



Women's Board Coordinator

The Adler Planetarium (Chicago, IL) has a full time position available in the Advancement department for a Woman's Board and Major Gifts Coordinator. The Coordinator is responsible for providing critical support to the department's individual and major gift fundraising efforts. This position reports directly to the Director of Major Gifts. In this role, the Coordinator will manage Women's Board events, meetings, annual giving, sponsorship and dues, coordinates the Trustees' Annual Fund and Development Committee and stewards the Friends of the Webster Institute auxiliary membership group. The Coordinator will work with the Women's Board and museum colleagues to direct the Adler's two significant fundraising events each year: Celestial Ball gala and Women in Space Science Award Celebration luncheon.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ADV140

Citizen Science Web Developer

The Adler Planetarium (Chicago, IL) has a role available in the department of Citizen Science Department. The Web Developer is responsible for the developing a generalized transcription platform for use by institutions around the world in partnership with the New York Public Library and the core Zooniverse team.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: ZOO190

Museum Services Staff

The Adler Planetarium (Chicago, IL) has an opportunity available in the Operations department with the Floor Staff group as a Museum Services Staff (MSS). This position is a front line person and highly visible. This position inspires visitors by promoting a quality museum experience. The MSS position greets visitors, provides information on shows, museum activities, provides exhibit interpretation, provides crowd control. MSS must be able to support our Super Nova program with enthusiasm.

Apply online at <http://www.adlerplanetarium.org/jobs>

Equal Employment Opportunity M/F/D/V

REQ: OPE110

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Automotive Equipment Technician / AT & T

Location: Chicago, IL

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- Operate and maintain all motor vehicles and motor-drive tools.
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- Perform preventative maintenance including: inspections, adjustments, repairs and overhauls on all motor vehicles associated equipment (such as brakes, electrical, ignition, cooling, transmission) and construction trailers.
- Repair, service and test electrical and hydraulic powered equipment such as: aerial lift, generator, pumps, winches and specialized underground equipment and compressors.
- Receive, record and analyze reports of trouble on individual company motor vehicles and tools.
- Order or assist in ordering vehicles and/or specialized equipment parts. Maintain inventory and stock level in Motor Vehicle parts room.

Required Qualifications

In addition to STRONG communication skills, our Premises Technicians must have the following:

- Certification in 1 to 5 categories of Mechanics Certification by the National Institute of Automotive Services Excellence (ASE) OR equivalent certification from an automobile manufacturer (e.g., Ford GM, Chrysler), trade school, or equivalent state license/certification.
- Valid state driver's license and non-negligent driving record.
- Commercial Driver's License after proper training and qualification on state and company driving tests.
- Meet 285lbs weight limit due to safety restrictions
- Ability to lift and move up to 80lbs
- Ability to work a flexible schedule including evenings and weekends
- Satisfactory results from a background/employment history investigation and drug screening

Requisition ID: 1450675

Apply online at <http://connect.att.jobs/united-states/technician/jobid5540069-automotive-equipment-technician-jobs>

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Part-Time Driver - Chicago-Cragin

Job ID 2014-102457

Category Customer Service/Support - Driver

Location US-IL

Overview:

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 3057 N. Cicero Ave. Chicago, IL 60641

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.

Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver customers and vehicles to appropriate destination in a safe and courteous manner

Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles

Organize travel route and ensure vehicle paperwork is accurate and timely

May need to communicate via 2-way radio or cellular phone

May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

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 willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work the following schedule:
Monday-Friday 1:00pm-6:00pm

Apply online at https://us-erac.icims.com/jobs/102457/*part-time-driver---chicago-cragin/job?mobile=false&width=792&height=500&bga=true&needsRedirect=false

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Management Trainee - Chicago City: Loop/Gold Coast/Bucktown

Job ID 2014-111912

Category Management Trainee Program - All Positions

Location US-IL

Area Chicago City: Loop/Gold Coast/Bucktown

Responsibilities:

As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Bachelor's degree required

Must have relevant experience in 2 of the following 3 categories:

Sales

Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service

Management/Supervisory/Leadership

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 conviction on driving record within the last 3 years (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.

