



**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Tue. 07/29/14 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-82380

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am - 5:00 pm  
Medical Fields Operations  
1112 South Wabash  
Chicago, IL 60605

Please submit applications to:  
Krissie Buss  
Bureau of Employee Services  
100 S. Grand Avenue 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services

Closing Date/Time: Tue. 07/29/14 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#: 1415009-156950

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Statewide Administrator of Social Work Practice, directs the Clinical Service Unit within the region; manages all clinical programs, including, but not limited to, quality enhancement, utilization reviews, and case consultation; provides leadership within the region on the quality of services provided; provides expertise and case consultation; identifies and communicates the adequacies and availability of social services; serves as working supervisor to subordinate staff.

**Minimum Requirements:**

Requires MSW or MA in a related human services field and three years direct service experience in a public or private child welfare setting and three years supervisory or administrative experience in a public or private child welfare setting; preferably requires certification as a Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC), or licensure through the Association of American Marriage and Family Therapists; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: DCFS-Clinical Practice  
Supervisor: Juliana Harms 6201 S. Emerald Chicago IL 60621  
Shift: M-F 8:30 am – 5:00 pm Days Off: Saturday & Sunday  
Contact: Frances Cunningham / Division of Clinical Practice & Development  
JRTC, 100 W Randolph 6-100 Chicago IL 60601  
Phone: 312-814-4694 Fax: 312-814-0948

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

**Option 6 - Health & Human Services**

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**Restaurant Crew Member  
(Entry Level Retail Food Service / Customer Service / Full-Time Part-Time)**

**JOB REQUIREMENTS**

As a Restaurant Crew Member, you must have a positive and cheerful personality along with a strong work ethic and the motivation to learn and grow while providing the best in customer service.

Teamwork is a big part of this job, and you should always be willing to pitch in to help when something needs to be done.

It is also important that you have great communication skills and the ability to not only speak clearly, but also to listen attentively to both our guests and your coworkers.

Specific qualifications for this entry level retail food service position include:  
High school diploma or GED

Commitment to providing excellent customer service  
Ability to develop positive working relationships with the rest of your team

Professional appearance and attitude  
Desire to build an entry level retail position into a management career

Ability to be cross-trained in all areas of the kitchen and line

The ideal candidate for this role will also exhibit the following characteristics:

Conscientious, Respectful, Hospitable, High Energy, Infectiously Enthusiastic, Happy, Presentable, Smart, Polite, Motivated, Ambitious, Curious, Honest

Apply online at

[http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job\\_DID=J3G1VB5ZWHBPQCQ5WY1&siteid=sep\\_cb001\\_cmq&ipath=EXGOO](http://www.careerbuilder.com/jobseeker/jobs/jobdetails.aspx?Job_DID=J3G1VB5ZWHBPQCQ5WY1&siteid=sep_cb001_cmq&ipath=EXGOO)



## **Biomedical Technician I (Full Time Floater)**

Job ID: 14000G6L

Job Location: Chicago, IL

### **PURPOSE AND SCOPE:**

Under supervision is responsible for the operational condition, maintenance, and repair of all water systems, medical equipment, and mechanical/electrical systems in assigned facilities in the Centralized Technical Program so as to ensure the safety of the patients as well as the staff operating the equipment. Performs all repair and maintenance activities according to company and department standard operating procedures and in compliance with local, state and federal regulatory requirements. Responsible for cost containment with regard to equipment maintenance and repair.

### **CUSTOMER SERVICE:**

Responsible for driving the FMS culture through values and customer service standards. Accountable for outstanding customer service to all external and internal customers. Develops and maintains effective relationships through effective and timely communication. Takes initiative and action to respond, resolve and follow up regarding customer service issues with all customers in a timely manner.

### **EDUCATION:** High school/Vocational diploma or G.E.D.

Technician training or AA Degree in electronics or Biomedical, or equivalent preferred. National Technical Certification achievement required within 18 months of hire/assumption of position.

