



Job Title: Health Information Associate

Agency: Human Services

Closing Date/Time: Mon. 06/08/15 5:00 PM Central Time

Salary: \$3,195.00 - \$4,097.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC028 Bid ID#: 10-72-90660

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 the use of health information in disclosures and court actions. Requires knowledge of medical, psychological and psychiatric terminology. Requires the 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: WORK HOURS 8:00 AM-4:30 PM Mon-Fri

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive, Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers

Human Resources Representative

Elisabeth Ludeman Center

Park Forest, IL 60466

708-283-3015

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: Public Service Administrator - Opt 7

Agency: Human Services

Closing Date/Time: Mon. 06/08/15 5:00 PM Central Time

Salary: \$6,408.00 - \$9,467.00 monthly

\$76,896.00 - \$113,604.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: VR704 Bid ID#: 10-14-89902

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Bureau Chief of Northern investigations, serves as a full-line supervisor for investigative activity by subordinate staff for the Northern facilities. Performs highly responsible, sensitive and confidential investigative work of the Northern area state-operated facilities, and community agencies; independently directs the gathering and analysis of relevant facts and data concerning abuse, neglect, financial exploitation, death, or serious injuries investigations; makes recommendations for policy and procedure development/revision within the Bureau and the Office of Inspector General. Assists the training coordinator in providing training programs.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with course work in law enforcement. Requires three years progressively responsible administrative experience in a law enforcement or investigative program. Requires knowledge of investigative techniques, agency programs and service objectives and operational systems. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30a.m.-5:00p.m
OIG/Elgin Mental Health Center, 750 S State St., Elgin, IL 60123
Please submit CMS 100 (revised 10/2014) applications to: Milee Butcher
Bureau of Employee Services /Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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 7 - Law Enforcmnt/Correctnl

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Job Title: Conservation/Historic Preservation Worker

Agency: Agriculture

Salary: \$8.25 - \$17.00 hourly

Job Type: Temporary

Location: Sangamon County, Illinois

Number of Vacancies: 400

Bid ID#: 11-01-IDOA-225

Description of Duties/Essential Functions Benefits Supplemental Questions
TEMPORARY EMPLOYMENT ONLY for various bureaus within the IL Department of Agriculture (Administrative Services; Executive Office; Natural Resources; Food Safety & Animal Protection and Ag Industry Regulation).

Performs a variety of unskilled manual labor and/or simple clerical duties at the IL State Fairgrounds. Involves responsibility only for performing work promptly and efficiently.

Minimum Requirements:

Knowledge, skill and mental development equivalent to the completion of eight years of elementary school; elementary knowledge of materials, tools, equipment and practices essential to ground and building maintenance; ability to understand and follow simple oral and written instructions; ability to maintain satisfactory working relationship with other employees and the general public.

Work Hours & Location/Agency Contact: 8a-4:30p, Monday through Friday
Extended hours and weekends mandatory during the Illinois State Fair

IL Dept of Agriculture
Bureau of Human Resources
IL State Fairgrounds
Springfield, IL 62794
(217) 785-5099

How to Apply:
Submit IDOA 2015 Summer Employment Application to:

IL Dept of Agriculture
Bureau of Human Resources
IL State Fairgrounds
Springfield, IL 62794

Applications are available at www.agr.state.il.us

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Job Title: Building/Grounds Laborer

Agency: Central Management Services

Closing Date/Time: Wed. 06/10/15 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 10600

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago & Northern Region — Client Agencies. Travels to various facilities within Chicago & Northern region on an as-needed basis.

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

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

Various DHS Leased Sites in Chicago Region - Chicago, IL (Cook County)

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

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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Development Services Coordinator

Provide information, support and services to advance the fundraising mission of Lincoln Park Zoo. Primary responsibilities include using Raiser's Edge, the zoo's fundraising database, to accurately enter contribution data, maintain constituent records, generate timely donor acknowledgements, and respond to data retrieval requests from end users. Successful candidates will work well both independently as well as part of a team, possess excellent time management skills and customer service orientation. Scrupulous attention to detail and appropriate handling of confidential information a must.

