



Job Title: Executive I - Opt J2

Agency: Financial & Professional Regulation
Closing Date/Time: Thu. 07/23/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: DFPR 10853

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of the functions of state government; principles of governmental accounting, program budgeting, personnel, statistics, and procurement. Requires ability to develop and manage a small agency function program; analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods, procedures and performance standards; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; estimate and budget for future needs and cost of personnel, space, equipment, supplies and services; develop and maintain cooperative working relationships. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Department of Financial and Professional Regulation
Administrative Services/Office Support-Cook/Vehicles
100 W. Randolph, Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

If you are a current State employee wishing to transfer, you must submit an Employee

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 J2 - Financial/Profess Reg

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Job Title: Office Associate - Opt 1

Agency: Financial & Professional Regulation

Closing Date/Time: Thu. 07/23/15 5:00 PM Central Time

Salary: \$ 2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: DFPR 10693

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs a variety of complex clerical work in the Chicago office requiring independent judgment, action and knowledge of the Department's programs and activities as the recipient of telephone and walk-in inquiries.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and 2 years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Department programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Financial & Professional Regulation
Administrative Services/Office Support Management/Receptionist/Chicago
100 W. Randolph St., Chicago (Cook County)

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-217-782-9993 217-782-9925 Fax

How to Apply:

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

Option 1 - General

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Job Title: Office Associate - Opt 2

Agency: Financial & Professional Regulation

Closing Date/Time: Thu. 07/23/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: DFPR 10855

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of Department programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to move, on a regular basis, boxes, office equipment and furniture weighing a maximum of 60 pounds. Requires possession of an appropriate valid driver's license. Requires the ability to type accurately at 45 wpm. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Department of Financial and Professional Regulation

Administrative Services/Office Support-Cook/Vehicles/Mail/Messenger

9511 W. 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

217-782-6239 217-782-9925 Fax

How to Apply:

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

Option 2 – Typing

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Job Title: Rehabilitation Workshop Instructor II

Agency: Human Services

Closing Date/Time: Thu. 07/23/15 5:00 PM Central Time

Salary: \$3,300.00 - \$4,300.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-72-91984, 10-72-91929

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 24 hour/7 days a week residential facility, located on a 60 acre campus with 42 residential homes, housing approximately 406 people with disabilities. The Rehabilitation Workshop Instructor provides State and Federally mandated training services to these individuals and ensures that goals are met and subcontract requirements are followed. The Instructor hands out work assignments, making sure that supplies are available; completes and maintains administrative and habilitative records, including payroll reports and daily job task assignments for persons enrolled in the program; reports on and compares the progress of the persons enrolled in the program with established training objectives at team meetings; develops and makes improvements in job training programs; inspects finished goods to ensure quality and quantity are correct; ensures items are shipped out on time. Orders repairs of machinery and tools used in the workshop.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in rehabilitation, psychology, sociology, or related field or four years high school and two years experience in a rehabilitation workshop or related field.

Work Hours & Location/Agency Contact: Monday-Friday 8:00 am - 4:30 pm
Work Location: Ludeman Center, 114 North Orchard Drive, Park Forest, IL 60466
Contact Person: Alice M. Chambers
Ludeman Center, 114 N. Orchard Dr.-Building # 60, Park Forest, IL 60466
(708) 283-3015

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

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Job Title: Veterans Service Officer

Agency: Veterans Affairs
Closing Date/Time: Tue. 07/21/15 4:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028 Bid ID#: 34-25-16-92055

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions: The veteran must have served a total of at least 6 months. The veteran served for the duration of hostilities regardless of the length of engagement. The veteran was discharged on the basis of hardship. The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. * Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Work Hours & Location/Agency Contact:

Days: Monday-Friday Hours: 8:30am - 5:00pm 1 hour lunch break
Location: IDVA, 1010 Dixie Highway, Suite 101, Chicago Heights, IL 60411
Contact: Ellen Myers, 833 South Spring Street, Springfield, IL 62704
Phone: (217) 785-4574 Fax: (217) 557-7235

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: Social Services Career Trainee - Opt MC

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10 41 SSCT MC

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field. Assists on caseload of persons who communicate with the use of Sign Language.

Minimum Requirements:

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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

Location: Varies Statewide in Division of Rehabilitation Services.

Contact: Bureau of Employee Services

100 S. Grand Ave. East, 3rd Floor , Springfield, IL 62762

Current employees will need to complete and submit a bid form and one line application or a CMS100 Employment Application to the address listed above. Non State employees must apply below.