**EXPERIENCE AND REQUIRED SKILLS:** At least six months experience working in a technical (industry/medical) setting. Continued employment contingent upon successful completion of the FMCNA Training Program for Technical Staff and the Technical Validation Program. Demonstrated leadership and training abilities. Attend all technical training programs required by state/federal regulations and FMCNA policy. Newly hired or promoted incumbents are responsible for the requirements of the respiratory fit policy if applicable. Valid Driver's License and ability to cover at other facilities and transport equipment and supplies as needed. Employees have to meet the necessary requirements of Ishihara's Color Blindness test as a condition of employment. Ability to work a flexible schedule.

EO/AA Employer: Minorities/Females/Veterans/Disabled

Apply online at [http://jobs.fmcna.com/us/united-states/technical-services/jobid5694998-biomedical-technician-i-\(full-time-floater\)?apstr=%2526src%253DJJB-10071](http://jobs.fmcna.com/us/united-states/technical-services/jobid5694998-biomedical-technician-i-(full-time-floater)?apstr=%2526src%253DJJB-10071)

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. 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 on line application or CMS100 Employment Application to the address listed above. Non state candidates 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**\*Part-Time Service Agent (Car Detailer) - North Chicago**

Job ID 2014-107198

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: North Suburbs

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 at 2900 US Rt. 41, North Chicago, IL, 60064

Benefits included with this position are:

- \*Fun and friendly environment
- \*401k and Profit Sharing with employer contribution
- \*Car Rental Discounts
- \*Vehicle Purchasing Discounts
- \*Earned Paid Days Off (after one year of cumulative service) Finish

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 \$9.00/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday-Friday: 7:00am-12:00pm

Saturday: 8:30am-12:30pm (every other)

Apply online at [https://us-erac.icims.com/jobs/107198/\\*part-time-service-agent-%28car-detailer%29---north-chicago/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=792&height=500&bga=true&needsRedirect=false](https://us-erac.icims.com/jobs/107198/*part-time-service-agent-%28car-detailer%29---north-chicago/job?mode=job&iis=Indeed&iisn=Indeed.com&mobile=false&width=792&height=500&bga=true&needsRedirect=false)

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### **Child Care Workers**

Location: Chicago, Illinois

Department: Residential

Location Name: West Rogers Park

Wage: Depends on Experience

Position Type: Full time

Shift: Variable Schedule

JCFS is looking to hire Full Time Child Care Workers for our Residential Group Homes located in West Rogers Park. At JCFS, a Child Care Worker provides milieu treatment for children and adolescents with a variety of different challenges in a community-based, residential environment. These positions offer a great opportunity for professional growth while providing excellent training and involvement in a multi-disciplinary team of treatment professionals.

Various shifts, including overnights, are available.

#### **Qualifications**

Bachelor's Degree in Human Service related field or a Bachelor's Degree in any field with at least 2 years of supervised clinical experience in a mental health setting or a High School Diploma or Certified GED with at least 5 years of supervised clinical experience in a mental health or human services

Have the ability to work a flexible schedule including weekends and overnights.

Be 21 years of age or older

Valid Illinois Driver's license that is passable through DCFS standards (no suspensions in the last 3 years, no more than 2 moving violations within a 12 month period, no DUI's, reckless driving or homicide within the last 3 years, and must be able to certify that he/she has not through unlawful operation of a motor vehicle, caused an accident which resulted in death within the last 5 years).

JCFS offers an array of benefits including Medical, Dental, Vision, Pension, Flexible Spending Plans, Life Insurance, LTD, and ample vacation time.

Apply online at

[http://jcfs.acquiretm.com/job\\_details\\_clean.aspx?ID=1101&source=indeed&AspxAutoDetectCookieSupport=1](http://jcfs.acquiretm.com/job_details_clean.aspx?ID=1101&source=indeed&AspxAutoDetectCookieSupport=1)

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**Accounting Clerk (Full-Time) (Job Number: CON010ZB)**

Work Locations: Conrad Chicago 521 North Rush St., Chicago 60611

An Accounting Clerk with Conrad Hotels and Resorts is responsible for responding to guest inquiries and requests and resolving guest billing disputes in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

What will I be doing?

