



## Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

*(Please do not apply for this position if you do not meet the minimal requirements listed above.)*

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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## Systems Analyst

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Review, analyze, and modify programming systems including encoding, testing, debugging, and installing to support the Hospital's application systems. The System Analyst consults with users to identify current operating procedures and to clarify program objectives.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Minimum of two years experience in the Health Care Information\IT Systems field. Experience with HCIS operating system highly desirable.

Help-desk background required.

Proficient with Microsoft applications and Operating Systems Exchange 2003, SQL 2000.

Hardware knowledge of workstation and server builds and configuration.

Networking knowledge of Switches and Firewalls.

Scripting. IIS ,Ghost, Antivirus.

Exhibit strong communication and interpersonal skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within the health care field.

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## Transporter/Clerk

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### Description:

The Transporter is responsible for transporting patients to and from the Radiology Department within the Hospital. S/he performs a variety of activities related to the transportation of patients, specimens, and equipment. The Transporter greets and assists patients and visitors at the Hospital.

The Clerk is responsible for receiving and interviewing patients coming into the Radiology Department to obtain relevant information necessary to perform treatment. S/he is also responsible for scheduling certain radiology exams. The Clerk 1 performs clerical duties (with the exception of typing) such as filing, copying, etc. as needed within the department.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED

Minimum of two (2) years of clerical experience in a Radiology Department.

Have a working knowledge of Microsoft Office programs.

Meditech computer experience is a plus.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Unit Clerk

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### Description:

Responsible for providing secretarial support for all employees within an assigned nursing unit. Maintain and update patients' records and manage equipment and inventory supplies. Act as receptionist and central communicator for the unit.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 years of experience in a hospital setting required.

Good computer skills, type 50 wpm and medical terminology background.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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**Zone Leader - Chicago**

Reports to: Regional Manager

Location: Chicago, IL

**Responsibilities**

Lead, motivate, manage, and direct work for Leasing Agents, Maintenance, Custodial, and Pest Control teams in a geographic area (zone) predominantly in South and West sides of Chicago

Ensure the health and success of 600-1500 scattered site apartment units  
Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone  
Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition  
Ensure smooth interaction between residents, employees, and corporate office

Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending  
Oversee the zone's other monthly purchasing costs  
Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy  
Audit apartment buildings in zone to ensure high level of quality  
Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections  
Recruit, train, assess, and cultivate talent on all zone teams

**Qualifications/Minimum Skills to Apply:**

2-year Associates degree  
Customer service experience  
Management experience  
Working knowledge of Microsoft Excel, Word, and mobile communication  
Access to reliable automobile – REQUIRED  
Property management or entrepreneurial background a plus  
Previous experience running/managing a multiple-site retail store/chain desired  
**Compensation and Benefits**  
Base pay will start at \$40,000 – 50,000/year, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus up to \$1000/month. Medical, dental, vision, life, and 401(k) available.  
Company stock may be available for top performers.

Please submit resumes in word.doc format to: [jobs@pangeare.com](mailto:jobs@pangeare.com)

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### **Maintenance Tech - Chicago**

Reports to: Maintenance Supervisor

Pangea is currently looking for a self-motivated Maintenance Technician who is willing to succeed in our company. Successful candidates will be self-driven, highly motivated, and able to work effectively in a dynamic, entrepreneurial environment. Candidate must be comfortable working in Chicago's south and east side neighborhoods, including South Shore, Auburn Gresham, Englewood, and Park Forest.

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets. Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures. Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim. Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish.

Concrete/Roofing: Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications: Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills: HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings. Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Compensation and Benefits: Base pay starts at up to \$20/hour, depending on experience and skill. Benefits include health insurance, two weeks' vacation and five sick days per year. Bonus of up to \$1000 per year depending on performance. Potential for promotion from within the company. Periodic training and workshops provided.

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### **Resident Care Rep - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various phone targets

# calls answered within 30 seconds

# converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Handle dispute resolution and create work orders

Process rent payments

Process rental applications

Follow-up with prospective tenants using email, phones, text, etc

Ensures collections procedures and processes are being followed

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Ability to multitask

Excellent time management skills

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

#### Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

Must have M-F 9 a.m. – 7 p.m. and Saturdays open in order to apply for this job

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### **Leasing Advisor - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

#### Responsibilities

Reach and exceed various phone targets

# calls answered within 30 seconds

# converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

#### Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

#### Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

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## **Evictions Prevention Rep - Chicago**

Reports to: Call Center Supervisor

Location: Chicago, IL

### Responsibilities

Reach and exceed various collection targets

Daily outbound/inbound calls to delinquent tenants

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

### Qualifications

Proven success in a previous collections role

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

### Compensation

Depends on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

Please submit resumes in word.doc format to: [jobs@pangeare.com](mailto:jobs@pangeare.com)

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**Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

**Qualifications:**

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential.

Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=439](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439)

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## Dental Assistant

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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**CLASS TITLE: Parking Revenue Security Supervisor**

Code: 0330

Administrative Service

Clerical, Accounting And General Office Group

General Administrative Series

**CHARACTERISTICS OF THE CLASS:** Under general supervision, supervises and participates in security and surveillance operations for the Department of Revenue to ensure integrity in the collection and accounting of parking revenues; and performs related duties as required.

**RELATED DUTIES:** Removes and carries coin canisters and parking meter parts as needed in performing surveillance and investigative duties; reviews collection reports to identify and determine reasons for large fluctuations in revenue collections; coordinates work efforts with other city departments to control the illegal removal of parking meters from construction sites and city streets.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Four years of progressively responsible experience in security procedures, analysis and operations, or an equivalent combination of training and experience. A valid State of Illinois driver's license is required. **Knowledge, Abilities and Skill.** Considerable knowledge of surveillance and investigative techniques and practices. Considerable knowledge of parking meter security methods and procedures. Knowledge of personnel rules and department policies regarding employee conduct. Ability to plan and supervise the work of staff. Ability to analyze existing security operations and recommend appropriate modifications. Ability to develop and implement security and investigative policies and procedures. Ability to operate a motor vehicle. Good skill in the application of security and surveillance techniques. Good investigation skills. Good oral and written communication skills. Good human relations skills. **Physical Requirements.** Ability to occasionally lift and carry coin canisters and parking meter parts weighing up to fifty pounds. **Working Conditions.** Inside: General office environment. Outside: Unavoidable exposure to inclement weather and extreme temperatures. **Equipment.** Standard office equipment and two-way radio.

Note: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0300.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0300.html)

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**CLASS TITLE: BUSINESS CONSULTANT**

Code: 0350

Family: Legal and Regulatory

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: General Administrative

**MINIMUM QUALIFICATIONS Education, Training, and Experience** • Graduation from an accredited college or university with a Bachelor's degree in Business Administration or a directly related field, plus one year of business planning or consulting work experience; or an equivalent combination of education, training and experience  
**Licensure, Certification, or Other Qualifications** • None  
**WORKING CONDITIONS** • General office  
**EQUIPMENT** • Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator) • Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

**PHYSICAL REQUIREMENTS** • No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

Some knowledge of: • permit and licensing applications, fees, and programs • applicable federal, state, and local laws, regulations, and guidelines • impact of federal and state legislation on City ordinances • customer service techniques Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances  
• **\*ACTIVE LEARNING** - Understand the implications of new information for both current and future problem-solving and decision-making • **\*ACTIVE LISTENING** - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times • **\*CRITICAL THINKING** - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems • **\*COMPLEX PROBLEM SOLVING** - Identify complex problems and review related information to develop and evaluate options and implement solutions • **\*SOCIAL PERCEPTIVENESS** - Demonstrate awareness of others' reactions and understand why they react as they do

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures. The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. \* May be required at entry.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0300.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0300.html)

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## ER Liaison

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### Description:

The Liaison serves as a link between patients and the hospital organization. S/he works as an advocate who provides a specific channel through which patients can seek solutions to problems, concerns, and unmet needs.

The Liaison enables patients and families to obtain solutions to problems by acting in their behalf with the emergency room and make recommendations to improve services to patients. S/he answers telephones, relays messages, and maintains effective lines of communication. As the institution's representative, the Liaison interprets the hospitals philosophy, policies, procedures, and services to patients, their families, and visitors.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Certified Nursing Assistant or LPN.

Minimum of two (2) years of experience in a patient care setting.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Work From Home - Reservation Sales Representative - Chicago**

Job ID 013-94604

Category Customer Service/Support - Contact Center/Call Center

Location US-IL

Area Chicago Metro (All Areas - Work From Home Position Only)

Must be available for a 4 week virtual training class (Monday-Friday, 9a-6p CST)

We are looking for candidates who are open to working any type of schedule which could include mornings, afternoons, and evenings. Start times may vary per shift and all schedules require working weekends, both Saturday and Sunday. The starting pay for this position is \$12.45/hr with the opportunity to bonus based on individual and team performance

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future. Must be at least 18 years old. Minimum of 6 months sales experience. Minimum of 6 months previous customer service experience. Minimum 1 year work experience at the same employer. Previous sales experience in a retail or customer service environment or equivalent, preferred. Basic computer navigation skills and ability to toggle between different computer screens and programs. Must have the ability to meet PC and Internet requirements. Must be able to work 40 hours per week. Must be able to work mornings, afternoon, and evening schedules based on business need. Apart from religious observation must be able to work both weekend days (Saturday & Sunday)

### Work From Home Requirements:

Must be a resident of Illinois living in the Chicago metropolitan area  
Have permanent residence with a defined working space that is clean, ventilated and quiet. Working space with working smoke detector, fire extinguisher, and first aid kit

### Work From Home Technical Requirements:

Computer (PC, no Mac); OS Version: Windows 7 or Windows 8  
Computer USB Headset with Microphone. High speed Internet access provided by a cable or DSL provider (Satellite broadband does not meet our requirements). Minimum up load speed of 1000 kbps (1.0 mbps). Minimum down load speed of 3000 kbps (3.0 mbps) \*\* Enterprise reserves the right to verify that your PC meets or exceeds the following requirements.

