



## **Merchandiser - South Chicago - Part-Time-1403224**

### Description

The Merchandiser is responsible for providing high-quality merchandising support for Dr Pepper Snapple Group brands to retail stores within an assigned territory. Join the team at Dr Pepper Snapple Group and make a difference by pursuing everything that you do with the determination that sets us apart from our competitors. Driving for results leads to recognition and personal growth within the company, helping us to achieve our goal to "Be the Best Beverage Business in the Americas". The success that comes from within each of us is recognized, and creates opportunities for your growth in the organization.

### Position Responsibilities

Merchandise store shelving, coolers and displays with Dr Pepper Snapple Group brands in retail stores. Partner with Sales Representatives/Managers to coordinate delivery and merchandising schedule. Build effective relationships with store personnel to assure superior customer satisfaction. Identify incremental sales opportunities for Sales Representative to pursue. Provide feedback on competitor activities and best practices. Cover routes and provide sales and/or merchandising services as assigned. Available to work weekends and holidays.

Pay Rate: \$11.30/hr + \$0.39/per mile

Schedule: Saturday & Sunday MANDATORY

Possibility of 1 or 2 days during the week

Shift: 6AM - Until Finished (est. 2:30PM)

Route Area: South Chicago

### Qualifications

High school diploma or general equivalency diploma (GED)

Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Valid driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. EOE Minorities/ Females/ Protected Veterans/ Disabled

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## **Administrative Assistant, Individual Giving**

Field Museum

Location: Chicago, IL

### Position Description

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

This position manages a high volume of requests with competing deadlines. Frequent communication and follow-up are required. Position reports to both the Director of Major Gifts and the Annual Fund Director.

### Qualifications

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

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

Must have the ability to prioritize and reprioritize tasks on a daily basis.

Friendly, courteous and helpful phone demeanor

Tact and discretion are required in handling highly confidential information and interacting with Museum donors and prospective donors

MS Word, Excel, and PowerPoint experience is important

Knowledge of InDesign a plus

Prior fundraising database (Raisers' Edge) experience is desirable

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

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

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

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### **Women's Board Coordinator**

Field Museum

Location: Chicago, IL

This position implements the activities of the Women's Board by providing administrative support and project management for Women's Board programs and events.

This position works directly on a daily basis with the Women's Board President and Executive Committee, Women's Board members, Museum Trustees, Museum vendors, and internal staff.

#### Responsibilities

Assist with events including the annual Gala, Outreach Luncheon and Holiday Celebration. Provide support by organizing and executing pre- and post-event tasks including mailings; list generation; Graphics requests and projects; internal communication and planning; reservation, pledge and payment tracking; donor recognition; press/social calendar notifications; and other administrative details. Attend events and provide direction and support to Women's Board volunteers, Museum staff, and event vendors.

#### Qualifications

Bachelor's degree is required.

Prior development/fundraising experience is strongly preferred.

Excellent oral and written communication skills required. Must be able to work on multiple projects simultaneously and meet short deadlines. Organizational skills and attention to detail are critical.

Solid interpersonal skills are critical to ensure good interaction with constituents. Strong skills in Microsoft Word, Excel, and PowerPoint are required. Experience with Raiser's Edge is strongly preferred.

Tact and discretion are required in handling highly confidential financial information and interacting with Museum contributors and prospective donors.

Proven ability to work independently and take ownership of assignments and projects.

Flexibility to work occasional overtime and evening events is required.

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## **Program Coordinator, Millennium Reserve**

Field Museum

Location: Chicago, IL

The Millennium Reserve Executive Committee seeks a part-time Program Coordinator to help shepherd to completion priority projects through the coordination and facilitation among the various Millennium Reserve partners. The position will be funded through MRSC partners and housed at the Field Museum. The manager will report directly to the chair and vice chair of the Millennium Reserve Executive Committee. This position is a part time position and will work approximately 20-25 hours per week. The initial length of the position is one year, with an option for renewal based on achieving agreed upon benchmarks of accomplishment and dependent upon funding.