Apply online at <https://us-erac.icims.com/jobs/111912/management-trainee---chicago-city%3a--loop-gold-coast-bucktown/job>

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Part Time Building Support Staff / Custodian Day Shift and Weekends

Job ID 2014-109775

Category Other - Other

Location US-IL

Area Chicago O'Hare Airport

Overview:

Enterprise Holdings has an exciting opportunity for a Building Support Staff / Custodian. The Building Support Staff / Custodian handles repairs, preventive maintenance, and grounds maintenance of all on-site buildings and grounds. Maintains appearance and cleanliness standards for all of the buildings and customer service areas, as well as certain lot areas. Performs all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Responsibilities:

Maintain clean, professional looking buildings and grounds at all times.
Maintain clean, professional bathrooms and customer waiting areas.
Perform building and grounds maintenance and litter removal, light landscaping and clean-up, irrigation maintenance and light repairs, weather related maintenance, such as snow removal, and all related tasks.
Perform duties in customer service areas during business hours and contribute to the quality of customer service.
Perform other related jobs as required.
Follow verbal and written instruction.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.
Experience handling building support responsibilities is preferred.
Must be currently eligible to work in the U.S. and not require sponsorship now or on the future. Must be willing to work for \$9.00/hour
Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).
Must be able to work day shifts including weekends: shifts will include an 1/2 hour unpaid lunch.

Apply online at <https://us-erac.icims.com/jobs/109775/part-time-building-support-staff---custodian-day-shift-and-weekends/job>

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Fleet Supervisor - Airport Operations

Job ID 2014-113727

Category Other - Other

Location US-IL

Area Chicago O'Hare Airport

Responsibilities:

Ensure clean vehicles, a full ready line with proper car mix and sound specialty car management in accordance to company standards

Supervise the process of preparing fleet for movement and distribution to the ready line
Responsible for scheduling, delivering performance reviews, delegating work while providing direction and instruction to Service Agents, On-Lot Shuttlers and DOT Bus Drivers

Plan fleet storage and segregation on the lot and within the facility

Ensure vehicle deletes are prepared and in the proper lot location for removal

Ensure Bus Drivers are checking for mechanically sound equipment and all required preventive maintenance is scheduled and performed

Ensure routes and bus spacing is complied with as required by location bussing standards

Provide assistance and work closely with branch management

Qualifications:

Must have at least 2 years in transportation management

Must have demonstrated leadership ability - must be able to lead, coach, inspire and motivate others while effectively delegating and following up on tasks

Strong organizational skills and able to effectively handle multiple tasks at one time

Proficiency in Microsoft Office applications

Must have a satisfactory driving record and be willing to obtain a CDL with passenger and air break endorsements

Understanding of a Union environment preferred

Must be able to work a flexible schedule that includes some weekends, late nights and overnights

Additional skills/competencies required include:

Ability to apply experience based knowledge and leadership skills toward organizational goals

Strong sense of initiative, requiring little direct supervision

Ability to exercise sound judgment to make decisions

Must have good written and verbal communication

Apply online at <https://us-erac.icims.com/jobs/113727/fleet-supervisor---airport-operations/job>

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Job Title: Automotive Shop Supervisor

Agency: Central Management Services
Closing Date/Time: Wed. 07/02/14 5:00 PM Central Time
Salary: \$4,745.00 - \$6,360.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: VR706
Bid ID#: CMS 9172

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires three years experience as an automotive mechanic. Requires extensive knowledge of standard garage methods, shop practices and the techniques, tools and machinery used and of the construction, operation, repair and maintenance on standard automotive and related equipment and machinery employed in road maintenance and construction. Requires working knowledge of occupational hazards and precautionary measure applicable. Requires the ability to lay out and supervise the work of skilled and semiskilled mechanics, and to obtain efficient results from their efforts. Requires the ability to maintain satisfactory working relationships with subordinates. Requires the ability to keep records, compile information and develop reports and requisition parts and materials. Requires the ability to detect mechanical defects and to order proper repairs. Requires skill in the use of the tools, machinery and equipment of the automotive mechanic trade. Requires working knowledge of word processing and spreadsheet applications.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.
Work Location: CMS/Agency Services/Vehicles/Suburban North Garage
9511 Harrison Street Des Plaines, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
FAX: 217-782-9925 / Phone: 217-782-6239

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: Automotive Mechanic - Opt 1

Agency: Central Management Services
Closing Date/Time: Wed. 06/25/14 5:00 PM Central Time
Salary: \$4,156.00 - \$5,541.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC451
Bid ID#: CMS 9170

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or coursework in automotive mechanics or completion of an approved training course. Requires experience necessary to qualify as a skilled mechanic. Requires a valid Commercial Driver's License -- Class B. Requires ability to repair diesel engines as well as gasoline engines. Requires extensive knowledge of all mechanical hand tools and testing equipment. Requires extensive knowledge of materials and parts. Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures. Requires ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs. Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment. Requires ability to make work activity reports.