ESSENTIAL JOB FUNCTIONS

- Ensure accurate and timely processing of gifts, including generation of membership cards
- Maintain constituent records in Raiser's Edge database
- Prepare and process donor acknowledgments
- Reconcile donations with Accounting Department
- Document and update gift entry and acknowledgment procedures
- Produce standard and ad hoc reports to fulfill end-user data requests, using RE Query and Export modules and other reporting tools
- Train staff on the use of the fundraising database
- Identify and recommend procedures and solutions for data accuracy, integrity and efficient use of Raiser's Edge
- Run regular reports to verify accuracy of data entry and make necessary corrections
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Strong attention to detail
- Excellent interpersonal skills, including ability to work cooperatively and maintain flexibility in the face of changing priorities in a fast-paced environment
- Familiarity with Raiser's Edge or other fundraising relational database system
- Intermediate-level Microsoft Office skills, particularly Excel and Word
- Proven ability to analyze data and identify recurring patterns and report discrepancies
- Accurate text and numeric typing skills
- Knowledge of general accounting practices and procedures helpful
- Familiarity with not-for-profit fundraising a plus

EDUCATION REQUIREMENTS: Bachelor's degree preferred.

PHYSICAL REQUIREMENTS

Ability to work at a computer for extended periods of time is essential.

ADDITIONAL REQUIREMENTS: Availability to work special events that may occur outside of regular work schedule, as assigned.

Apply online at <http://www.lpzoo.org/careers>

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Repacker-1504017

Description

While Mondelez International LLC is new, our brands are as diverse and rich with heritage as the 170 countries in which our products are marketed. As the world's pre-eminent maker of snacks, Mondelez International LLC has leading shares in every category and every region of the world in which it competes. The company holds the No. 1 position globally in Biscuits, Chocolate, Candy and Powdered Beverages as well as the No. 2 position in Gum and Coffee.

Mondelez International LLC portfolio includes several billion-dollar brands such as Nabisco, Oreo and LU biscuits, Cadbury and Milka chocolate, Jacobs coffee, Tang powdered beverages and Trident gums. Mondelez International LLC has annual revenue of approximately \$35 billion and operations in more than 80 countries.

For more information, please visit: <http://www.mondelezinternational.com/>

Financial Counselor

Shift: Evening Shift

Department: Patient Financial Services

Hours: Schedule: Part Time

Responsibilities

Interviews patients and performs financial counseling for balances exceeding expected third party benefits including, verifies reimbursement resources and assesses patient financial responsibility for services rendered in compliance with all applicable federal and state laws and regulations. Acts as liaison between PFS department, hospital vendors, Medicaid case managers, and patient care managers.

Requirements:

Must be bilingual English and Spanish

Knowledge of system support issues that effect billing, collection, and cash application functions; Knowledge of healthcare reimbursement principles;

Knowledge of healthcare computer systems relating to patient financial services.

Excellent interpersonal and communication skills

Ability to use a computer, calculator and other office equipment.

Knowledge of Public Application process is required

Competency in Excel spreadsheets

Apply online at

<https://pm.healthcaresource.com/CareerSite/stanthony/Job.aspx?JobId=314>

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EKG TECHNICIAN

Location: Mount Sinai Hospital, Chicago, IL

Required Education: Associate's Degree

Job Details:

Performs basic Non-Invasive Cardiology diagnostic procedures upon patients with suspected deficiencies and abnormalities of the cardiopulmonary system
MINIMUM Education: · High school diploma or general education degree (GED). · Prior education through a training school for Cardiographic Technicians is preferred.

REQUIRED LICENSES, Certificates, Registrations: · Must have current CPR card. · Must become a Certified Cardiographic Technician (CCT) within one year of employment.

