



Patient Registrar

Location: Libertyville, Illinois

Job ID: 23826

Facility: CONDELL MEDICAL CENTER

Department / Unit: Registration-Emergency Room

Status-FTE: Full-Time - 1

Shift: PM

IHS diploma or equivalent. Experience handling money. Prefers 2~3 years related experience in a healthcare setting (revenue cycle experience preferred) hospital, physician office or insurance company. Applicable education may be substituted. Effective organizational and prioritization skills. Exhibits sophisticated interviewing, communication and negotiation skills. Possesses intermediate math and business writing skills. Knowledge of office equipment. Computer literate. Demonstrated customer service skills. Must be able make change and count a cash drawer. Ability to work in a fast~paced environment with established time constraints and emotional and sensitive situations. Employee is regularly required to sit, stand, walk, talk and hear. Must possess visual acuity and manual dexterity to perform computer data entry and other clerical aspects of the job. May bend, stoop, twist and reach in conjunction with the job requirements. May lift files, reference books, supplies, and other documents up to 10 lbs. May walk and push a wheeled cart with a computer and supplies weighing up to 50 lbs. This is both a sedentary and active position. Employee is regularly exposed to noise associated with working around others in an office setting. May be exposed to a variety of illness and medical conditions. Must be able and willing to work weekends, holidays and occasionally other shifts. Must be able and willing to rotate work environments, ED, OP/ADM, Rover, Check~In, Phone Desk, etc. May need to work shifts at off~site locations. Greets and welcomes customers exhibiting superior customer service skills. Creates accurate and thorough registration records for each patient visit while minimizing patient waiting and turnaround time. Identifies and obtains appropriate service authorizations to comply with insurance and government regulations. Screens for insurance eligibility and benefits. Secures appropriate form signatures and service and financial documents. Coordinates admission reservations and bed placement with nursing service. Interacts in a customer focused and compassionate manner to ensure patients and representatives needs are met and that they understand the medical center's policies for resolutions of patient financial liabilities.

Apply online at

http://jobs.advocatehealth.com/libertyville/clerical_administrative/jobid7823939-patient-registrar-jobs

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Administrative Assistant II

Location: Chicago/Southeast, Illinois

Job ID: 19481

Facility: TRINITY HOSPITAL

Department / Unit: Chaplain Services

Status-FTE: Full-Time - 1

Shift: Day

Minimum 3 years administrative secretarial experience.

High school or equivalent.

Health care experience a plus.

Computer proficient with Microsoft Office software including: Word, Lotus Organizer, cc:Mail, PowerPoint, Excel, MS Project.

Typing 60 wpm

Good organizational skills.

Good customer service and interpersonal relationship skills.

Good communication skills.

Exposed to confidential information.

Willingness to be flexible with hours.

Ability to take on new challenges and grow.

Must show diplomacy and tact in dealing with other associates, patients, visitors and physicians.

This position is responsible for assisting 3 Vice Presidents. Vice Presidents of Human Resources, Professional Services and Mission & Spiritual Crre. achieve strategic plans and goals for the hospital, as well as, providing day~to~day operational efficiency of the Administrative Office. Also accountable to Chief Executive, VP of Medical Management, Clinical Educators, Leadership, Patients and Visitors, as needed.

Accountabilities:

Customer Satisfaction

Quality

People Growth

Innovation

Organizational Climate

Productivity

Economics

Apply online at

http://jobs.advocatehealth.com/illinois/clerical_administrative/jobid7413912-administrative-assistant-ii-jobs

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Rehab Office Aide

Location: Grayslake, Illinois

Job ID: 19549

Facility: CONDELL MEDICAL CENTER

Department / Unit: Community Rehab - Grayslake

Status-FTE: 0.00 - Registry - 0

Shift: Day/PM

Recognized for its quick treatment of heart attack patients, Advocate Condell holds full accreditation from the Society of Chest Pain Centers. In addition, Advocate Condell is accredited by the Joint Commission as a Primary Stroke Center. The hospital also features the only dedicated pediatric emergency department in Lake County. With the addition of a new patient tower that opened in 2011, Advocate Condell is the only hospital in Lake County to offer all private adult patient rooms.