### Job Duties

Staff the Millennium Reserve Steering Committee, Executive Committee, and Project Committees

Schedule and coordinate meetings, interviews, events, and other similar activities

Prepare meeting minutes, meeting notes, and internal support materials

Maintain records; Coordinate efforts with the Illinois State Agency Task Force

Facilitate communication and information sharing among the various partners involved in Millennium Reserve priority projects

Other tasks as assigned

### Qualifications

Excellent organizing, planning, and communication skills

Excellent written and verbal communications skills

Proven ability to work effectively with diverse constituencies

Experience of and enjoyment in working collaboratively as part of a multi-disciplinary team. Knowledge of the bi-state Calumet region and experience working with local and state governments, nonprofit leaders, and philanthropies in the region

An understanding of the interrelationship between conservation, culture, community, and economic development, with experience in one or more of the subject areas

Self-starter

### Application Instructions

Interested candidates should send a letter of interest and a resume with contact information for three professional references included. Please upload these documents via our electronic application system. Please note that only applications submitted through our online application system are being accepted at this time.

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

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## **Lighting Technician**

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

### Responsibilities

Make sure that all exhibit cases are lit. Replaces burned out lamps.  
Maintains lamp inventory for temporary, permanent, and traveling exhibits.  
Make sure that all exhibit cases are lit. Replaces burned out lamps  
Maintains lamp inventory for temporary, permanent, and traveling exhibits  
Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor  
Maintain lighting fixture inventory including repair, cleaning, and replacement  
Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures  
Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions  
Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems  
Does low voltage electrical repairs  
Assists lighting designer on the install and focus of temporary exhibits  
Read drawings and written instructions  
Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes  
Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

### Qualifications

High school graduate required. Technical or associates degree a plus.  
Minimum of two years related experience  
Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

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## **ACCOUNTANT**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC GENERAL ACCOUNTING  
Schedule Full-time  
Shift Day shift  
Hours 8:00 a.m.-4:30 p.m. Mon-Fri  
Location Joliet, IL  
Req Number 128675

### **SUMMARY**

Prepare financial information regarding the Medical Center and its physician office facilities.

Prepare analysis of select balance sheet and income statement accounts in order to assist management in the decision making process.

Oversee the posting of cash transactions and prepare monthly bank reconciliations for multiple bank accounts.

### **Education and/or Experience**

Bachelors degree in Accounting

2 years of professional accounting experience, preferably in a healthcare environment  
OR

6 years of professional accounting experience, preferably in a healthcare environment

### **Computer Skills**

Knowledge of Accounting software, Microsoft Office, and Meditech

### **Certificates, Licenses, Registrations**

PREFERRED: CPA

EOE of Minorities/Females/Vets/Disability

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**ADMINISTRATOR**

Facility Presence Ballard Rehabilitation  
Department ADMINISTRATION  
Schedule Full-time  
Shift Day shift  
Hours 8am-4:30pm  
Req Number 125854

Job Details: The Administrator plans, directs, supervises and coordinates the functions and activities of the facility to insure the vitality of the mission and the core values through quality patient care in accordance with acceptable standards of the community and consistent with the goals and objectives of the parent corporation and the sponsors. The Administrator advises and makes recommendations to the Regional Director of Long Term and Senior Care Services regarding the strategic direction, operations and activities of the facility. Previous experience as a Health Care Administrator with a minimum of five years supervisory experience. Graduation from an accredited college or university, preferably with a Graduate Degree in Hospital Administration/Long Term Care Administration. Licensed in Illinois as a Nursing Home Administrator  
EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=629674>

**CASHIER**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department NUTRITION SERVICES-CAFETERIA  
Schedule Full-time  
Shift Day/PM rotation  
Hours 6:00am-2:30 pm; 11:30 am-8:00pm  
Req Number 128371

Job Details

Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift.  
EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=241058>

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### **APPLICATIONS TEAM MEMBER - ERP**

Facility Presence Health - Corporate Office  
Department ERP OPERATING MANAGEMENT  
Schedule Full-time  
Shift Day shift  
Hours 8:00 - 4:30 p.m.  
Location Chicago, IL  
Req Number 128060  
Job Details Applications Team Member - ERP

### **SUMMARY**

Participate in standardization and implementation of applications by process design, application design, build conversion, testing, training and rollout.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working knowledge of applications & implementations  
Exhibits excellent oral and written communication skills  
Ability to work collaboratively with project team, senior leadership, functional managers and external stakeholders  
Ability to resolve risks and challenges, or to elevate issues to appropriate stakeholders for resolution

### **Education and/or Experience**

Bachelors degree in Computer Science, Information Systems or related discipline required and five years of applications experience. Or 9 years of experience as a programmer, analyst or super user.