As an Accounting Clerk, you would be responsible for responding to guest inquiries and request and resolving guest billing disputes in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability. Specifically, you would be responsible for performing the following tasks to the highest standards:

Respond to guest inquiries, charge inquiries and requests in a timely, friendly and efficient manner

Research and resolve guest billing disputes in a timely, friendly and efficient manner

Prepare journal entries

Answer guest service calls, contact guests via telephone, complete telephone request forms and send correspondence/folios to guests (e-mail, facsimile, mail, etc.)

Apply online at

[https://hilton.taleo.net/careersection/pr\\_jobs/jobdetail.ftl?lang=en&job=258666&src=JB-11960](https://hilton.taleo.net/careersection/pr_jobs/jobdetail.ftl?lang=en&job=258666&src=JB-11960)

**MEDICAL ASSISTANT**

Department: CLINIC - WOMEN'S HEALTH

Schedule: Full Time

Job Details: HS Diploma/GED.Under direct supervision, coordinates all clinical and clerical aspects of the medical practice.

**JOB QUALIFICATIONS**

1. High school diploma or GED
2. CPR certification
3. Degree or certificate from accredited school or program for medical assistants or related position
4. One year clinical experience, including venipuncture, EKG, and injections, preferred
5. Effective communication skills
6. Ability to work under pressure

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=337967](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=337967)

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**Title: Client Services/Receptionist**  
Job ID 126068BR

#### Job Description

The Client Service Professional will deliver an outstanding client experience by creating a warm and welcoming first and lasting impression that exceeds the unique needs and preferences of each client.

The Client Service Professional is responsible for:

- Greeting clients in a personalized, friendly, and inviting manner
- Matching clients with the best suited tax professional for their needs
- Scheduling clients how they would like to be scheduled
- Handling client exits by assuring all current and future needs are met
- Maintaining office cleanliness and organization of resources with team members
- Other duties as assigned

#### Minimum Qualifications

Education  
High school diploma or equivalent.

#### Skills and Experience

Strong customer service skills needed to ensure an outstanding end-to-end client experience.

Ability to perform well under stress while working in a fast-paced environment.

Ability to multi-task.

Strong organizational and time-management skills.

Knowledge of cash registration operations is helpful.

Knowledge and experience with a Windows based computer system preferred.

Apply online at

<https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=1866376&partnerid=25515&siteid=5616&codes=INT-INDEED>

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**Guest Service Representative - Seasonal-140019AM**

Job: Guest Services/Front Desk

Primary Location: USA-IL-Chicago-Chicago Marriott Downtown Magnificent Mile

Organization: Marriott Hotels Resorts

Position Type: Non-Management/Hourly

Schedule: Seasonal

**Job Summary**

Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft.

Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

Marriott International is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. Marriott International does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.

Apply online at

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=696950&src=JB-10224>

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**Overnight Grocery Production Team Member (Part Time) (87790)**

Req ID 87790 - Posted 07/15/2014 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (1) - Part-Time - Store - Team Member - United States

**DUTIES:**

Make sure the customers are being taken care of and the department looks great at all times. Surprise and delight the customers with consistent, delicious food.

Ensures a fresh and appealing display by checking codes, rotating products, and removing out-of-date products. Maintains correct department signage and pricing.

Upholds organic standards for grocery. Assists with sampling program, keeping sample areas full, clean, and appealing. Follows and complies with all applicable health and sanitation procedures and adheres to safe work practices.

Operates and sanitizes all produce equipment in a safe and proper manner.

Answers department telephone calls and pages quickly and with excellent phone etiquette. Follow and comply with established procedures, including Weights and Measures, health and sanitation, and adhere to safe work practices.

Operate and sanitize all equipment in a safe and proper manner.

This job posting is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities or requirements.

Other duties not listed here may be assigned by leadership.

**REQUIREMENTS:**

A desire to grow with the Grocery Team

Ability to follow instructions and procedures

A desire to learn about natural and organic foods and products

Effective time management skills

Strong work ethic and integrity

Ability to visually examine products for quality and freshness

Available for flexible scheduling to meet the needs of the department.