- ~Currently enrolled in high school training/or equivalent
- ~Typing 30~40 wpm
- ~Basic PC experience.
- ~Data entry.
- ~Customer focused.
- ~Good interpersonal skills.
- ~Analytical problem solving skills to resolve scheduling conflicts.
- ~CPR certified within 30 days of hire. ~Ability to work various shifts and at various offsite locations to accommodate staffing needs.
- ~ Need to follow infection control policies and procedures.

To greet and direct patients, perform scheduling of appointments, assists with patient flow, enters charges, and completes/prepares charts for future patient visit.

Accountabilities:

Provides reception and minor administrative services in support for Rehabilitation Department. Schedules initial evaluation for rehabilitation patients via phone, follow~up visits and walk~ins. Verifies insurance information and demographic information at first visit. Updates information when needed or adds patient name to work list for registration associates to update. Acts as a resource to patients related to administrative duties. Performs billing, and data entry functions.

Maintains department inventory levels, restocks supplies and completes monthly environmental log. Other duties as assigned.

Apply online at

http://jobs.advocatehealth.com/illinois/clerical_administrative/jobid7420882-rehab-office-aide-jobs

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



**Program & Event Coordinator (Performances/Night Out in the Parks)
Job ID: 2186**

Closing Date: 07/07/2015

Cultural/Program & Event Coordinator

Date Posted: 6/23/2015

Location: Central Administration - CULTURE ARTS NATURE

Date Available: ASAP

TITLE: PROGRAM & EVENT COORDINATOR (Performances/Night Out in the Parks)

The Program & Event Coordinator will collaborate with arts organizations of all sizes to enhance park programming primarily via the coordination of performances and events. Additionally, this position will manage many of the performing arts-based partnerships as part of Night Out in the Parks initiative, from the early planning stages through promotion and production. This work involves assessing both the needs of artists and individual parks in order to create mutually beneficial relationships.

CHARACTERISTICS OF THE CLASS:

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

MINIMUM QUALIFICATIONS: Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Arts Administration or a related field supplemented by three (3) years of event planning, arts management, or related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

ANTICIPATED SALARY OFFER: \$43,000 - \$45,000 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Park Supervisor of Recreation Job ID: 2188

Date Posted: 6/26/2015 Closing Date: 07/10/2015

Recreation/Park Supervisor of Recreation

Location: Anderson Park Region: Central

EXAMPLES OF DUTIES:

Supervises staff responsible for teaching, coaching and leading recreation and leisure activities. Plans, develops and supervises athletic and recreation program activities at CPD locations including basketball, baseball, gymnastics, floor hockey and other organized sports. Coordinates and oversees leisure and cultural program activities including table games, preschool classes, seasonal theme parties as well as music, drama, crafts and art craft instruction. Plans, promotes and oversees onsite Park District camp programs. Develops and plans activities, allocates staff, schedules facilities and oversees day-to-day activities of camps. Supervises staff responsible for maintenance as well as general safety at park locations, initiates work order requests and emergency repairs at park facility and other assigned locations. Maintains inventory of equipment and supplies at assigned facility. Maintains variety of records covering course registration fees collected, timekeeping/payroll, accidents and other routine reports. Schedules, organizes and oversees activities at various athletic leagues and tournaments. Schedules and coordinates use of facility by community groups. Ensures that fields and/or other facilities are properly maintained. Works with community and advisory groups to determine recreation and leisure needs, interests and areas for improvement. Publicizes park programs and events through a variety of sources. Recruits, screens and trains volunteers to assist in various park program activities. Develops and enforces rules for safety to staff and patrons at park facility.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's degree in Physical Education, Recreation, Leisure Studies, Park Management or related field plus 3 years of recreation supervisory experience required. Bachelor's degree plus one year of experience as a CPD Playground Supervisor also qualifies for this position. Requirement may be temporarily waived for applicants who have total of 8 years or more experience as Instructor/Playground Supervisor, providing (1) and least 2 of these years have been as Playground Supervisor and (2) they agree to complete the required Bachelor's degree within 2 years of their appointment as Park Supervisor.
Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Effective oral and written communication skills. Recreation and leisure programming skills. Organizational skills. Ability to effectively supervise the work of others. SALARY: \$62,143.18 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

Position Summary: SALARY TARGET: \$16.12 - \$32.35 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification. Operates a bus over an established route adhering to predetermined schedule in a safe, efficient and courteous manner to allow passengers to board, travel and alight at scheduled stops.