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 MC - Manual Communicatn Skill

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Job Title: Rehabilitation/ Mobility Instructor Trainee

Agency: Human Services

Closing Date/Time: Tue. 07/21/15 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

\$45,504.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-56-71285

Minimum Requirements:

Requires a Master's degree with major coursework in orientation and mobility or a Bachelor's degree in Orientation and Mobility plus two (2) years of supervised experience in instruction of persons who are blind, visually impaired or deaf/blind. Requires completion of all necessary casework to be AER/BVI certifiable. Requires the ability to travel.

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

Division of Rehabilitation Services

Bureau of Blind Services

Illinois Center for Rehabilitation and Education-Wood

1151 South Wood Street

Chicago, IL 60612

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

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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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APPLICATIONS ARE BEING ACCEPTED FOR MAINTENANCE TECHNICIANS

Monday – Friday
10:00am to 2:30pm

Qualifications:

- *HVAC, plumbing, boilers, pumps, valves, hydraulics, pneumatics, electrical and m instrumentation.
- *Welding and torching skills
- *Extensive knowledge of the safe use of power tools
- *5+ years experience industrial equipment maintenance, troubleshooting and repair
- *3+ years experience in industrial laundry preferred
- *Willingness to work overtime as required

Please apply in person at address below or www.careerbuilder.com

Aramark Uniform Services
4200 S. Halsted St.
Chicago, IL 60609

ARAMARK is an EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION employer. Candidates are considered for employment with ARAMARK without regard to their race, color, religion, national origin, age, sex, gender, pregnancy, disability, sexual orientation, gender identity, genetic information, military status, veteran status (specifically status as a disabled veteran, special disabled veteran, Vietnam Era veteran, recently separated veteran, armed forces service medal veteran, or other protected veteran) or other classification protected by applicable federal, state or local law.

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Inventory Specialist - Part Time

Job ID 2015-31627

Location US-IL-Chicago

Category DISH Network Services (DNS)

DNS Remote Location ..

Summary:

DISH supports more than 150 DISH In-Home Services (IHS) offices that deliver DISH products and services to customers across the country. The IHS organization encompasses thousands of talented and dedicated employees who serve in roles including Technicians, Resource Planners, Analysts, Training and Quality Assurance Reps and Management to deliver the industry's best products and services.

Job Duties and Responsibilities:

The Inventory Specialist manages the flow of material and equipment (satellite dishes, our award winning receivers and DVRs and associated hardware) in and out of the warehouse supporting both our internal and external customers.

Primary responsibilities are described in the following categories:

Document the quantity and type of equipment, merchandise, and/or supplies stocked in warehouse and/or on vans as well as all of the materials needed for the different types of installations and service calls. Maintain an accurate physical count of van product, warehouse product and saleable products on a daily, weekly and/or monthly basis. Receive returned equipment, new inventory and vendor shipments, stocks the inventory in the warehouse, and prepares shipments for return to the remanufacturing department and records distributed hardware information in the computer tracking system. Complete daily inventory transactions for all product used, linking them to the proper accounts. Assist supervisor with all inventory replenishment reports and inventory related communications with other departments.

Skills - Experience and Requirements:

A successful Inventory Specialist will have the following:

Willingness to work flexible hours, including weekends, and will be compensated for overtime. Employees must frequently lift and/or move up to 75 pounds, may occasionally be required to lift up to 125 pounds.

Employees must be able to safely operate warehouse equipment (pallet jack, and/or a forklift). 50% of this role is computer based, must have intermediate level MS Office experience.

High school diploma or GED required and 2 years of work experience are preferred.

Apply online at <https://dish-assessment3-dish.icims.com/jobs/31627/job?mobile=false&width=991&height=500&bga=true&needSRedirect=false&jan1offset=-360&jun1offset=-300>

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Seasonal Vehicle Return Associate in Chicago Illinois United States

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following :

High school diploma or equivalent

At least 1 year of prior Customer Service experience

Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

Compensation & Benefits:

- * We provide you:
- * Full training to learn the business and enhance your professional skills
- * Paid vacations, car rental discounts & much more!

Get your go on!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer

Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/seasonal-vehicle-return-associate/D4D99FC059BA432CB68FA8BFE199BCD7/job/>

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Seasonal Vehicle Service Attendant in Chicago Illinois United States Avis Budget Group is an action-packed, high-energy workplace where things move forward everyday. We are a global leader in the travel services industry operating through our Avis and Budget brands, which have more than 10,000 rental locations in approximately 175 countries around the world, and through our Zipcar brand, which is the world's leading car sharing network, with more than 775,000 members. We are a customer-led, service-driven organization that offers an enthusiastic, family-friendly and collaborative work environment where you can expect to be developed, recognized and rewarded for a job well done. If you want to GO somewhere in your career, Avis Budget Group is the place to be.

