and evaluate bus/rail service and equipment, and makes appropriate recommendations and plans. Conducts research to ascertain where the operating efficiency and service improvement can be attained. Evaluates major route(s) changes for Title VI and Environmental Justice implications. Administers contracted services, proposals, contract administration and reports.

EDUCATION/EXPERIENCE REQUIREMENTS

Requires a Bachelor's Degree in Urban Planning, Architecture, Public Policy, Urban Design, Industrial Design, Transportation Planning or a closely related discipline with academic instruction in transportation planning, operations and/or policy analysis

PHYSICAL REQUIREMENTS: Normal physical demands

KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of CTA rail and bus operations and service area. Conceptual understanding of transit planning fundamentals, both economic and schedule-related. Able to demonstrate research, analytic, quantitative, and evaluation skills. Understanding of community and economic development, as well as demographic changes. Working knowledge and competence in using GIS programs, scheduling software, spreadsheets, databases and other data related technology. Excellent oral and written communication skills. Demonstrated ability to work and produce finished work products within a short time frame. Ability to exercise good judgment. Ability to work independently

Applicants, if hired, must comply with CTA's residency ordinance.

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