EDUCATION/EXPERIENCE REQUIREMENTS: Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES. Must possess a High School diploma or GED equivalent.

PHYSICAL REQUIREMENTS

Required to be standing changing destination and bus numbers, signs, helping people board bus, to walk to relief points, checking bus and sitting while driving bus. Required to lift, to carry and to push of brake pedal and accelerator, windows and to pull door control latch. Required to climb into vehicle and adjustment of mirrors, to balance, to stoop to adjust driver's seat, to kneel, to crouch and to crawl. Required to reach accepting and validating transfer cards and fare cards, adjusting mirror, to handle transfer and fare cards; steering wheel, to finger operating fare box, horn, punching transfers, to feel distributing and receiving transfer and fare cards, to talk announcing streets and answering passenger inquiries, to hear listening to traffic sounds, signal requesting stops, emergency vehicles, passenger questions and radio monitor. Required to see near and far watching stopped vehicles, checking passes/cards and general traffic conditions viewing of traffic signals and riding passes.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 1

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-66-90492

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to 3 years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of labor and employment development. Requires extensive knowledge of agency policies and procedures. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires the ability to communicate effectively both verbally and in writing. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Work Hours & Location/Agency Contact: Monday – Friday 8:30 am – 5:00 pm

Division of Developmental Disabilities / SODC Operations

Ludeman Developmental Center, 114 N. Orchard, Park Forest 60466

DHS – Bureau of Employee Services Attn: Eric Mitchell

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

Phone: 217-524-5545 Fax: 217-524-3385

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Senior Analyst, Treasury

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Treasury

Position Summary

Minimum Salary is \$45,000 with final salary determined by qualifications of selected candidate. Under direction, prepares and researches financial and operational information to perform analysis and monitor the activities and projects of the Treasury Department, including cash management, cash and revenue projections, debt management, investments, cash flow analysis, and bank and broker relations. Coordinates activities between the Finance department and other CTA business units, and represents department on various internal and external committees and projects.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Finance, Accounting, or a comparable analytical degree, plus three (3) years of experience in accounting, finance, and/or treasury gathering, posting, and reconciling financial data, or an equivalent combination of education and experience related to this position. Certified Public Accountant preferred. Experience in both public and private sectors desired.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards. In the field, may be exposed to noise, machinery, and garage environment.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title Blacksmith & Welder

Location Skokie, IL, US

Job Type Full - Time Temporary

Department Rail Operations

Position Summary: FULL-TIME TEMPORARY POSITION WITH AN END DATE TO BE DETERMINED. SALARY TARGET IS \$44.240 PER HOUR. Performs various blacksmith and welding activities in the maintenance of rail vehicle equipment.

EDUCATION/EXPERIENCE REQUIREMENTS

Must have a minimum of five-(5) year's verifiable trade experience in a recognized shop. Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to pass a physical examination. Required to perform the physical activities associated with this position.

PHYSICAL REQUIREMENTS

Required to be standing operating hydraulic press, walking to and from within work area and sitting at welding table to weld small parts. Required to lift raw materials, (up to 100 lbs.), carrying sheet of steel, converter housing, pushing welding machine, torch cart and pulling welding machine, torch cart and air hose. Required to climb ladders, pit stairs, scaffolding and balancing while climbing ladders and stairs. Required to stoop to repair rail car and non-revenue equipment floors, to retrieve broken parts, to kneel, to crouch and to crawl to repair underneath rail car. Required to reach to retrieve radiance rods, small work tools and to hand burning or cutting torch, hammers, goggles and helmets. Required to finger and to feel surface of a piece to be welded. Required to talk and to hear to co-workers and team work jobs, while performing teamwork jobs, giving instruction and observing surface prior to repair. Required to see and to be acute near and far to read blueprints and schematic drawings, while doing lay-out work, to observe surface prior to repair and to see dangerous situations in shop area and color vision while examining welding jobs.

