



**Job Title: Public Service Administrator - Opt 8N**

Agency: Human Services

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

Salary: \$6,142.00 - \$9,472.00 monthly

\$73,704.00 - \$113,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-90-83097

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the nursing supervisor, functions as the nursing specialist in Maternal & Child Health issues in an assigned area.

**Minimum Requirements:**

Requires a Bachelor's degree in nursing which includes accredited courses in public health nursing, supplemented by a Master's Degree in nursing, public health or related fields. Requires possession of an Illinois license as a Registered Nurse. Requires two years of public health nursing experience or equivalent and a working knowledge of Maternal and Child Health Programs.

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

Bureau of Maternal and Child Health

401 South Clinton, 4th floor Chicago, IL 60607

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).

Option 8N - Nurse Registered II

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## **Merchandising Manager - Chicago**

Talent Area : Sales

Location : Chicago, IL, USA

Requisition Number : 00023807

Full or Part Time : Regular Employee FT

### POSITION DESCRIPTION

*Territory is Chicago and Portage, IN.* - Coordination with Central Planning/Dispatch organization to ensure service levels are maintained - Collaborate with Sales Center Merchandising Home Market teams to identify areas of opportunity for reducing merchandiser OPEX and maintaining/increasing customer service. Includes building/executing action plans that will allow the Sales Center to capitalize on those opportunities including routing, staffing, 6th days, OT, Merchandiser mileage reimbursement - Audit the merchandiser management process in the Sales Center to ensure that the daily/weekly process is conducive to adequately managing merchandiser OPEX: Consecutive days off for FT merchandisers, Reasonable work weeks, Communication process between Sales Center Merchandiser Management and merchandisers that ensures that efficiency/OPEX goals are met. - Assist Sales Center Merchandising Supervisors in maximizing the flexing/manpower process. - Facilitate monthly discussions with Sales Center Management Teams to review prior month's merchandiser performance and current month prospects. - Oversee the compliance and accountability of the established merchandising standards established by NABU - Oversee reset activities for a geographic area; partnership with BU Reset directives - Execute merchandising initiatives launched by the BU Merchandising Initiative Manager. - Partner with market unit human resources to recruit and staff to appropriate sales center merchandising levels. - Represents the market unit at BU for MerLOT enhancements and utilization. Also is the market unit importer/exporter of merchandiser Best Practices. - Partner with Talent Development to tailor and facilitate merchandiser learning programs (sales and driver training) - High School or G.E.D. required. - Bachelor's degree or equivalent combination of experience and education preferred. - Three plus (3+) years experience in area of Logistics or Sales Center Operations required. - Distribution or Merchandiser management experience preferred. - Four plus (4+) years of relevant or related industry experience preferred. - Direct customer selling experience preferred. - Environment in customer accounts, occasional hot/cold environments. - Periodic bending, kneeling, pulling, and/or lifting of 50+ pounds and climbing required. - This position requires >50% travel. 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/merchandising-manager-chicago-chicago-illinois-job-1-4499395>

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**Job Title: Rehabilitation/ Mobility Instructor Trainee**

Agency: Human Services

Closing Date/Time: Thu. 07/17/14 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#: 10-57-82762

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, gains specialized knowledge and practical experience in teaching and counseling customers who are blind, visually impaired or deaf/blind. Develops specialized skills by participating in specific in-service training activities and by providing instruction and counseling to customers-eventually assuming responsibility for a caseload.

**Minimum Requirements:**

Requires a Master's degree with major course work in orientation and mobility or a Bachelor's degree plus two (2) years of supervised experience in instruction of persons who are blind, visually impaired or deaf/blind.

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

Division of Rehabilitation Services

Bureau of Blind Services 715 Algonquin Road Arlington Heights (Cook)

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: Social Services Career Trainee**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

**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: Staff Development Specialist I**

Agency: Human Services

Closing Date/Time: Thu. 07/17/14 5:00 PM Central Time

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

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-83367

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, serves as a program trainer in a local office of Family & Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current , new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional division, and agency level in integration of training goals. Requires travel in performance of duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative ,eries (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am- 5:00 pm  
Broadway Central Office 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](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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**Distribution Center Administrator - MON-FRI 8am-5pm Schedule**

Talent Area : Administrative/Clerical/Office Support

Location : St Charles, IL, USA

Requisition Number : 00023685

Full or Part Time : Regular Employee FT

**POSITION DESCRIPTION**

Performs routine clerical duties in a Distribution Center in accordance with standard administrative office procedures.