Schedule: Call/Registry

Shift: Varied Shifts

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101185

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications:

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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Administrative Assistant

Job Locations US-IL-Chicago

Category Administrative/ClericalType W-2 Employee

Overview:

Shiftgig is looking for an Administrative Assistant to help drive efficiencies on the supply side of our business. This is an opportunity to learn and add value in a fast-paced and growing startup environment that is changing the face of the staffing industry. We connect millions of workers with millions of shifts! The candidate must be detail oriented and want to impact lots of hourly workers!

The purpose of this role is to manage a consistent on-boarding process for On-Demand workers across all geographies to ensure compliance, eliminate bottlenecks and maintain data integrity. This individual will be responsible for managing the on-boarding process, employee paperwork, and assist with employee's various questions.

Responsibilities:

- Own the candidate on-boarding experience from post interview to completing all necessary paperwork
- Ensure background checks are initiated and completed correctly
- Initiate and collect all employee new hire information.
- Move candidates and new hires through our Applicant Tracking and proprietary service delivery technology
- Determine and eliminate any bottlenecks in the on-boarding process.
- Communicate effectively with Community Operations team on potential delays and availability of workers.
- Checks candidates in for interviews and ensures they have the proper documentation
- Assist employees with signing up for direct deposit
- Answer phone calls
- Any other administrative tasks given

Qualifications:

- Previous internship or working experience in Clerical or Administrative
- Extremely detail oriented
- Self managed
- Outgoing
- Good judgment and people skills

Apply online at <https://corporate-shiftgig.icims.com/jobs/1126/administrative-assistant/job>

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CHICAGO BAKERY REPACK

Job Summary: Work flexible part-time hours. (Positions open on 3rd Shift and 2nd Shift with very limited, availability on 1st Shift) Responsible for a variety of jobs such as repacking, inspecting, stacking bundling and housekeeping, must be able to follow all applicable policies and procedures, including safety and quality. Must be flexible to perform a variety of duties.

Location: Mondelez International Chicago Bakery 7300 S. Kedzie Chicago, IL 60629

Starting Rate of Pay: \$11.50 per hour. Employees on the payroll for 12 months will receive \$.50 per hour added to the classification rate. Employees on the payroll for 24 months will receive an additional \$.50 per hour.

Background Check and Drug Screen: A background check and drug screen (hair test) will be required of all to whom a conditional offer of employment is extended.

Joining the Union: Joining the Union will be required.

Qualifications

Manufacturing Trainee Job Requirements ·Must be 18 years of age ·HS Diploma or GED preferred ·Must be able to work flexible part-time hours ·Must be able to bend, carry, reach, climb, twist and lift up to 25 pounds ·Must be able to perform repetitive work, to continuously perform the same work according to set procedure, sequence or pace ·Must be able to perform visual inspection and measuring techniques. ·Ability to receive guidance from supervision; communicate, follow work rules, safety practices, work procedures, meet deadlines, punctuality and attendance standards, etc. ·Ability to perform various duties as necessary, often changing from one task to another in different environments ·Prior manufacturing/industrial experience is a plus

Interviewing Procedure

1. A member of Mondelez International Management will interview you.
2. If you meet the qualifications for the part-time position you will receive a conditional offer of employment pending the results of the background check and drug screen.
3. If you successfully pass the background and drug screening (hair test), you will be called by a Company Representative with a date to report to a New Hire Orientation.

Mondelez International, LLC is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at http://us.mondelezinternational.com/careers/find-a-job-with-us.aspx?isrc=https%3A%2F%2Fmondelez.taleo.net%2Fcareersection%2Fmondiz_career_site_hourly%2Fmoresearch.ftl%3Flang%3Den

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Overnight Grocery Production Team Member

SUMMARY:

As a member of our Grocery retail team, your role will include the production of grocery goods as well as setting and maintaining attractive grocery displays in support of the regional Grocery vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS:

A desire to grow with the Grocery Team
Ability to follow instructions and procedures
A desire to learn about natural and organic foods and products
Effective time management skills
Strong work ethic and integrity
Ability to visually examine products for quality and freshness
Available for flexible scheduling to meet the needs of the department.