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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

Apply online at <https://irecruitment.transitchicago.com/>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Senior Public Service Administrator - Opt 7

Agency: Criminal Justice Information Authority

Closing Date/Time: Fri. 07/17/15 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 40070-50-05-300-01-01

The Head of Grants serves as a liaison with criminal justice policy making officials at Federal, State and Local governments, formulates grant making procedures for the Authority and develops measures to drive performance-based outcomes. Along with other members of Authority management and the Board of the Authority, they will help develop the Authority's strategic plan to improve the criminal justice system. The Head of Grants will create the unit's operating budget and is responsible for compliance with Federal and State of Illinois guidelines for grant making, including recent Illinois legislation, the Grant Accountability and Transparency Act.

Minimum Requirements:

An ideal candidate would possess several of the following attributes:

1. Relevant Masters Degree
2. Coursework in criminal justice, business, law, public policy, sociology and political science
3. Five years or more experience managing professional personnel
4. Grant making experience
5. Grant writing experience
6. Prior Federal, State or Local government experience
7. Strategic planning experience
8. Experience in budgeting, financial controls and compliance

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 a.m. to 5:00 p.m. 1 hour unpaid lunch

Illinois Criminal Justice Information Authority

300 W. Adams Street, Suite 200, Chicago, Illinois 60606

Phone: 793-8550 Fax: 312-793-1030

How to Apply: Interest should be expressed by email with Cover Letter and Resume to Luz Agosto, Director of Human Resources, Illinois Criminal Justice Information Authority, luz.agosto@illinois.gov APPLICATION PROCESS CLOSING ON JULY 17, 2015. 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 Enforcement/Corr

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Child Welfare Nurse Specialist

Agency: Children & Family Services
Closing Date/Time: Wed. 07/08/15 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: 1515004-151165

Minimum Requirements:

Requires one of the following: (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional nursing experience; or (c) a master's degree in nursing; preferably requires two years pediatric experience and prior experience working within the child welfare system; requires basic computer skills; requires possession of a valid driver's license and ability to travel.

Requires licensure as a Registered Nurse in the State of Illinois-copy of certificate required; requires current CPR (BLS) certification-copy of certificate required.

Work Hours & Location/Agency Contact:
Shift: M-F 8:30 am – 5:00 pm Days Off: Saturday & Sunday
1619 W. Jefferson, Joliet, IL 60435

Contact:
Frances Cunningham / Division of Clinical Practice & Development
JRTC, 100 W Randolph 6-100, Chicago IL 60601
Phone: 312-814-5987 Fax: 312-814-5986
Email: Frances.Cunningham@Illinois.gov

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Account Sales Representative

Job ID:

15004389

Primary Location:

Chicago, IL

Many sales opportunities on the market advertise earning potential as the #1 attraction. We offer more at Nestle Waters North America. This career offers a lot of other great perks you can enjoy to include but not limited to:

- the chance to work in a competitive field sales role with a popular well recognized brand portfolio the ability to work both independently in a field based role and as part of a team also
- paid on the job training and advanced skill building and sales technique training to ensure your set up for success to meet your sales goals
- an environment where teamwork collaboration is encouraged for mentorship opportunities and celebration of daily and weekly sales wins
- a culture that offers structured selling approaches, but embraces people who like to incorporate some autonomy in to their sales activities and enjoy thinking "outside the box"
- a sales career that doesn't lock you down to a desk or to a retail store space
- performance based merit increases

Successful Candidates Will Possess

Minimum of 1-2 years outside sales experience

Outstanding customer service and communication skills

Energetic and persistent (do not take no for an answer)

Ability to excel in a fast-paced, high energy environment

Capable of meeting and or exceeding monthly activity and sales goals

Qualifications

High School diploma, GED, or equivalent work experience

Valid driver's license

The Nestle companies are equal opportunity and affirmative action employers and are looking for diversity in candidates for employment: Minority/Female/Disabled/Protected Veteran

Apply online at <http://nestlewaterscareers.com/chicago/sales-%EF%B9%A0-marketing/jobid7799350-account-sales-representative-jobs>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Tue. 07/07/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1533031-331133

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; 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. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hrs: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Glen Ellyn Office

800 Roosevelt Road Building D #10, Glen Ellyn, IL 60137

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd., Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

Email: Lora.Busse-Fleck@illinois.gov

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Human Services Casework Manager - Opt SS

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly \$58,476.00 - \$88,704.00 annually

Job Type: Full-Time Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-91686

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery. Communicates in Spanish to those individuals who do not read or speak English.

Minimum Requirements:

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and write Spanish at the colloquial skill level.