Work Hours & Location/Agency Contact: Work Hours: 7:30 A.M. – 4:00 P.M.
Work Location: CMS/Agency Services/Vehicles/Suburban North Garage
9511 Harrison Street Des Plaines, IL (Cook County)

Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
FAX: 217-782-9925 / Phone: 217-782-6239

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Option 1 - General

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Outside Part Time Afternoons Return Agent / Handheld O'Hare Airport

Job ID 2013-100217

Category Customer Service/Support - Customer Service/Support

Location US-IL-Chicago

Area Chicago O'Hare Intl Arpt

Responsibilities:

Greet all customers using prescribed, appropriate dialogue as they arrive on the lot. Remind customer to check for personal belongings. Identify any items found in the vehicle with a unit number, date, time and turn into lost and found. Advise and review rental charges; and provide an accurate receipt to the customer. Provide information in a professional and courteous manner regarding transportation to the airport terminal. Thank customers using the prescribed dialogue. Complete return transactions with 100% accuracy. Inquire about service, satisfaction and document dissatisfaction. Discreetly check vehicle for damage on incoming vehicles and direct customer to counter for completion of damage/loss report. Use of proper statement to determine if vehicle is being returned with full tank of gas. Complete a service alert for any mechanical and or body damage communicated by the customers. Identify vehicles, which are on system hold for turnback, time or mileage, recall, or any other special lock and verify their movement to the proper lot location. Identify and tag vehicles that have been flagged for grounding or preventative maintenance and verify their movement to the proper lot location. Keep lot organized for ease of access and traffic flow. Management reserves the right to modify, change or delete duties assigned.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High School Diploma or G.E.D. required.
Minimum of 1 year customer service experience. Must have basic computer skills.
Must have a valid driver's license with no more than 2 moving violations within the last 3 years. No drug or alcohol related convictions on driving record in the last 3 years.
Must be able to speak, understand, read and write English.
Must be able to work outdoors in the elements with long periods of standing.
Must be authorized to work in the U.S. and not require work authorization sponsorship by our company for this position, now or in the future.
Must be willing to work for \$9.75/hour.
Must be able to work the following shift/schedule:
2pm-10:30pm on Weekends and 2pm-10:30pm 1-2 Weekdays for a total of 24 hours.

Apply online at <https://us-erac.icims.com/jobs/100217/outside-part-time-afternoons-return-agent---handheld-o%27hare-airport/job>

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Activity Therapist

Job Code: 123147

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Minimum Education Required: Bachelor's Degree

Category: Healthcare - Rehabilitation

FTE: 0.01

Position Summary: Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy, Dance Movement and Sand Play Therapy, while utilizing a holistic treatment approach.

The primary responsibilities are as follows:

- Provide Expressive Therapy Services to children, adolescents and adults within the therapeutic milieu.
- Work as a member of a multidisciplinary team in planning, implementing and evaluating individualized treatment plans.
- Provide direct patient care under the supervision of a registered nurse.

The Hospital is seeking a non-benefited, Per Diem Activity Therapist to work with our child, adolescent and adult populations. As a Per Diem status the schedule for this position would be to work every other weekend, with the ability to pick up additional shifts throughout the week on an as need basis. This an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

Requirements:

- Bachelors Degree required; Master's Degree in an Expressive Therapy preferred. Music Therapy a plus!!
- Expressive/Recreation Therapy Certification (or is certification eligible) by the professional organization in the area(s) of expertise preferred.
- One year experience working with psychiatric mental health population, preferably in an inpatient setting.
- Knowledge of case management, discharge planning, group leadership skills, age specific growth and development, crisis and behavior management, family therapy theory and practice.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Business Development Representative

Job Code: 116388

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 90-100%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1

Position Summary: The Hospital is seeking a full-time Business Development Representative who has prior experience marketing healthcare programs! This newly added employee will be responsible for marketing our new Neuroscience and Trauma programs, as well as the other facility programs. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of the facilities new Neuroscience and Trauma-focused CBT program.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, and executive presentations on hospital services.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

Job Requirements:

- Bachelor's Degree in Marketing, Healthcare, Sales or related field preferred.
- 1-3 years of experience within healthcare marketing and business development preferred.
- Specific experience/knowledge within a Neuroscience program and/or Trauma-focused program in a behavioral health or substance abuse facility a plus!
- Ability to create and maintain relationships with professional organizations and government agencies.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self-motivated, results-oriented individual who is customer focused.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Collector

Job Code: 121753

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Office/Clerical

FTE: 1.00

Position Summary:

Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy, Dance Movement and Sand Play Therapy, while utilizing a holistic treatment approach.