As a Seasonal Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

Vehicle Service Attendant Requirements:

- * Must be 18 years of age or older
- * High school diploma or equivalent
- * 6 months of prior work experience preferred
- * Physical ability to move in and out of vehicles
- * Effective verbal communication skills to communicate with customers, co-workers and management
- * Must be willing to work outdoors in all types of weather conditions
- * Must be willing to work various shifts including weekends, nights, and holidays
- * Driving experience with a valid Drivers License (as mandated by state and location) and a good driving history
- * Willing to complete pre-employment testing, drug screen and background check

Get your GO on!

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/seasonal-vehicle-service-attendant/9E817233F8244D4AA11C9CAE3F4476D1/job/>

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Rental Sales Associate in Chicago Illinois United States Successful Full Time

Rental Sales Associates at these locations have the opportunity to earn \$90,000 annually!

As a Rental Sales Associate , you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

Basic Qualifications/Minimum Requirements :

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties

Valid drivers license and a good driving record

Must be willing and able to work a flexible schedule including nights, weekends and holidays

Basic computer skills in order to enter information into our database

At Avis Budget Group , we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Compensation & Benefits :

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

Free tobacco cessation courses (including nicotine replacement supplies)

Customized nutritional coaching; Fitness center discount program

Healthy weight loss nutrition solutions; One-on-one active lifestyle coaching

Trusted, on-line health information available 24/7; Free flu shots

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/8E60DAFB5E414B17BCA12241131CACBB/job/>

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Seasonal Vehicle Return Associate in Chicago Illinois United

Then, Avis Budget Group is the place for you!

Our goal is to provide "Best in Class" customer care and to foster life-long customer relationships. That's why we strive to make every customer experience one that leaves a lasting impression. We handle each customer interaction with the utmost professionalism, courtesy and responsiveness.

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team .

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following :

High school diploma or equivalent

At least 1 year of prior Customer Service experience

Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

Compensation & Benefits:

* We provide you: Competitive pay

* Medical, Dental, Vision & 401K* Full training to learn the business and enhance your professional skills. * Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/seasonal-vehicle-return-associate/09B81ED5965F47AD86DBA6A59D09ADFD/job/>

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Academic Support Specialist

Facility Resurrection University
Department COLLEGE OF NURSING
Schedule Casual/ Part-time (no benefits)
Shift
Hours 10 - 15 hours per week, schedule varies.
Location Chicago, IL
Req Number 139205

Job Details Academic Support Specialist – Reading & Writing Tutor
Department of Student Services

The Writing Support Specialist will work as a tutor in the Academic Center of Excellence (ACE). The Specialist will be responsible for developing specialized programs for English Language Learners (ELL/ESL) students to improve their English writing proficiency and for developing outreach programs for College of Allied Health students to improve writing skills. The Writing Support Specialist tutors students in college-level writing skills, APA style, test-taking strategies, and study skills that improve their written communication and academic success. Tutoring occurs in person or via email with individuals or small groups, and the Specialist may also conduct in-class presentations or academic skill reviews.

Qualifications

1-3 years of experience as a tutor or instructor in appropriate field of study required.
Bachelor's degree in English, Social Sciences, or related field required. Master's degree preferred. Experience teaching or tutoring ELL/ESL students required.
Mastery of APA style required.
Experience with tutoring scholarly scientific and/or healthcare related material preferred.

Schedule:

Part time, 10 – 15 hours per week.
Flexible scheduling, some evenings and weekends.
Contact:

Submit a cover letter, and resume to Daphanee Lewis – Employment Coordinator at daphanee.lewis@resu.edu, to be considered for the position.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032048>

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ACTIVITY ASSISTANT

Facility Presence Saint Joseph Hospital - Chicago
Department SKILLED NURSING UNIT
Schedule Casual/ Part-time (no benefits)
Shift Day shift
Hours 8 hours per week
Location Chicago, IL
Req Number 140873

Job Details: Assist the Director of Activities in planning and implementing a program of activities for the residents.

QUALIFICATIONS

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

Education and/or Experience

Minimum high school diploma or GED.
Ability to read, write, speak and understand English.

Ability to lead programs and to encourage resident attendance.
Familiarity with crafts, games and the interests of the resident population.