Work Hours & Location/Agency Contact:8:30 am - 5:00 pm

Hunter IMRP Office, 527 South Wells, Chicago, IL 60607

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services / Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 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 SS - Spanish Speaking

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Billing Specialist

Job Code: 160462

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1

Position Summary:

The Hospital is seeking a full-time Billing Specialist to work within our Business Office department. The ideal candidate will have prior experience with hospital billing within a behavioral health care setting. 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:

- Working with hospital billing and UB-04
- Working with revenue codes and CPT-4 codes
- Meet daily deadlines in editing and processing claims
- Identify billing problems for corrections
- Communicate effectively with collector to expedite claims processing
- Other duties as assigned

Requirements:

- A minimum of a High School Education, Associates Degree in Business, Finance, Accounting, or related field preferred
- Hospital billing experience required
- Strong knowledge of commercial insurance, Medicaid, and Medicare billing
- Knowledge of CPT4 and ICD9 codes preferred
- Medical terminology required
- Demonstrates an understanding of patient confidentiality, HIPAA and EMTALA regulation
- Must demonstrate respect, courtesy and empathy to all individuals, maintain a positive work relationship with all, and contribute to the team environment

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Substance Abuse Counselor

Job Code: 152444

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Per Diem

Minimum Education Required: Certification

Category: Support

FTE: 0.01

The primary responsibilities are as follows:

Performs ETOC/substance abuse assessments hospital-wide along with group and individual counseling. Participates in patient treatment planning and continuum of care. Provides patient and family education relative to substance abuse/psychiatric problems and develops comprehensive patient discharge plans.

Understands and considers age specific developmental issues in order to provide appropriate interpretation of assessments and needed interventions.

Understands and considers basic growth and development needs specific to the age and population served. Conducts educational workshops both within the Hospital and in the community as required. Serves as a liaison with self help groups and EAP professionals. Maintains complete and accurate records of all serves provided.

Conduct ongoing assessment of chemical dependence services required by the Hospital treatment programs. The Hospital is seeking a Per Diem Substance Abuse Coordinator to work a two day, Friday and Saturday schedule; 9am to 5:30pm. The ideal candidate will have experience working in an inpatient and/or mental health setting working with children, adolescents and adults. 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 Requirements:

- Must be CADIC licensed either through IAODAPCA or ICRC.
- High School Diplomas required; Bachelors Degree in a Psychology or related field strongly preferred.
- 4 years clinical experience with a psychiatric mental health population preferred; experience working with both adolescent and adult populations strongly preferred.
- Familiarity with Illinois Confidentiality Act and Illinois Mental Health Code.
- 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/>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 2

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-66-90491

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in fiscal and accounting. Requires three years progressively responsible accounting experience in a public or private organization. Requires extensive knowledge of accounting and audit theory, principles, methods and procedures and laws, rules and regulations relative to accounting. Requires the ability to estimate and budget for future needs and cost of personnel, space, equipment and services. Requires extensive knowledge of agency policies and procedures. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to communicate effectively both verbally and in writing. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Work Hours & Location/Agency Contact: Monday – Friday 8:30 am – 5:00 pm

Division of Developmental Disabilities / SODC Operations

Ludeman Developmental Center, 114 N. Orchard, Park Forest 60466

DHS – Bureau of Employee Services Attn: Eric Mitchell

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

Phone: 217-524-5545 Fax: 217-524-3385

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 2 - Fiscal Mgt/Acct-Insur---

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 07/07/15 11:59 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PSC-91705

Description of Duties/Essential Functions Benefits Supplemental Questions

This position reports to the Incubator Program Coordinator and performs a variety of general office duties including; answering phone calls and responding/directing as appropriate, filing, copying, typing, record processing, preparing presentations and informational literature/materials; follow general guidelines and protocols for routine matters and in personal contact with others to give non-technical information

Minimum Requirements: EDUCATION: Requires knowledge, skill and mental development equivalent to completion of high school and one year of office experience. Require ability to type accurately at 35 wpm.