The Hospital is seeking a full-time Collector to work within our Business Office. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Billing follow-ups and collection efforts for all patient accounts of the hospital.
- Assists the admitting department with insurance verification.
- Works with patients and their families in establishing financial arrangements.
- Attains and maintains outstanding Accounts Receivables.
- Prepares the daily cash deposit and assures the daily posting of cash to patient accounts' files.
- Assists the Utilization Review department in monitoring patient benefits, while also assisting the Business Office Manager in reviewing and selecting accounts to be placed with outside collection agencies.

Job Requirements:

- High School Diploma is required; some college experience preferred.
- Previous experience in hospital Patient Accounting required.
- Previous Medicaid collections in a psychiatric facility a strong plus.
- Computer literacy skills, organizational, filing and typing skills are required. Must be fluent in all Microsoft Office applications; experience with Midas and MedSeries 4 a plus.
- Must be self motivated, results-oriented individual who is customer focused.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Dietary Aide

Job Code: 125216

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Minimum Education Required: High School or equivalent

Category: Food and Nutritional Services

FTE: 0.01

Position Summary:

The Hospital is seeking a Per Diem Dietary Aide to work up to 40 hours per week. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

Job Duties include the following:

- Assures that quality food services are rendered to patients, employees, visitors, Medical Staff and other allied health professionals in accordance with the standards, rules and regulations of all regulatory agencies and established Hospital and departmental policies and procedures and appropriate to children, adolescents and adults.
- Assures the maintenance of a safe and sanitary environment.
- Prepares patient snacks, sets patient trays, serves staff meals, assists in preparation and service of beverages, vegetables, salads and desserts as assigned.

Requirements include the following:

- High School Diploma preferred
- Training and experience in quantity food preparation in a hospital
- Ability to follow orders and properly perform assigned tasks.

This is a Per Diem, non-benefited position within the Hospital's Dietary department.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Outpatient Receptionist and Office Coordinator

Job Code: 123300

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Allied Health

FTE: 1.00

Position Summary:

The Hospital is seeking a full-time Receptionist and Office Coordinator for our NEW OUTPATIENT FACILITY, Chatham Family Counseling Center which opens June 2014! The new clinic will be located at 1111 E. 87th, Chicago, IL. This is a 40 hour per week position and the clinic will be open from Monday thru Thursday, 10am to 6:30pm. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

Responsible for efficient and effective patient and telephone reception within the clinic. Provide courteous greeting and information to all callers and guests while monitoring the lobby and exits.

Prepares billing ledgers, verification of insurance, data entry, maintains cash box and inventory, facilitates clinic payroll, and organizes medical record documents and medication requests.

Requests medical records from Hartgrove Hospital.

Maintenance of neat work environment and filing of charts while maintaining professional and helpful attitude towards therapist and Psychiatrist.

Job Requirements:

- Must possess a High School Diploma
- Working knowledge of healthcare billing practices, safety policy and procedures.
- Excellent communication and organizational skills along with an exceptional level of professionalism.
- Bilingual in Spanish/English a strong plus!!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Mental Health Specialist

Job Code: 123242

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Entry Level

Minimum Education Required: Associate Degree

Category: Allied Health

FTE: 1.00

Position Summary:

The Hospital is seeking a full-time, part-time, and per diem Mental Health Specialists for all units within the facility. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The Primary Responsibilities are as follows:

- Facilitate Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse.
- Maintain a safe and therapeutic milieu.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all patient documentation and records.

Requirements

- Bachelor's degree in Psychology or related discipline strongly preferred.
- One year experience working with a psychiatric population preferred.
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management and CPR training.
- Must be self motivated, results-oriented individual who is customer focused.
- Bilingual (English/Spanish) applicants a plus!

Benefits (for Full-Time and Part-Time Employees):

- 401(k) • UHS Stock Purchase Plan
- Health, Dental, & Vision
- Tuition Reimbursement • Much More

Interested applicants are encouraged to apply online!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Annual Giving Coordinator / Lincoln Park Zoo

Integral member of Annual Giving and Membership teams, responsible for implementing strategy to acquire and maintain a broad base of donors. Manage various revenue-generating efforts with direct responsibility for approximately \$200,000; team responsibility of approximately \$3M. Coordinate monthly Annual Fund renewal process, in-house mailings, select direct mail, recurring gifts program and Board Friends efforts. Oversee ADOPT and Wish List programs, including revenue, expense and marketing. Primary contact for Annual Fund inquiries and telephone donations; assist with Membership customer service.