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

Apply online at

[https://career4.successfactors.com/career?company=WFM&career\\_ns=job\\_listing&navBarLevel=JOB\\_SEARCH&career\\_job\\_req\\_id=87790&jobPipeline=Indeed](https://career4.successfactors.com/career?company=WFM&career_ns=job_listing&navBarLevel=JOB_SEARCH&career_job_req_id=87790&jobPipeline=Indeed)

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## **Administrative Assistant**

Chicago, IL

### Job Description

Here at Habitat we are always looking to find the best quality talent by creating a pipeline of Administrative Assistants ready to be placed once positions become available.

\*Please note: These are not current openings but rather, positions we look to fill on a regular basis. Should we have a position become available, we will contact you directly.

The position calls for efficiency and excellence in a variety of scenarios, and the ability to work independently under minimum supervision. Organizational skills and the capacity to prioritize and make quick decisions involving multi-tasking of multiple projects are essential for this role.

### DUTIES & RESPONSIBILITIES

Polished professional with a high level of initiative and excellent interpersonal skills. Working autonomously and exercising a high level of individual judgment. Responsible for performing a wide variety of administrative support activities.

Responsibilities will include but are not limited to:

Heavy calendar management, requiring interaction with both internal and external executives and assistants

Compiling materials for presentations and formatting existing templates

Successfully prioritizing and responding to incoming calls and client visits

Reviewing and summarizing miscellaneous reports and documents; preparing background documents and outgoing mail as necessary

### Skills & Requirements

Administrative Assistant experience, preferably in a property management setting.

Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook) proficiency. Strong customer service skills, including verbal and written communication skills. Ability to juggle multiple duties/projects at once.

Ability to communicate and handle confidential information.

Income Collection or Accounts Receivable experience preferred.

IL Leasing license or ability to obtain within 120 days of hire

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17626278140624&cid=6648&source=Indeed.com#.U8b0dpRdXF8>

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## **Customer Service Agent - Airport - Full Time Permanent - Chicago-13226**

### Description

Being part of Air Canada is to become part of an iconic Canadian symbol, recently ranked the best Airline in North America. Let your career take flight by joining our diverse and vibrant team at the leading edge of passenger aviation.

### Basic Purpose Of Position

Deal directly with the public, other airlines and Company employees by providing Airport customer services in a manner prescribed by the Company.

Inform staff either verbally or in writing, as required, of changes in rules, methods or procedures. Ensure that all necessary supplies and material are on hand in sufficient quantity. Collect and compile statistical data.

### MINIMUM QUALIFICATIONS

Must have an ability to use tact, good judgment and initiative.  
Must be capable of expressing self in a clear and pleasant manner.  
Ability to work under pressure with a minimum of supervision.  
Must wear Company uniform as prescribed and conform to Company grooming standards. Must be able to stand for extended period of time.  
Must, after training, be able to efficiently use the Company's automated reservations, ticketing and baggage tracing systems.  
Must be able to lift seventy (70) lbs unaided.  
Must maintain an acceptable attendance record.  
Must be able to work shift work including irregular shifts and overtime when required/directed.

### SPECIAL REQUIREMENTS

Required to wear Company provided hearing protection when working in designated high noise areas. At Air Canada, we want to fly higher when it comes to employment equity. We therefore encourage applications from Aboriginal peoples, women, members of a visible minority and persons with a disability.

Air Canada thanks all candidates for their interest; however only those selected to continue in the process will be contacted.

Job Posting Start Date & Job Posting End Date: Jul 15, 2014, 9:04:43 AM

Aug 13, 2014, 10:59:00 PM

Apply online at

<http://aircanada.taleo.net/careersection/flights/jobdetail.ftl?lang=en&job=194065&src=JB-10668>

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## **AM Food Packer & Kitchen Helper Chicago, IL | Kitchen**

### Job Description

We are seeking a reliable and hard-working individual to join the early morning returm & expediting team of our sustainable food service company. This position requires an early morning start to help pack hot food into Cambro boxes before being delivered to schools from our commissary kitchen. Gourmet Gorilla, founded in 2009, strives for a sustainable future for our children by providing local and organic school lunches and healthier eating options.