Essential Job Functions:

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 06/10/2015

Apply online at

https://career4.successfactors.com/career?company=WFM&career_job_req_id=142177&career_ns=job_listing&navBarLevel=JOB_SEARCH

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MENTAL HEALTH WORKER

Location: Mount Sinai Hospital, Chicago, IL

Required Education: Bachelor's Degree

Job Details: The Mental Health Worker provides culturally competent bio-psychosocial assessments, counseling, and case management services for clients who are in need of mental health services.

MINIMUM Education: Must have a BA or BS degree with a major in social services or a related field.

HOURS Nights and Weekends 11:45 pm - 8:15 am and 4:00 pm - 12:30 am MINIMUM

WORK EXPERIENCE: · At least two years experience in the mental field is desired. · Should have experience in leading or co-leading groups and good verbal and written skills. · Must be culturally competent.

Schedule: Part Time

Shift: Night Shift

Hours: Nights and Weekends 11:45 pm - 8:15 am and 4:00 pm - 12:30 am

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101028

P/T Driver/ Clerk

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications: Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542

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DISBURSEMENTS ACCOUNTING

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

GENERAL SUMMARY/BASIC PURPOSE OF JOB:

Under the direction of the Disbursements Supervisor, responsible for the accurate recording of all the manual transactions in Payroll including incorporation of maintenance information into the Employee Master File; prepare account reconciliation and perform special projects; and assist in the processing of time cards and perform other related functions.

ESSENTIAL FUNCTIONS AND DUTIES:

- o Reconcile vendor statements with information in the Meditech system and resolve differences.
- o Data entry, using the personal computer, data required for the following: The quarterly earnings reconciliation in conjunction with the preparation of the Employment Tax Return, Form 941.
- o The employee advances transaction.
- o Reconcile the employee advances subsidiary ledger to the General Ledger.
- o Investigate and clear all items outstanding for more than 30 days.
- o Void checks and verify against maintenance report.
- o Maintain records of garnishments, wage assignments, and tax levies.
- o Match purchase order with related invoices via the Meditech interface module; complete processing on the AP module; and process/track prepaid.
- o Perform all tasks relating to the payroll deduction input and the vendor remittance.
- o Process time cards and perform other tasks attendant to the Payroll processing.
- o Match purchase order with related invoices via the Meditech interface module; complete processing on the AP module; and process/track prepaid.
- o Review and process check requests/petty cash vouchers verify documentation, accuracy of account number distribution; and signature approval; and request General Ledger account numbers as necessary.

MINIMUM EDUCATION:

- High school diploma or general education degree (GED) required.
- Associate's degree in Accounting, Finance or equivalent is preferred.

MINIMUM WORK EXPERIENCE:

- At least one year of experience in payroll processing and reporting.
- Strong aptitude and proficiency in MS Office products, including Word, Excel, Access, Outlook.

Schedule: Full Time

Shift: Day Shift

Hours: 8:30a-5p

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101370

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OPERATOR

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

Job Details:

GENERAL SUMMARY/BASIC PURPOSE OF JOB: • Operates cord switchboard to relay incoming, outgoing, and interoffice calls by performing the following duties.

ESSENTIAL FUNCTIONS AND DUTIES

- Accurate and timely receipt and transfer of all calls and to announce all necessary codes.
- Operates console to receive, route and/or transfer a high volume of calls.
- Operate paging equipment to receive, route and transmit messages to appropriate personnel.
- Receives, logs, notifies departments and distributes faxes internally.
- Receive and maintain daily and monthly on-call schedules.
- Knowledge on use of the internal phone and paging system.