Strong process knowledge in the respective domain (HCM, Finance, Supply Chain)

### **Computer Skills**

Strong functional and application competency of computer applications and data programs

Knowledge of Microsoft suite (Word, Excel, Outlook, PowerPoint, etc.)

Previous PeopleSoft experience preferred

EOE of Minorities/Females/Vets/Disability

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**BILLING & FOLLOW-UP REP (PMG)**

Facility Presence Medical Group - Bolingbrook  
Department PSC REVENUE CYCLE  
Schedule Full-time  
Shift Day shift  
Hours 8am - 4 pm

Req Number 127123

**Job Details**

This position is located in Bolingbrook, IL

The Billing and Follow Up Rep will be responsible for processing and follow-up of all assigned accounts. Ensure proper submission and adjudication on all claims submitted to third party carriers/intermediaries and respond to all inquiries according to PMG/CBO policy and procedures.

**Essential Job Duties include, but are not limited to:**

Ensure all claims are transmitted within the PMG/CBO targets and goals by gathering and entering appropriate data. Provides feedback to management regarding any issues or repetitive errors that may be encountered during claim review and submission. Will review system generated work list, reports and/or aged trial balances to resolve accounts which have not been paid in the appropriate time frame, based on specific third party payor contracts and guidelines. Contact the assigned payor representatives to determine when payment will be made and if any other information is required to adjudicate the claim. The rep will review payment denials and discrepancies identified through EOB, Remittance Advices or Payor correspondence and take appropriate action to correct these accounts. Must ensure compliance with all state and federal billing regulations and report suspected compliance issues to their respective Manager/Supervisor or Compliance Manager.

**Requirements:**

Must have knowledge of respective insurance billing regulations and guidelines.  
Must be professional with excellent interpersonal and verbal communication skills. High School Diploma is required.

**Additional Preferred Qualifications:** Microsoft Office and Meditech experience preferred. Experience working within Patient Accounting and/or business office environment. Billing and/or Collections experience, a plus

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=310155>

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### **COORD STAFFING**

Facility Presence Our Lady of the Resurrection Medical Center  
Department NURSING ADMINISTRATION  
Schedule Full-time  
Shift Day shift  
Hours 9:30-6P, Monday-Friday  
Location Chicago, IL  
Req Number 128501

### **SUMMARY**

Assists in developing and maintaining nursing staffing schedules to ensure adequate personnel coverage for all three (3) shifts.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience**

High school diploma or equivalent.  
5-7 years of secretarial or administrative assistant work.

#### **Computer Skills**

Excellent written, verbal and interpersonal skills; typing skills of at least 50 wpm; proficiency in Microsoft Office applications; ability to work independently; knowledge in medical terminology/procedure preferred.

EOE of Minorities/Females/Vets/Disability

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### **CNA/UNIT SECRETARY**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC CICU  
Schedule Full-time  
Shift 12 Hr. Shifts  
Hours 7a-7p or 8a-830p  
Location Joliet, IL  
Req Number 127879

### **SUMMARY**

Perform clerical support and patient service functions for the patient care unit under the direct supervision of the Patient Care Manager, Assistant Patient Care Manager, and/or Charge Nurse. Perform environmental control, revenue reconciliation, inventory management, data entry processing, and troubleshooting issues.

Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**  
High school diploma or GED

**Computer Skills**  
Knowledge of Microsoft Word and Excel

**Certificates, Licenses, Registrations**  
Certified Nurse Assistant program certification  
CPR Certification

EOE of Minorities/Females/Vets/Disability

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### **HEALTH INFO ASST II**

Facility Presence Saint Francis Hospital  
Department HEALTH INFORMATION MANAGEMENT  
Schedule Full-time  
Shift Day shift  
Hours 8:00 am -4:30 pm  
Location Evanston, IL  
Req Number 127861

Job Details FT position 40 hours per week. Includes rotating weekends/holidays. Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry. Will typically specialize in one or more of the essential duties and responsibilities listed below. Must have a high school diploma or equivalent and a minimum of one year medical records experience. Must have the ability to type 40 wpm.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=637788>