### Duties

Pack trays of hot food into Cambro delivery boxes  
Must be able to effectively pack cambro boxes to maximize the use of space.  
Assist oven tech and AM management with the rethermalization process of food  
Assist in expediting food items as needed  
Help both kitchen and expediting teams after hot food has left the kitchen  
Food Prep. Packing of cold food items/staging for delivery

### Job Details

Hours: 4am – 12pm  
Days: Monday – Friday  
Location: River West near Chicago and Halsted.  
Pay: \$10/hour to start  
Start: Immediately

### Requirements

Ability to work early mornings – access to reliable transportation  
Must be responsible and punctual  
Superior attention to detail and organizational skills  
Able to lift a minimum of 50 pounds. Ability to follow instruction  
Knowledge of food safety and sanitation requirements  
Must be flexible and able to work under pressure. Our kitchen environment is very dynamic, requires someone who can change gears quickly and help troubleshoot.  
Strong communication skills  
Fluent in English (bi-lingual in Spanish is a plus)  
Clean background check

Please send a resume and a short statement of why you are interested and qualified for the job. Provide three references

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**Receptionist (Big Ten Network - Chicago)(Job Number: FNG0003415)**  
Americas-US-IL-Chicago

Description

The Big Ten Network in Chicago is looking for a Receptionist. The position provides the first impression of the Network to all internal/external customers.

Responsibilities include greeting and signing in visitors to the offices, processing incoming and outgoing mail, procuring office supplies and answering main phone line.

This position also will assist with office administration and all employee relations initiatives and provide direction on building services, general office administration, and all office event planning (including tours).

Qualifications:

Bachelor's Degree preferred

Administrative experience a must - Broadcast experience a plus

Excellent verbal and interpersonal skills are required

Must be able to deal with guests/customers in a professional manner

Ability to manage multiple projects in a fast paced, deadline driven environment is required

An understanding of the broadcast industry and how it functions is preferred

Knowledge of Microsoft Office applications, including Excel, Word and Outlook is required

Great organizational skills and attention to detail are required

The ability to multitask and work effectively under changing priorities and daily time constraints is required

Ability to answer multiple phone lines is required

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

Apply online at

[https://fox.taleo.net/careersection/fox\\_external\\_career\\_section/jobdetail.ftl?job=130649](https://fox.taleo.net/careersection/fox_external_career_section/jobdetail.ftl?job=130649)

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## **CLINICAL COORDINATOR - CLINIC**

Department: CLINIC - WOMEN'S HEALTH

Schedule: Part Time

Shift: Days

Job Details: HS Diploma/GED

### **JOB SUMMARY**

Interacts with patients, physicians, co-workers and Physician Services in assessing, planning, delivering and evaluating patient healthcare needs. Trains medical or non-medical staff in new procedures. Monitors same staff and performs quality assurance on all procedures and information. Interacts with various representatives on a variety of levels. Collaborates among disciplines and in the community, in a manner that positively impacts physician practice and relationship with the community

### **JOB QUALIFICATIONS**

1. High school diploma; some college preferred
2. The technical and medical training normally equivalent to one year of formal instruction from an accredited technical school which would develop skills in basic patient treatment assistance, taking of vital signs, running routine lab tests, drawing blood, etc. (Preferred)
3. A minimum of two years experience as a Medical Assistant or office coordinator is required.
4. Some experience in billing and collection is preferred.
5. Knowledge in ICD-9 and CPT-4 coding.
6. The clerical aptitude to process and maintain billing records.
7. The mathematical skills needed to apply credits and debits to patient accounts and calculate bills.
8. Current CPR certification.
9. Ability to work independently and make decisions in accordance with hospital policy and governmental regulations
10. The interpersonal skills necessary to communicate with patients, staff, families, insurance carriers, etc.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=341924](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=341924)

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**Pharmacist**

Department: Pharmacy

Schedule: Registry

Shift: Rotation

**Job Details:**

Under general supervision, performs centralized and decentralized pharmacist duties: physician prescribed medications, I.V. admixtures, hyperalimmentations, irrigating solutions, etc., by following accepted physical and chemical procedures, and assumes responsibility for ensuring that drugs/pharmaceuticals are dispensed on a timely and accurate basis; functions as a pharmacy consultant to medical staff, nursing personnel and instructs patients in their individual drug therapy program.