MINIMUM EDUCATION:

High School diploma or equivalent.

MINIMUM WORK EXPERIENCE:

- Must be able to read, write and understand English.
- Bilingual English/Spanish.
- Previous related experience highly desired.

Excellent verbal communication skills as well as customer service skills essential.

Schedule: Call/Registry

Shift: Varied Shifts

Hours: Various. Based on department needs.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101319

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REGISTRAR

Location: Mount Sinai Hospital, Chicago, IL
Required Education: High School/GED
License/Certification/Registration
Required: 1 year of experience required

General Summary/basic PURPOSE OF JOB:

To collect, prepare, and process, in accordance with Hospital policies and procedures, all information necessary for Patient Admission/Registration.

MINIMUM Education:

High school diploma or general education degree.

MINIMUM WORK EXPERIENCE:

· One to two years of previous work related experience. · Medical terminology.

Schedule: Call/Registry

Shift: Varied Shifts

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101384

HOUSEKEEPER WORKER II

Location: Mount Sinai Hospital, Chicago, IL
Required Education: High School/GED

Job Details: Cleans patient rooms, medical/surgical rooms and public areas. MINIMUM Education: · High School diploma or equivalent. · Must be able to read, write and understand English.

MINIMUM WORK EXPERIENCE: · Previous related experience desired.

Schedule: Part Time

Shift: Evening Shift

Hours: 2p-10:30p

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100849

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PATIENT SERVICE ASSOCIATE

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

GENERAL SUMMARY/BASIC PURPOSE OF JOB:

Provides assistance to the clinical dietitian with direct patient care in assigned inpatient and outpatient areas. Processes patient menus and nourishments using automated technology. Communicates with patients and hospital staff regarding patient menu preferences. Maintains records of diets and revisions to diets. Maintains knowledge of diet types and restrictions. Assembles tray according to patient menu and preferences. Delivers trays in a manner that exemplifies superb customer service skills. Performs other related duties as required.

ESSENTIAL FUNCTIONS AND DUTIES:

- Processes Sinai patient menus and nourishments according to standards of accuracy and timeliness.
- Adheres to customer services standard of performance at all times.
- Discusses and evaluates menu preferences with patients; records special write-in items as appropriate to prescribed diet.
- Attends and participates in departmental, sectional, and in-service education programs.
- Processes late trays according to department standards and documents appropriately.
- Interact professionally with the dietitians, referring patients as needed.

MINIMUM EDUCATION:

HIGH SCHOOL DIPLOMA OR G.E.D.

MINIMUM WORK EXPERIENCE:

Previous Healthcare, hotel or fast food experience desired.

KNOWLEDGE & SKILLS:

Basic computer skills.

Schedule: Part Time

Shift: Varied Shifts

Hours: PSA part time relief shift varies 3:30p-8p

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101324

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UNIT SECRETARY

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

Job Details: The unit secretary provides clerical and receptionist duties for a patient care area. The unit secretary expedites the care of patients through fulfillment of the primary duties and responsibilities as defined in this job description. The unit secretary interacts in a professional manner with nurses, patients, visitors, and health care team members to promote quality patient care and overall satisfaction with services.

MINIMUM Education: High School Diploma or equivalent

MINIMUM WORK EXPERIENCE: Previous clerical experience and knowledge of medical terminology desirable. Basic computer skills.

Schedule: Part Time

Shift: Varied Shifts

Hours: Rotating pm and night shift

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100989

PHARMACY TECHNICIAN

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

Job Details: Works under the direct supervision of a pharmacist to fill prescriptions, Delivers orders and performs other pharmacy duties as required.

MINIMUM Education: · High school graduate or equivalent. · Completion of a Pharmacy Technician Certification Program or at least one year of training as a Pharmacy Technician or a Foreign Pharmacy candidate.

MINIMUM WORK EXPERIENCE: · Experience with IV mixtures and unit dose drug distribution.