### **RECEPTIONIST**

Facility Presence Ballard Rehabilitation  
Department ADMINISTRATION  
Schedule Casual/ Part-time (no benefits)  
Shift Day/PM rotation  
Hours 3-9p; 8a-3p; 3p-8p weekends  
Location Des Plaines, IL  
Req Number 128019

#### Job Details

Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources. High School graduate. Pleasant manner, ready smile, be a good listener, exercise on-the-spot judgment when necessary.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=988161>

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### **REG/SCHEDULER CENTRAL**

Facility Presence Health - Corporate Office  
Department CENTRAL SCHEDULING  
Schedule Registry/PRN/Flex  
Shift Day shift  
Hours 9:00 to 5:30  
Location Chicago, IL

Req Number 126536  
*SAINT JOSEPH HOSPITAL- CHICAGO  
CENTRAL SCHEDULER  
REGISTRY/PRN/ FLEX SCHEDULING  
ROTATING 9AM- 5:30PM*

Accepts and processes requests to schedule outpatient tests/procedures using McKesson PHS Scheduling system.

Strives to obtain patient pre-registration data during scheduling process and performs patient pre-registration in the Hospital Information System (McKesson Star) in addition to scheduling the outpatient test/procedure in the PHS. Facilitates a coordinated patient schedule.

Answers patient questions regarding their test(s) and/or procedure(s) or recommends that patient calls physician for further clarification

#### Requirements:

- Bilingual in Polish, Spanish, or Russian required. -High school diploma or equivalent education/experience; some post high school education preferred.
- One to three years prior hospital or physician business office or comparable payer work experience preferred.
- Minimum typing speed of 40 WPM with accuracy implied.
- Ability to communicate effectively.
- Working knowledge of medical terminology and basic anatomy is required.
- Thorough knowledge of third party payers, billing requirements and reimbursement methods.

EOE of Minorities/Females/Vets/Disability

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**REG/SECRETARY**

Facility Presence Saint Francis Hospital  
Department SPEECH THERAPY  
Schedule Casual/ Part-time (no benefits)  
Shift PM shift  
Hours 4:30pm-7:00pm Mon-Thurs  
Location Evanston, IL  
Req Number 127398

**Job Details**

Performs secretarial duties including word processing, filing, answering telephones and making copies. Prior health care clerical experience preferred. High School diploma or equivalent required. 2 to 3 years registration, scheduling experience a plus. Types 45 to 50 wpm

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=645030>

**ENV SERVICE WORKER**

Facility Presence Bethlehem Woods Retirement Community  
Department ENVIRONMENTAL SERVICES  
Schedule Casual/ Part-time (no benefits)  
Shift Day/Night rotation  
Hours Tue - Wed 8-4; Variable other times  
Location La Grange Park, IL  
Req Number 124989

**Job Details**

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=713533>

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**REGISTRAR**

Facility Presence Saint Joseph Hospital - Chicago  
Department OUTPATIENT CLINIC  
Schedule Full-time  
Shift Day/PM rotation  
Hours 8:00am-8:00pm  
Location Chicago, IL  
Req Number 126490

*PRESENCE SAINT JOSEPH HOSPITAL - CHICAGO  
FULL TIME (benefits)  
REGISTRAR - 8AM -8PM SHIFT  
SETON FAMILY HEALTH CENTER*

With general direction and support you will courteously welcome patients and families to Presence Health while processing registrations for patients entering the Outpatient Clinic.

The Registrar performs a variety of clerical duties to include, but not limited to scheduling, and registration to secure all pertinent patient information necessary for processing account for billing and providing medical care.

EDUCATION: High school diploma or equivalent

EXPERIENCE: Two or more years experience in admissions and registration preferred. Excellent verbal and interpersonal skills. Bilingual spanish preferred. Previous experience in a physician's office preferred.