**Job Specifications:**

Level of knowledge equivalent to a Bachelor of Science Degree in Pharmacy.

Between one and two years of progressively more responsible pharmacy experience is required.

Current licensure as a Registered Pharmacist by the State of Illinois.

The ability to interpret physician's orders, calculate dosage, and use reference texts in presenting pharmacology data to physicians, hospital staff and patients.

An aptitude for detail with the ability to work within an area that is very quality control/cross check conscious.

The ability to communicate effectively with patients and medical personnel (on several different levels of understanding).

General knowledge of computer functions.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=382479](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=382479)

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**Job Title: Accountant I**

Department: NCHL

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-1279

**Job Description:**

Are you interested in joining a leading health care organization? Do you have previous accounting experience?

If this describes you, then this is the job for you! We are seeking a dynamic Accountant I who exemplifies professionalism to join the National Center for Health Leadership at Rush University Medical Center.

**Position Qualifications Include:**

Bachelor's degree in accounting or related field

A minimum of 3-5 years' experience in financial positions, which may include accountant, financial analyst, or accounts payable/accounts receivable clerk in a small-to-mid size organization. Must include experience in preparation of journal entries and account reconciliations, charts and graphs, trend analysis, and forecasting.

Excellent MS Excel and MS Word skills

Experience with accounting software required; QuickBooks experience preferred

Able to work in a fast-paced office environment, with periodic need for long hours to meet a variety of stakeholder deadlines

Must have strong verbal and written communication skills

Must be very organized and detail-oriented; must be able to prepare and implement detailed project plans

Can peel back layers of a problem and can use several analytical techniques to break down complex problems and can use analytical techniques to identify several solutions

Can conduct in-depth investigation from unusual sources; can ask a series of probing questions to get at the root of a problem; does not stop with the first answer and seeks to comprehend information

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**Job Title: Administrative Assistant 3**

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1359

**Job Description:**

Are you a well-organized and proficient Administrative Professional with exceptional database and computer skills that is looking for a new opportunity to join a great team? If this describes you, you may be the right candidate for the Administrative Assistant 3 position in the Intellectual Property Department.

**Position Highlights:**

The Intellectual Property (IP) Coordinator supports the Director, the Associate Director, external consultants and internal collaborators with the day-to-day operations of the IP Office. This position supports the leadership of Research Administration through integrating cross-functional activities of the various Research Administration Offices that fall within the responsibility of the Office. Recruits, trains and supervises volunteer administrative staff as needed. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma/GED required

BS/BA in business or science preferred or five years related experience in lieu of degree

Minimum three years related experience required.

Strong organizational and problem-solving skills required.

Excellent oral and written communication skills.

Strong computer skills and proficiency with word processing, database and spreadsheet software and database search techniques

Must be able to communicate effectively and establish and maintain superior interpersonal relationships with a wide variety of people.

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[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140716184358&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140716184358&)

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**Job Title: Emergency Room Clerical Coordinator**

Department: Emergency Department Administration

Shift: 3rd

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-1295

**Job Description:**

We are seeking an Emergency Room Clerical Coordinator to join our Emergency Department at Rush University Medical Center!

**POSITION REQUIREMENTS**

High school diploma or GED equivalent required.

Basic understanding of computers specifically window based software products and knowledge of keyboard office equipment required.

One or more year's previous unit receptionist experience required.

Effective communication skills, both verbal and written required.

Good interpersonal skills, pleasant customer oriented approach essential.

Good organizational skills.

Strong problem solving and communication skills required.

Able to write legibly and perform basic mathematical calculations.

Able to type 25 words/minute or greater.

Able to handle internal and external customer interaction with courtesy, tact, diplomacy and discretion.

Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary.

Able to respond to and prioritize multiple requests and variable degrees of unpredictability requiring adaptability in work activities.

Work entails coming in contact with patient specimens during processing and transport.

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