**DISTRIBUTION**

- Driver call in log- DOT – DVRs and Grid logs required file maintenance only
- Enter special event orders for service and schedule- Employee sale
- Safety committee notes as assigned

COOLER SERVICE- AP invoice processing

COLD DRINK/FULL SERVICE- FS change fund/key audit

- FS commission statements- CST champion- EMO tracking and follow up

**ACCOUNTS RECEIVABLE/CREDIT**

- Customer Accounts Receivable research – Sales Center Charge back- Customer mail check requests (validation)- NSF Review and tracking – notification to sales
- PIA, drafting credit memos and invoice corrections- Local Branch Deductions research

**HUMAN RESOURCES-** New Employee Orientation and On-Boarding- Responsible for collection, review and dissemination of original new hire paperwork- Scans CCR Employment Application and Consent Form & Disclosure Form and emails to designated Talent Acquisition representative.- Serves as local Chain of Custody Coordinator for CCR Drug Test Program- High School - GED or Diploma required- Some college preferred- 2-5 years experience in automated office environment required

- Minimum 1 year of finance related experience in an office environment required
- Basic computer skills including Excel, Word and Power point or related experience
- Excellent phone etiquette- Knowledge of multi-line phone systems- Accurate data entry- Strong organizational skills. Bi-lingual skills a plus- Occasional lifting of up to 50 lbs

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/distribution-center-administrator-mon-fri-8am-5pm-schedule-st-charles-illinois-job-1-4506136>

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**Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

**Qualifications:**

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=439](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439)

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### **Associate Programmer/Analyst**

Location: Arlington Heights

Office: Internal Services

Department: System Procedure

#### **Job Description:**

Under the direction of the Section Manager, Systems & Procedures, assists higher-level programmer analysts in defining, developing, testing, analyzing, and maintaining new software applications in support of the achievement of business requirements. This includes writing, coding, testing, and analyzing software programs and applications. Perform production support as needed: receive calls, review problem, analyze solution, approve work, code solution, develop program interface. Assists in designing and creating functional systems, enhancements and reports to meet user requirements. Writes, codes and tests software programs and applications. Track an assigned IT project either from inception to deployment or through a single phase. Ensure deliverables are completed on time and within scope of the project. Perform quality assurance for assigned work. Address and resolve any issues within the scope of the project. Communicate with peers, immediate manager, resources and business managers either verbally or in writing, on current project status, production support issues, training and software enhancements. Check in with assigned resources during execution of project, address and resolve any issues, ensure project is on track and deliverables meet requirements. Document accomplishments to date, open items, issues, resolutions and post-project review. Runs and monitors software performance tests on new and existing programs for the purpose of correcting errors, isolating areas for improvement, and general debugging. Conduct user system training and develop training course materials and user job aids, including visual aids, handouts, on-line help, training exercises, user manuals and cheat sheets. Modify and document program code to correct errors or enhance a program's capabilities to reflect changes in the organization's business or to adapt to new operating requirements. Performs other duties as assigned.

#### **Qualifications:**

Bachelor's Degree in Computer Science or related field, Some previous programmer analyst experience, developing and supporting applications utilizing various programming languages and reporting tools is desirable. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=679](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=679)

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**Job Title: Stationary Engineer - Chief**

Agency: Corrections

Closing Date/Time: Tue. 07/15/14 4:00 PM Central Time

Salary: \$8,887.92 - \$8,887.92 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDOC29-82-14-0800

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Asst. Warden of Operations (Sr. Public Service Admin), directs and administers a maintenance program at Stateville Corr. Ctr. including emergency maintenance, security maintenance, preventative maintenance and utility distribution systems; serves as a working supervisor; assigns and reviews work of staff engaged in the repair, maintenance and operation of institutional buildings, grounds, equipment and machinery; prepares reports; plans and coordinates new construction projects and repairs. Position Number: 42610-29-82-350-00-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school; requires seven years of experience in the operation of a commercial or institutional power plant or as a skilled craftsman in the mechanical or building trades; requires thorough knowledge of steam engineering, electrical generation and distribution; requires thorough knowledge of the repair and construction of buildings and equipment; requires thorough knowledge of the underlying principles of water and sewage treatment; requires extensive knowledge of public health regulations and building codes.