LICENSURE/CERTIFICATIONS: N/A  
This position is located at 711 W. North Avenue in Chicago.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=143287>

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**Utility Steward (Part-Time) (Job Number: KIC01451)**

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave., Chicago 60605

A Utility Steward with Hilton Hotels and Resorts is responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Steward, you would be responsible for transporting and cleaning cooking utensils and serviceware in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Wash dishes and operate the dishwasher to clean all chinaware, silverware and cooking utensils
- Scrub pots and pans
- Burnish, de-tarnish and polish silver
- Stock and maintain supplies and equipment
- Perform cleaning duties including, but not limited to, mopping and removing trash
- Transport and store clean serviceware
- Train other stewards, as needed
- Prepare and place clean serviceware for events and functions

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**Job Title: Health Facilities Surveyor I - Opt 3**

Agency: Public Health

Closing Date/Time: Wed. 06/04/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 6

Plan/BU: RC062

Bid ID#: See Below

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a Masters Degree in nutrition, dietetics or food service management; preferably including registration by the American Dietetic Association and possession of a valid Illinois certificate as a registered Dietitian. Requires ability to travel and possession of a valid Illinois Drivers License.

**Work Hours & Location/Agency Contact:**

Job Number: IDPH 80399, 80401, 80402, 80406, 80408, & 80409

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long term care Field Operations - Bellwood Region

4212 W. St. Charles Rd Bellwood, IL

Agency Contact: Office of Human Resources

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

Phone: 217-785-2031 Fax: 217-524-0220

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 3 - Dietitian**

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

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**Job Title: Health Information Associate**

Agency: Human Services

Closing Date/Time: Mon. 06/02/14 4:00 PM Central Time

Salary: \$3,063.00 - \$4,316.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: EMHC-14-1601

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience or completion of high school and three years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of department codes, rules and regulations as related to health information records and state and federal laws governing use of health information in disclosures and court actions. Requires knowledge of medical, psychological and psychiatric terminology. Requires ability to use personal computers, hardware and software applications and the ability to abstract, analyze and interpret health information records and data. Requires the ability to effectively communicate and maintain working relationships with staff, patients and the general public.

Work Hours & Location/Agency Contact: 7:30am - 3:30pm  
Elgin Mental Health Center ; Health Information Management

Contact: Human Resource Office  
Elgin Mental Health Center 750 S State St., Elgin, IL 60123  
Fax: 847-429-4933

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Procurement Compliance Monitor**

Agency: Executive Ethics Commission

Closing Date/Time: Wed. 06/04/14 4:00 PM Central Time

Salary: \$4,333.33 - \$5,833.33 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 00000-261

**Minimum Requirements:**

Education: Bachelor level degree from accredited college or university, preferably with courses in procurement, public administration, political science, pre-law, communications or other disciplines related to the work of the Procurement Compliance Monitor. Equivalent degree or non-degree education, or education plus relevant professional experience may be considered.

Experience: Prefer at least 3 years experience in public administration, preferably with State government in general, and procurement processes specifically.

Work Hours & Location/Agency Contact:

Work Hours: 37 1/2 hours per week during normal business hours.

Primary Work Location: James R. Thompson Center

100 West Randolph Street Chicago, Illinois 60601

May be required to travel to one or more State agency procurement offices in Cook County

Agency Contact: Executive Ethics Commission

401 S. Spring, William Stratton Building, Room 515 Springfield, Illinois 62706

How to Apply: Applicants should send the following to the address above:

- a cover letter identifying the the title of the position for which you are applying, explaining how your training, experience, and/or coursework qualify you for this position, and identifying how you learned of this position, and
- a detailed resume and/or CMS100 form.

These are non-code, 5-year term positions and not subject to collective bargaining. These positions do not require a current grade from Central Management Services.

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire.

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**Room Attendant (Job Number: HOU015LD)**

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Room Attendant with Hilton Hotels and Resorts is responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences. Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected. From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

What will I be doing?

As a Room Attendant, you would be responsible for cleaning guest rooms and responding to guest requests in the hotel's continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

- Clean guest rooms as assigned, including, but not limited to, making beds, cleaning bathrooms, dusting and vacuuming
- Change and replenish bed linens, towels and guest amenities, as needed
- Perform deep cleaning tasks, as needed
- Stock, maintain and transport housekeeping supply cart on a daily basis
- Dispose of trash and recyclables
- Respond to special guest requests in a timely, friendly and efficient manner
- Perform guest turn down service, as needed

Apply online at [https://hilton.taleo.net/careersection/us\\_external/jobdetail.ftl](https://hilton.taleo.net/careersection/us_external/jobdetail.ftl)

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