Apply online at <https://us-erac.icims.com/jobs/94604/work-from-home---reservation-sales-representative---chicago/job>

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**CLASS TITLE: PROJECTS ADMINISTRATOR**

Code: 0311

Family: Clerical and Office Administration

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: General Administrative

**CHARACTERISTICS OF THE CLASS:** Under direction, the class is managerial in nature and accountable for senior manager level functions; positions allocated to this class are characterized as having a broad scope of management responsibilities, and performs related duties as required. Positions are allocated across all city departments and have a wide range of functions. Examples of core functions characterizing this class, and specific assignments to city departments is provided below with the intent of providing parameters to adequately describe the level and scope of duties and responsibilities performed by these positions. NOTE: Other departments may be added to provide additional examples of positions allocated to this class.

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

**MINIMUM QUALIFICATIONS**

Education, Training, and Experience  Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration or a field of study directly related to the responsibilities of the position, plus five years of project management work experience, or an equivalent combination of education, training and experience. Licensure, Certification, or Other Qualifications  None

WORKING CONDITIONS  General office environment

EQUIPMENT  Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)  Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

PHYSICAL REQUIREMENTS  Ability to stand and walk for extended periods of time

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications. \* May be required at entry.

Apply online at

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**CLASS TITLE: Parking Revenue Security Supervisor**

Code: 0330

Administrative Service

Clerical, Accounting And General Office Group

General Administrative Series

**CHARACTERISTICS OF THE CLASS:** Under general supervision, supervises and participates in security and surveillance operations for the Department of Revenue to ensure integrity in the collection and accounting of parking revenues; and performs related duties as required.

**ESSENTIAL DUTIES:** Supervises staff of Parking Revenue Security Specialists engaged in surveillance activities to ensure the proper collection of parking revenues; develops and implements parking meter security procedures including surveillance, salting meters, and sealing of canisters to reduce potential for theft; oversees the surveillance of private vendors in the collection of parking revenues to ensure meter cans are properly removed and replaced; ensures vendors follow established procedures in the transport of collection canisters for the counting and depositing of coins; leads internal investigations of alleged or suspected misconduct by department employees; supervises staff engaged in attempting to recover boot devices illegally removed from vehicles; prepares status and summary reports of completed surveillance and investigations and makes recommendations for appropriate management actions; trains and orients staff on standard surveillance and investigative procedures.

**MINIMUM QUALIFICATIONS:**

**Training and Experience.** Four years of progressively responsible experience in security procedures, analysis and operations, or an equivalent combination of training and experience. A valid State of Illinois driver's license is required.

**Knowledge, Abilities and Skill.** Considerable knowledge of surveillance and investigative techniques and practices. Considerable knowledge of parking meter security methods and procedures. Knowledge of personnel rules and department policies regarding employee conduct.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0300.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0300.html)

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**Part Time Sr. Customer Assistance Representative -Skokie/Evanston**

Job ID 2013-92199

Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago: North Suburbs

*This is a part-time position that pays \$9.50/hr.*

Benefits included with this position are:

- \*Fun and friendly environment
- \*On The Job Training in a Professional Work Environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service)

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**Qualifications:**

Currently enrolled in college or received an associates or bachelor's degree

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, preferred work schedule:

Monday-Friday: 7:30AM-12:30PM or 2:00PM-6:00PM

Saturday: 8:30AM-12:30PM (every other)

Sunday: 9:30am-1:30pm

Apply online at <https://us-erac.icims.com/jobs/92199/part-time-sr.-customer-assistance-representative--skokie-evanston/job>

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**Job Title: Child Welfare Senior Specialist**

Agency: Children & Family Services

Closing Date/Time: Tue. 06/10/14 5:00 PM Central Time

Salary: \$5,334.00 - \$8,155.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1400019-009838

**Minimum Requirements:**

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

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

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: Dually Involved Services 1911 S. Indiana Chicago, Illinois

**AGENCY CONTACT:** Shirley Treseler

406 E. Monroe, Station 70 Springfield, Illinois 62701

Phone: 217-785-0364 Fax: 217-557-0690

**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: Human Resources Representative**

Agency: Children & Family Services

Closing Date/Time: Wed. 06/11/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1407002-077523

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional duties in the area of transactions administration and employee programs for DCFS for assigned agency divisions; explains collective bargaining agreements, rules, and pay plans; answers questions for management regarding contractual language and its application in the filling of vacancies; coordinates and applies requirements of employee programs, including Rutan, Upward Mobility, and Alternative Employment; provides guidance and training to field liaisons.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Monday-Friday 830a-500p  
8 E. Galena Blvd, Aurora Illinois 60506 Supervisor: Tracie Crockrell  
Contact: Tracie Crockrell / Office of Employee Services  
JRTC/100 W. Randolph, 6-100 Chicago, IL 60601  
PHONE: 312-814-1222 FAX: 312-814-1224

**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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