WORK HOURS: 6:30am to 3:00pm Monday - Friday with days off of Sat and Sunday.  
LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434  
CONTACT: Diana Wysocki, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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](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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## Dental Assistant

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 has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic. The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

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](mailto: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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## **Mammography Technologist**

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 Mammography Technologist produces breast radiographs to aid in the diagnosis and treatment of disease for both symptomatic and asymptomatic patients. S/he operates x-ray equipment and performs various mammography related procedures. The Mammography Technologist develops and evaluates the film for technical quality such as density contrast, definition, and distortion. S/he explains the procedures and educates women about the role of regular mammography in preventive breast health. Other responsibilities include preparing and maintaining patient records and files and cleaning and adjusting equipment as needed.

EOE "A Tradition of Caring" since 1904.

### **Requirements:**

Graduate from an AMA-approved school or the combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. ARRT (American Registry of Radiologic Technologists) certificate in Diagnostic Mammography. Illinois Department of Nuclear Safety License. A minimum of three (3) years of experience as a Mammography/Radiological Technician. 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](mailto:employment@stbh.org)

Fax: (773) 962-0034

### **Mail:**

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## Pharmacist Technician

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:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions.

Will be expected to perform some clerical duties relating to the department.

Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE "A Tradition of Caring" since 1904.

### Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

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](mailto:employment@stbh.org)

Fax: (773) 962-0034

### Mail:

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## Registered Nurse

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:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures.

Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan. EOE "A Tradition of Caring" since 1904.

### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

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](mailto:employment@stbh.org)

Fax: (773) 962-0034

### Mail:

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## Social Worker

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:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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](mailto: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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## **Fleet Mechanic**

Talent Area : Maintenance

Location : Chicago, IL, USA

Requisition Number : 00022682

Full or Part Time : Regular Employee FT

### **POSITION DESCRIPTION**

Responsible for performing mechanical repairs and preventative maintenance on company fleet vehicles.

- Troubleshoot, diagnose and complete repairs on all types of vehicles.
- Perform preventative maintenance in fleet.
  
- Respond to service calls.
- Maintain tools.
  
- Clean work area.
- Pick up and deliver vehicles.
  
- 1+ years of mechanic experience on light and heavy equipment required.
- 3+ years journeyman mechanic experience preferred.
  
- Gasoline, diesel and propane vehicle experience preferred.
- Demonstrated mechanical and technical aptitude.
  
- May be required to supply automotive hand tools. (Not including heavy duty or diagnostic tools.)
  
- ASE certification preferred.

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/fleet-mechanic-chicago-illinois-job-1-4426697>

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### **Building Maintenance Person**

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

#### Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems.

Routine cleaning of: maintenance area; minor lawn care and snow removal.

May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

#### Qualifications:

Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination.

Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License.

Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=281](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281)

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**Job Title: Training Manager**

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Salary: \$58,676.00 / Year

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 087

Education, Experience & Training Requirements: A minimum of two (2) years progressively responsible professional experience, preferably post J.D., and preferably in an educational or training environment, or in the development and administration of adult education or training programs, or other relevant legal related work environment. A J.D. from an ABA accredited law school is strongly preferred. Successful candidate must possess organizational, project management, oral and written communication skills, and have a demonstrated knowledge of standard office technologies and legal research products including at a minimum, Microsoft Office 2007 (Word, Excel, Publisher, Outlook), Adobe Reader, PowerPoint, LexisNexis and Westlaw research tools, and a familiarity with Word Perfect, Keynote (Apple), online meeting technologies (GoToMeeting, WebEx, etc.) and distance learning technologies.

Physical Requirements: Ability to sit and stand for extended time periods. Lifting, carrying and transporting of office-related equipment and materials to-and-from meetings and event sites expected. Normal office working environment requiring extensive use of a personal computer, telephone, facsimile, copier, scanner and other office technologies, in addition to the management of off-site facilities and technologies during judicial education events and meetings.

