



Residential Staff Site Supervisor - South Loop - Day Shift

ID 2014-1377

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview:

Titan Security Group is currently recruiting for a Residential Staff Site Supervisor position at a residential property located in the South Loop. Titan Security Group is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries today! Residential Staff Site Supervisor responsibilities include, but are not limited to:

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 5 years prior satisfactory employment as a door staff professional or in a customer service position. Must be at least 25 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$12.00 and \$13.50 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <http://www.titan-security.com/careers/job-opportunities/>

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

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please feel free to forward job leads to others



Unarmed Security Officer - Near South Side - Overnights

ID 2014-1372

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Titan Security is currently recruiting for Full Time Unarmed Security Officers to work at a residential property located in Near South Side area of Chicago. Started in 1977, Titan Security is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries.

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a security officer or directly related experience. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$9.00 and \$10.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

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Residential Security Officer - Streeterville - All Shifts

ID 2014-1363

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview: Titan Security Group is currently recruiting for a Full Time Residential Security Officer to work at a residential property located in Streeterville. Titan Security Group is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries today!

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a door staff professional or in a customer service position.

Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$11.00 and \$13.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

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Response Officer - North/Northwest Suburbs - All Shifts

ID 2014-1331

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago - Northwest Suburbs

Required Education High School Diploma/GED

Type Regular Full-Time

Overview: Titan Security is currently recruiting for Full Time Unarmed Security Officers to work as a Response Officer at various facility locations throughout the North/Northwest suburban Chicago area.

Qualifications: Education and/or Experience: High School diploma or general education degree (GED) and at least 1 year prior satisfactory employment as an Unarmed Security Officer or directly related experience. Must be at least 20 years of age. Certificates, Licenses, Registrations: Valid PERC or the ability to obtain/maintain a PERC through IDFPR. A valid IL driver's license is required for this position. Having access to personal transportation is very important in this position due to a deficiency in suburban mass transit services. Having/maintaining a valid IL driver's license along with a satisfactory DMV history does increase your targeted assignment area within a selected business portfolio, in addition to allowing for your assignment at a facility for which a vehicular mobile patrol is required.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. You will be obligated to maintain a working telephone number and accurate residential information throughout your employment, so we may be able to contact you as needed.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facilities; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$11.00 and \$12.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

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Special Events Officer (Seasonal) - Loop - All Shifts

ID 2014-1340

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Seasonal

Overview: Titan Security, Chicagoland's premier security organization is seeking to hire a large group of Special Event Officers for the Summer of 2014. Special Event Officers will provide visitor assistance and access control primarily at a major Chicago lakefront park and at other various locations throughout the Chicago metropolitan area. The ideal candidate will possess a cheerful, energetic and professional demeanor along with excellent interpersonal skills and a focus on customer service. Special Event Officers must have good physical conditioning and be able to stand for long periods and work outside in the sun in concert-like conditions with flowers, bees, and large groups of people.

Qualifications: Education and/or Experience: High School diploma or general education degree (GED). Must be at least 18 years of age.

Certificates, Licenses, Registrations: Valid PERC or the ability to obtain/maintain a PERC through IDFPR. Ability to pass pre-employment drug screen and criminal background check. Although a valid IL driver's license is not required for this position, having/maintaining a valid IL driver's license along with a satisfactory DMV history does increase your targeted assignment area within a selected business portfolio, in addition to allowing for your assignment at a facility for which a vehicular mobile patrol is required.

Language Skills: Must have the ability to read, write, speak, and understand English. Foreign language speakers are especially welcome and considered a plus.

Other Qualifications: All candidates chosen must be able to work a varied work schedule - as the days get warmer, the workload becomes busier. You will be obligated to maintain a working telephone number and accurate residential information throughout your employment, so we may be able to contact you as needed.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. Candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facilities; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$10.00 and \$11.50 per hour and potential for full-time employment. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V

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Response Officer - East Loop - All Shifts

ID 2014-1335

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview: Titan Security, Chicagoland's premier security organization is currently recruiting for Full Time Response Officers to work at a major Chicago lakefront park and at other various locations throughout the Chicago Metropolitan Area. The ideal candidate will possess a cheerful, energetic and professional demeanor along with excellent interpersonal skills and a focus on customer service. Response Officer must have good physical conditioning and be able to stand for long periods and work outside in all weather conditions, not including any extreme weather. In this position, your work location(s), days, and shift hours will vary based on operational need. Every effort will be made to give your advance notice of your assignments. However, since you may be assigned as a result of a call off or special coverage request, you must agree to make yourself available on an as need basis.

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED). Must be at least 18 years of age.

Certificates, Licenses, Registrations: Valid PERC or the ability to obtain/maintain a PERC through IDFPR. Ability to pass pre-employment drug screen and criminal background check.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: All candidates chosen must be able to work a varied work schedule - as the days get warmer, the workload becomes busier. You will be obligated to maintain a working telephone number and accurate residential information throughout your employment, so we may be able to contact you as needed.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. Candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facilities; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$10.50 and \$12.50 per hour and potential for full-time employment. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V

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Seasonal Unarmed Security Officers - Chicago - All Shifts

ID 2014-1351

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview:

Titan Security is currently recruiting for Seasonal Unarmed Security Officers to work at various properties located in Chicago.

Started in 1977, Titan Security is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries.

Seasonal Unarmed Security Officers responsibilities include, but are not limited to:

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment of 1 year as a security officer or directly related experience. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather; must be able to stand in an elevator for an entire shift.