KNOWLEDGE & SKILLS: · Proficient computer skills and ability to type 30 words per minute. · Good writing and verbal communication skills. · Must be able to communicate effectively in writing and verbally in English.

REQUIRED LICENSES, Certificates, Registrations: · Pharmacy Technician License.

Schedule: Call/Registry

Shift: Varied Shifts

Hours: Rotating.

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=101382

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Accounting Technician I

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus. Good communication skills are essential.

Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

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INSURANCE VERIFIER

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

GENERAL SUMMARY/BASIC PURPOSE OF JOB: As part of the Revenue Cycle, the Insurance Verifier is responsible for financial clearance of all patients assigned to their work list/queue. This includes but is not limited to, online eligibility, initiating precertification/authorization, obtaining benefit detail, discussing the patient responsibility prior to arrival and point of service collections. This also includes on-going support of the ancillary services; central scheduling and outpatient registration for add ons, STAT issues or accounts in questions. This role will have a very close working relationship with billing to address denials and appeals as needed.

ESSENTIAL FUNCTIONS AND DUTIES · Run daily work list assignments from Meditech in an effort to ensure all patients are accurately reflected. Cross check this report against the online Meditech work list. · Effective use of the online eligibility system in use including daily review of Loxogon alerts, these alerts should be corrected as close to real time as possible. · Responsible for insurance verification, including authorization, benefits, and eligibility on all patients within the assigned work list at least 1 week prior to arrival. (Exceptions will be granted for add on cases, difficult accounts, etc...) · Ensure an RQI (Radiology Quality Initiative) is secured on specific Blue Cross Blue Shield patients requiring authorization prior to services. · Collaborates as needed with billing on denied claims and appeals in a timely manner in an effort to resolve discrepancies and expedite payment. · Collaborates with ancillary departments and referring clinics to ensure correct services are ordered and authorized prior to the service date. · Contact patients as necessary prior to the date of service to discuss their financial responsibility per their insurance guidelines after determined by using the charge master, co-insurance percentage and OOP, etc...follow department policies related to collection efforts.

MINIMUM EDUCATION: HIGH SCHOOL DIPLOMA OR G.E.D EQUIVALENT

MINIMUM WORK EXPERIENCE: • A minimum of 2 years working experience with insurance precertification and financial clearance. • Prior physician/hospital scheduling experience preferred.

KNOWLEDGE & SKILLS: • Meditech (preferred B/AR, ADM and PCI modules)
• MS Office (word, excel power point, access) • Familiarity with insurance contracts, terms, payment methods and authorization requirements. • Eligibility systems (Ecare/Passport, Loxogon)

Schedule: Full Time - Shift: Day Shift - Hours: 8a-4:30p

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101298

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Body Person

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance or designate, performs all types of interior and exterior body repair and refurbishing.

Paints all company vehicles, panels, building and equipment. Performs welding on various metals.

Maintains all equipment, tools, etc. in accordance with manufacturer's recommendations.

Maintains necessary paperwork required for tracking paint and solvent usage. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have a valid Class "A" Commercial Drivers License with Passenger and Airbrake endorsements.

Qualified candidate must have a minimum of three (3) years experience in body repair, welding and painting in a professional, industrial environment; successfully pass all written and practical exams pertaining to the position; possess knowledge of all types of primers and paints, paint booth operation and maintenance, application of paints and use of all safety equipment.

Qualified candidate must have the necessary tools to perform the duties of the position. Must be able to work independently with little or no supervision. The performance of these duties may be required at any time of day and night, any night and day of the week. Qualified candidate must have a good work history.

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Dispatcher

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators.

Maintains work assignment board on daily basis. Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Maintains appropriate dispatch paperwork. Answers phones and field calls.

Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least five (5) years experience in transportation. Must be 21 years of age and possess or be able to obtain a valid Class B Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Management experience preferred. Qualified candidate must have a good work history.

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