Work Hours & Location/Agency Contact: Monday - Friday 8:30 a.m. - 5:00 p.m. with additional work hours and occasional state-wide travel to-and-from training events and meetings, including some weekend, early morning and evening travel, and overnight stays.

Administrative Office of the Illinois Courts / Judicial Education Division 222 North LaSalle Street, 13th Floor Chicago, IL 60601 Gloria Evans (312)793-2125

How to Apply: Applicants must submit a completed [Judicial Branch Employment Application](#), letter of interest and resume to: Cyrana Mott, Assistant Director / Administrative Office of the Illinois Courts / Judicial Education Division 222 North LaSalle Street, 13th Floor Chicago, IL 60601

Position will remain open until filled; those persons submitting materials by July 31, 2014 will be given earliest consideration.

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**Order Builder (Loader)- 7pm- 3:30am Part-Time**

Talent Area: Warehouse Operations

Location: Alsip, IL, USA

Requisition Number: HV033679

Full or Part Time: Regular Employee PT

**POSITION DESCRIPTION**

Are you ready to join a great warehouse team? If you answered YES!, then Coca-Cola Refreshments wants YOU. We are seeking individuals to pull various Coca-Cola products from our warehouse to build specific orders onto pallets. We are looking for individuals that ENJOY working in a fast pace warehouse.

Responsible for pulling orders based on pick ticket to accurately build orders for loading onto delivery trucks.

- Build orders according to assigned load tickets using industrial power equipment.
- Manually lift and move product to restock and repack ensuring date code accuracy and proper rotation.- Adhere to good manufacturing practices and safety standards.
  
- Responsible for meeting productivity requirements.
- Stage completed pallets in designated area.
  
- High School diploma or GED preferred.
- 0 - 1 year of general work experience.
  
- Prior warehouse experience required.- Ability to operate a manual/powered pallet jack or lift product is preferred.
  
- Demonstrated attention to detail.
- Certified Forklift License a plus.
- Must be able to repetitively lift up to 50lbs.

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/order-builder-loader-7pm-330am-part-time-alsip-illinois-job-1-4551917>

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## **Production Supervisor (Sparkling), Alsip, IL**

Talent Area : Selection Required

Location : Alsip, IL, USA

Requisition Number : 00024315

Full or Part Time : Regular Employee FT

### POSITION DESCRIPTION

Responsible for manufacturing product using efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the schedule and ensure that quality standards are met.

- Staff, train, evaluate and develop team members.
- Manage line efficiencies, key performance indicators and down time.
- Manage within labor and OPEX budget.
  
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.
- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications.
  
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years production/manufacturing experience.
- Requires experience managing people/budgets.
  
- 2+ years supervising production staff preferred.
- Basic computer and database application skills.
- Familiarity with manufacturing systems.
- 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/production-supervisor-sparkling-alsip-il-alsip-illinois-job-1-4549920>

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### **Cooler Mover**

Talent Area: Selection Required

Location: St Charles, IL, USA

Requisition Number: (00024068)

Full or Part Time: Regular Employee FT

### **POSITION DESCRIPTION**

Responsible for delivering, setting up, moving and exchanging vending equipment in customer accounts and other outlets.

- Deliver, exchange and move vending equipment.
- Complete safety vehicle reports on a daily basis.
  
- Load and unload vending machines for delivery and/or return.
- Communicates with dispatchers, customers and supervisors regarding delivery and pick up status.
  
- Set coolers, which involves setting shelves, temperature and checking refrigeration.
- Educate customers in operation of equipment.
- Maintain clean and safe work area.
  
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
  
- Prior work experience with moving equipment preferred.
- Previous vending equipment repair and distribution a plus.
  
- Ability to do heavy lifting on a daily basis.
- Demonstrated mechanical and technical aptitude.
- Valid CDL required, Class A preferred, current vehicle liability insurance, and driving record within MVR policy guidelines.
- Forklift certification preferred.
- Must be able to pass a Department of Transportation physical and/or have a valid DOT Medical Card.

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/cooler-mover-st-charles-illinois-job-1-4537489>

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