Salary & Benefits: Compensation is between \$10.00 and \$11.50 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

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Payroll/Billing Manager

ID 2014-1352

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education Bachelors Degree

Type Regular Full-Time

Job Summary: Reporting directly to the Accounting Manager, the payroll/billing manager will be responsible for overseeing payroll preparation, ensuring appropriate payroll tax compliance, preparing and processing billing, completing reports, and maintaining records. The individual will be responsible for the detailed general ledger entries, payroll and billing reconciliations and ensuring transactions are recorded timely in accordance with accounting policies. This position requires close interaction with the Human Resources Department and Scheduling/Operations teams to ensure best-in-class service is provided to our staff and clients by providing timely and accurate payroll and invoicing.

Qualifications: Education and/or Experience: Bachelors degree in related field. 3-5 years of experience working in a payroll/accounting/billing function with a large remote hourly workforce. Ability to use Excel to prepare reconciliations and reports. Ability to work independently with minimal supervision and as part of a team. Strong organizational skills, including attention to detail, problem solving, and follow through. Ability to communicate with staff, clients, vendors, and employees in a timely, accurate, courteous and professional manner.

Certificates, Licenses, Registrations: Ability to obtain a valid PERC. Certified Payroll Professional (CPP) preferred.

Language Skills: Must have the ability to read, write, speak, and understand English.

Other Qualifications: Required skills include excellent interpersonal and written/verbal communication skills, excellent computer skills and ability to organize and manage multiple priorities. Experience with time and attendance and workforce management systems preferred. Ability to pass pre-employment drug screen and criminal background check.

Physical Demands: Standard office environment.

Salary & Benefits: Base salary of \$45,00 to \$55,000 based on experience plus discretionary year-end bonus, paid vacation and personal days, medical insurance, dental insurance, vision insurance, basic life and AD&D insurance, optional life and AD&D insurance, paid holidays, and 401(k) match. Skills-enhancing training and opportunities for career growth and promotion. EOE/M/F/D/V

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Unarmed Security Officer - Glenview/ Northbrook - Overnight Shift

ID 2014-1357

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago - North Suburbs

Required Education High School Diploma/GED

Type Regular Full-Time

Overview:

Titan Security is currently recruiting for Full Time Unarmed Security Officers to work at a commercial property located in Northbrook/ Glenview.

Started in 1977, Titan Security is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries.

Unarmed Security Officers responsibilities include, but are not limited to:

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a security officer or directly related experience. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, Powerpoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$10.00 and \$12.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Thu. 07/10/14 4:00 PM Central Time

Salary: \$15.87 - \$19.48 hourly

\$1,269.43 - \$1,558.16 biweekly

\$2,761.00 - \$3,389.00 monthly

\$33,132.00 - \$40,668.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 14/76731

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Dietary Manager, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Dietary Department - Evening Shift
Valarie Laird/Human Resources
Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141
Fax# 708-338-7078

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: Technical Advisor II

Agency: Criminal Justice Information Authority

Closing Date/Time: Thu. 07/10/14 5:00 PM Central Time

Salary: \$4,777.00 - \$6,969.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: 45252-50-05-000-32-01

Under direction and supervision of General Counsel, performs general legal work:

1. Drafts interagency agreements, users agreements, proposed bills, amendments, resolutions, rules and regulations utilizing Microsoft Office software. Travels to various locations conducting specialized field investigations to determine compliance with interagency agreements.
2. Plans, evaluates, develops and validates program, standards, policies and procedures and assists staff in their implementation.
3. Reviews and analyzes agency contractual obligations.
4. Conducts legal research and writing for legislative analyses and review of state and federal laws.
5. Provides technical assistance and advise to criminal justice agencies and members of the public.
6. Consults with and advises other officials and members of the public regarding the application of laws and regulations.
7. Occasionally conducts negotiations with government officials and vendors regarding computer user agreements and interagency agreements.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements: Thorough knowledge of the Criminal Justice System a must. Individual must possess a valid driver's license and be able to travel. Must be familiar with word processing technology, specifically Microsoft Office software. In addition, must have experience drafting and reviewing contracts and experience with State rule-making procedures. Valid Illinois Law License required.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. 1 unpaid lunch hour
Maria S. Espindola / Human Resources Coordinator
Illinois Criminal Justice Information Authority
300 West Adamst St., Suite 200 Chicago, Illinois 60606 Fax: 312-793-1030

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 07/15/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-97-83096

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Associate Director, serves as professional staff assistant responsible for a variety of complex responsibilities, some confidential in nature, related to the overall administration of the Office of TANF Workforce Development. Performs a variety of staff functions; assists in the management control of Office programs. Composes management reports; assists Associate Director in the development and implementation of internal policy and procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program.

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

Office of Workforce Development 1308 West 105th Street Chicago, IL 60643

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 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 H7 - Dept Human Services

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 07/17/14 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: RC014

Bid ID#: 10-91-83365

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties for supervisory staff; types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical, psychological and legal terminology.

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

Broadway Central Office FCRC 5050 North Broadway Chicago, IL 60640

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 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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Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s).

The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED
Medical terminology and/or coding certificate
Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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

Email: employment@stbh.org
Fax: (773) 962-0034
Mail: Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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773.378.5902 fax 773.378.5903
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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

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

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

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

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

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily.

Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

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In-Patient Coder

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Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered. Must have at least five years of in-patient hospital coding and abstracting experience. High school diploma or GED RHIT or RHIA certification. Experience with 3m software Knowledge of medical terminology, anatomy, physiology, and disease process required. Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

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

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

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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General Laborer, Warehouse

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : HV035398

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.

- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-alsip-illinois-job-1-4554386>

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