ADDITIONAL RESPONSIBILITIES

Ability to traverse zoo grounds to facilitate tours, greet visitors, coordinate meetings and operate and safely drive electric carts.
Ability and willingness to work development department events as required, including evening, weekend and early morning hours.
Keep abreast of trends in the Annual Giving profession, through on-line training, reading publications, and memberships in professional organizations.
Business office environment with use of personal computer and telephone.
Prolonged sitting and standing.
Minimal physical labor required for transporting items on-grounds.

KNOWLEDGE, SKILLS & ABILITIES

Advanced working knowledge of Raiser's Edge fundraising database.
Demonstrated excellent interpersonal and written and oral communication skills.
Strong project management skills, with proven ability to manage multiple concurrent time-sensitive projects; initiative and independence in carrying out responsibilities.
Detail-oriented, with strong organizational, analytical, and planning skills.
Proficient in all Microsoft Office applications, specifically in the manipulation of Excel spreadsheets and mail merges.
An understanding of fundraising and marketing practices and principles.

EDUCATION REQUIREMENTS

Bachelor's degree from an accredited four-year college.

EXPERIENCE REQUIREMENTS

Minimum of two years experience in annual giving campaigns, fundraising or similar nonprofit environment.

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

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Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 06/27/14 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-82620-PS CONTRACT

"THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED BELOW. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING".

TERM OF CONTRACT: 12 Months FY'15 (JULY 1, 2014 - JUNE 30, 2015)

This individual will be the Business Process Specialist, part of the team executing the Ford Foundation/Urban Institute Work Support Strategies Grant. This individual will serve as a technical expert regarding business process design and implementation of new processes in local offices, and will assist with the statewide effort to re-engineer business processes in the offices around the state providing core benefits to working families.

Minimum Requirements: Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

Work Hours & Location/Agency Contact: IL Dept of Human Services
Office of Family & Community Services 401 S Clinton Chicago, Illinois
BIDDING CONTACT: DHS, Division of Family & Community Services
Region 1 Administrative Office ATTN: Alicia Huguelet
401 S Clinton, 3rd Floor Chicago, Illinois 60607 Fax#: (312)793-3789

How to Apply:

THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Engineering Equipment Operator Laborer (EOL) \$23.97/Hour

AVAILABLE COUNTIES

North Cook, South Cook, DuPage, Lake County (Illinois), Dixon/DeKalb, Boone/Winnebago/McHenry

You must complete a separate application for each county that you are applying for.

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: High school graduate or equivalent is required.

EXPERIENCE: Two (2) years' experience in driving commercial vehicles over 22,000 GVW (Gross Vehicle Weight) required.

Experience with construction vehicles and equipment is desired.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- At the time of interview, and at all times thereafter, must possess a valid Class "A" Commercial Driver's License (CDL) with endorsements of air brakes, combination vehicles and tank trucks. General knowledge of Road Maintenance operations is desired. The ability to assume a leadership role in supervising employee's on job assignments is desired. Good oral and written communication skills are required. Vacations are restricted between November 15th to April 1st. Must be available for mandatory call outs during winter season. This position requires year round on call for emergency situations including working weekends, nights and holidays.
- Overtime is required.

Ways to apply

Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com

In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

By mail: Send the completed application to: Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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Information Technology (IT) (IT) Inventory Control Clerk \$12.29 /Hour (G-13)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must

- (1) meet the minimum requirements of the job posting,
- (2) pass a written exam (if applicable),
- (3) satisfy a background check (which may be extensive),
- (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and
- (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

EDUCATION: The incumbent must possess a high school diploma or its equivalent.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Must be able to type accurately at a reasonable pace.
- Must have ability to operate and navigate computers and various standard applications.
- Knowledge of inventory systems is preferred.
- Ability to communicate at a technical level with vendors, as well as Authority personnel.
- Ability to lift 50 pounds
- Ability to work overtime as required including during off hours / holidays / weekends
- Available on-call for 24 hour emergency call out for parts.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Lincoln Park
1200 W Fullerton Ave
CHICAGO, IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - 6am to 9pm

Mon - 6am to 9pm

Tue - 6am to 9pm

Wed - NA

Thu - NA

Fri - NA

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129803&mode=

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