EXPERIENCE: Requires working knowledge of office practices, procedures and programs. Require working knowledge of composition, grammar, spelling and punctuation. Require ability to follow oral and written instructions. Require ability to operate commonly used automated office equipment and the use of Microsoft Office application, i.e. Word, Excel and Power Point. Require experience in handling calls and inquiries in a professional manner. Require the ability to work well with a variety of people.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'16 (JULY 1, 2015 - JUNE 30, 2016) PART TIME (80%)

BIDDING CONTRACT: DHS/ICRE-ROOSEVELT

ATTN: BENJAMIN DAVIS, 1950 W. ROOSEVELT RD., CHICAGO, IL 60608

312/433-3147 – OFFICE 312/433-3156 - 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).

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Chicago North -FT TELLER- MT. PROSPECT / GOLF PLAZA BC -MOUNT PROSPECT, IL,

Mount Prospect, IL, United States
Job number: 1500036353

Responsibilities: Professional tellers are responsible for providing a positive customer experience that leads to improved satisfaction and sales. Professional tellers process transactions accurately and efficiently in a fast-paced environment while simultaneously introducing products and services that meet the customer's needs and encouraging customers to expand their relationship with Bank of America.

Required Skills:

Proven results in exceeding goals in areas of sales and service in a customer-centric, results-driven environment. Minimum of six months customer service experience in financial services, retail sales or a goal-oriented environment

A minimum of six months experience with cross-selling, up-selling and/or referring products. Thrive on engaging with customers; can begin a conversation, build rapport, and handle objections

Ability to identify customer financial needs, goals and objectives; comfortable asking customers about their personal finances

Ability to sell customers on meeting with a sales associate to learn about products/services. Ability to respond and assist customers with inquiries and/or problem resolution. Ability to work effectively as a team member

Strong communication skills (including verbal and non-verbal) and active listening skills
Careful attention to detail and time management

Proficiency in basic computer skills

Pass pre-employment assessment

Desired Skills: Minimum of six months cash handling experience

Posting Date: 06/26/2015

Location: US-IL-Mount Prospect

Travel: Yes, 50 % of the Time

Full / Part-time: Fulltime

Hours Per Week: 37.50

Shift: 1st Shift

Weekly Schedule: Monday thru Friday 8:30 – 5:00 (with one day off during the week)

Sat. 8:30 – 1:00

Apply online at <http://careers.bankofamerica.com/job-detail/1500036353/united-states/us/chicago-north--ft-teller--mt-prospect---golf-plaza-bc--mount-prospect-il>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Chicago NW - Relationship Banker - Six Corners - Chicago, IL

CHICAGO, IL, United States

Job number: 1500029642

Job description: Located in a financial center, relationship bankers will focus the majority of their time helping customers by deepening relationships through referrals, assisted self-service and platform service to sales activities.

Required Skills: Skilled at and/or aptitude for assessing customer/client needs, providing applicable solutions/recommendations, and building customer relationships based on mutual trust in order to optimize sales opportunities to new and existing customers/clients. Ability to build solid relationships with teammates, business partners and specialists by fostering teamwork, partnership and collaboration in a virtual or face-to-face environment. Thrive on engaging with customers; can begin a conversation, handle objections, demonstrate patience to teach etc. Actively use and leverage current technologies to better understand the technology solutions available to improve our customers' financial lives. Ability to learn and understand technology to assist customers with self-service needs. Apply strong critical thinking and problem-solving skills to meet customers' needs. Available to work weekends and/or extended hours as required to run the business. Demonstrate initiative, a commitment to continuous learning, and the ability to adapt to changing demands and requirements
Displays passion, commitment and drive to deliver an experience that improves our customers' financial lives. Ability to understand and implement process and/or regulatory requirements during all interactions with customers (examples: AML, appropriate disclosures, etc.) Excellent oral and written communication skills with strong influencing skills. Pass relationship banker pre-employment assessment
Bilingual (fluent verbal and written) skills where applicable
Ability to engage customers for long periods of time
Desired Skills: One year of demonstrated successful sales experience in a salary plus incentive environment with individual sales goals. Bachelor's or business relevant associate degree (example, business management, business administration, finance)
Financial/Banking Center experience

Posting Date: 06/26/2015

Location: US-IL-CHICAGO

Full / Part-time: Fulltime

Hours Per Week: 40.00

Shift: 1st Shift

Weekly Schedule: M-S

Apply online at <http://careers.bankofamerica.com/job-detail/1500029642/united-states/us/chicago-nw-relationship-banker-six-corners-chicago-il>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others