Ability to be flexible with work schedule when needed.
Computer Skills

PC proficient (Word, Excel, Access, PowerPoint, Outlook, etc.)
Resurrection Health ;Presence Saint Joseph hospital - Chicago : SKILLED NURSING UNIT

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033345>

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ADMITTING SPECIALIST

Facility Presence Villa Franciscan
Department PSS VLF ADMISSIONS
Schedule Full-time
Shift Day shift
Hours 40
Location Joliet, IL
Req Number 139345

Job Details SUMMARY

Directs, facilitates and coordinates the admissions for the facility. Works directly with the Director of Admissions and the Administrative Nursing Management team. Prefer s Registered Nurse within the State of Illinois.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Adhere to federal and state regulations governing long term care.
2. Maintain a neat, well groomed appearance and adhere to the dress code of the position
3. Comply with infection control guidelines and follow universal precautions and isolation procedures.
4. Must be knowledgeable of Provena Senior Services fire and safety procedures.
5. Project a positive image when dealing with residents, coworkers, families and the public.
6. Attend all mandatory in-services.
7. Work cooperatively with co-workers and other departments.
8. Responsible for remaining up to date on all Federal, State and local laws, JCAHO standards or regulatory agency requirements, which apply to the assigned area of responsibility and ensures compliance with all such laws and regulations.
9. Work cooperatively with the Director of Admissions and the Administrative Nursing team
10. Participate in on call rotation with Admissions Department.
11. Discipline, praise staff when needed, to assure optimal care and assist Director
12. This is a supervisory position in the absence of the Director of Admissions.
13. Other duties as assigned.

EOE of Minorities/Females/Vets/Disability

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CAFETERIA WORKER

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Registry/PRN/Flex
Shift Day/PM rotation
Hours Shift Varies
Location Joliet, IL
Req Number 135762

Job Details

CAFETERIA WORKER

REGISTRY/PRN/FLEX/CWYN (ROTATING SHIFTS)

FOOD & NUTRITION SERVICES

PRESENCE SAINT JOSEPH MEDICAL CENTER

Calculate purchases and accept various forms of payment.

Clean dining area. Ring up cafeteria purchases and accept payments.

Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation.

Verify cafeteria deposits after closing register.

Education and/or Experience

High school diploma or GED preferred
3-6 months previous experience required

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CATERING ASSISTANT

Facility Presence Saint Joseph Medical Center - Joliet
Department PSJMC FOOD & NUTRIT SER
Schedule Part-time (benefits eligible)
Shift Day/Night rotation
Hours varies
Location Joliet, IL
Req Number 140079
Job Details

CATERING ASSISTANT

PART-TIME

FOOD & NUTRITION

PRESENCE SAINT JOSEPH MEDICAL CENTER

Assist in organizing, setting up and delivering catering events by assembling and transporting food according to HACCP standards, communicating room set up requirements to Environmental Services, ensuring cleaning needs and table/chair placement have been addressed, etc.

Maintain basic supplies needed for catering.

Check in supplies such as food, rental equipment, flowers and linens from vendors and organize supplies and equipment in catering room.

Provide assistance to other F&N department operations, as needed during staff shortages, by assisting with cold food preparation in the kitchen, stocking café supplies at Joe's Bistro and assisting with Jazzman's café food production.

Education and/or Experience

High school diploma or general education degree (GED)
6 months prior food service experience preferred

EOE of Minorities/Females/Vets/Disability

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CLERK

Facility Presence Home Care - Elgin
Department Administration
Schedule Full-time
Shift 8 hour shifts
Hours 8A-4:30P
Location Elgin, IL
Req Number 140580

Job Details

The Clerk is responsible for accurate entry of invoices, insurance verifications, filing of documents, and backup receptionist duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Accurately enter information into the computer system.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

QUALIFICATIONS

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

Education and/or Experience

High school diploma or general education degree (GED) preferred

Or related experience and/or training

Or equivalent combination of education and experience

Medical terminology knowledge preferred.

Computer Skills

To perform this job successfully, an individual should have keyboarding skills and knowledge of Microsoft Office.

EOE of Minorities/Females/Vets/Disability

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CLINICAL AIDE

Facility Presence Resurrection Medical Center

Department RADIOLOGY TRANSPORTATION

Schedule Registry/PRN/Flex

Shift Rotation

Hours 11:00am - 3:00pm

Location Chicago, IL

Req Number 139681

Status: Registry, not benefits eligible

Shift: As Needed

Weekends: Rotating (as needed)

On Call: No

Location: *Presence Resurrection Medical Center
7435 West Talcott Avenue
Chicago, IL 60631*

Summary:

Provides safe and efficient transportation of hospital patients and materials throughout the hospitals.

This summary represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Qualifications:

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

Education and/or Experience:

- High School Diploma or equivalent
- No experience required
- Basic computer skills preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032607>

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