



**Job Title: Office Clerk - Opt 2**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,694.00 - \$3,311.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

**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

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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).

**Option 2 – Typing**

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**Job Title: Physician Specialist - Option C - Opt 15**

Agency: Human Services

Closing Date/Time: Thu. 08/27/15 5:00 PM Central Time

Salary: \$12,454.00 - \$16,171.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC063 Bid ID#: 10-72-88998

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the center director, provides physical and rehabilitation medical services to persons with developmental disabilities in accord with applicable DHS and facility policies, and ACDD, HCFA, and IDPH standards. Provides direction to other licensed physicians in relation to the delivery of medical services. Coordinates the implementation of the MOD system with subsequent reporting of illnesses or injuries by shift.

Minimum Requirements: Requires an Illinois license to practice medicine, with a specialty in rehabilitation medicine. requires working knowledge of the principles and practices of general medicine and surgery, including ability to diagnose and treat diseases and injuries; requires the ability to evaluate the quality of medical care provided to recipients; requires the ability to establish rapport with individuals and staff; requires ability to provide technical leadership and direction to medical staff.

Work Hours & Location/Agency Contact: WORK HOURS: 8:30 AM-5:00 PM

1 late day a week, may serve as MOD in rotation.

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive, Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers, Human Resources Rep.

Elisabeth Ludeman Center, 114 N. Orchard Drive, Park Forest, IL 60466

708-283-3015

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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 15 - Physical Medicin & Rehab

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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

**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 - Opt MC**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10 41 SSCT MC

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

**Minimum Requirements:**

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

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Location: Varies Statewide in Division of Rehabilitation Services.  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor  
Springfield, IL 62762

**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 MC - Manual Communicatn Skill

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**PROGRAM & EVENT COORDINATOR FEMALE TEEN WELLNESS JobID: 2259**

Closing Date: 08/25/2015

Administrative

Date Posted: 8/11/2015

Location: Carver Park

Region: South

**CHARACTERISTICS OF THE CLASS:**

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

**EXAMPLES OF DUTIES:**

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

**MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

**Knowledge, Skills and Abilities:**

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

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Salary \$52,600

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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**PROGRAM & EVENT COORDINATOR WELLNESS Job ID: 2260**

Closing Date: 08/25/2015

Administrative

Date Posted: 8/11/2015

Location: + Other...

**CHARACTERISTICS OF THE CLASS:**

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

**EXAMPLES OF DUTIES:**

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

**MINIMUM QUALIFICATIONS:**

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

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

Career Service: Exempt

EEO: Professional

FLSA: Exempt

Salary \$52,600.00

Apply online at

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**Project Coordinator (M) Job ID: 2250**

Closing Date: 08/20/2015

Administrative/Project Coordinator

Date Posted: 8/6/2015

Location: Central Administration - PLANNING & DEVELOPMENT

Date Available: ASAP

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, assists department heads with the development of policy initiatives and strategic planning priorities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists department heads with coordinating and developing policy initiatives and strategic planning priorities. Assists department heads with assessments and project planning. Creates a standard project assessment template to include risks, costs, and a synopsis of issues reported. Serves as a representative for the department head at project meetings. Assists the department head in performance management and with identifying operational inefficiencies and ways to implement improvement plans for future evaluation. Prepares written reports for management and works with department heads to gather and convey information and projects results and assessments. Maintains documentation required for project accountability and project assessment.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Bachelor's degree in Business, Public Administration or related field, supplemented by one to three years of office administration experience; or an equivalent combination of education and experience. **Knowledge, Skills and Abilities:**

Good knowledge of the principles and techniques of business management. Thorough knowledge of all phases of office management. Strong Interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills.

Anticipated Salary Offer: \$47,694.70

Career Service: Exempt EEO: Administrative Support FLSA: Exempt Revised 10/31/12

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Administrative>

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**Attendant Part-time (Central Region) -YEAR ROUND (REPOST) Job ID: 2261**

Closing Date: 08/25/2015

Custodial/Attendant (H)

Date Posted: 8/11/2015

Location: Lake Meadows Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 15 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt

Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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**Junior Tree Surgeon (H) Job ID: 2252**

Closing Date: 08/23/2015

Forestry/Junior Tree Surgeon (H)

Date Posted: 8/6/2015

Location: NATURAL RESOURCES - NATURAL RESOURCES

**CHARACTERISTICS OF THE CLASS:** Under general supervision, performs landscape construction and tree and shrubbery care activities for the Park District. May perform arboricultural work at Park District nurseries. Performs related duties as required.

**EXAMPLES OF DUTIES:** Uses a variety of techniques, including climbing with a rope and saddle, to perform tree care, maintenance, removal and other arboricultural activities. Performs planting, pruning, trimming, watering, fertilizing and other related tree and shrubbery maintenance and construction activities. Assists in performing routine tree surgery on damaged plant life including cabling, rodding and cavity work. Treats trees and shrubbery for disease or infestation. Operates landscape construction and tree and shrubbery maintenance equipment and machinery including, but not limited to: backhoes, front end loaders, lopping shears, power saws, aerial towers (with bucket), log booms, brush clippers and stump removers. Performs routine maintenance and repairs on equipment and machinery.

**MINIMUM QUALIFICATIONS:**

**Training and Experience:** Graduation from High School or the equivalent is recommended and if supplemented by a minimum of one year of paid experience performing tree care and maintenance activities, including climbing with rope and saddle, is fully qualifying for this position. Equivalent combination of education and experience may also qualify for this position.

**License Requirement:** A valid State of Illinois Operators License to spray pesticides, fungicides, is preferred at time of hire and required within one year of hire.

**Knowledge, Skills and Abilities:** Knowledge of soils, fertilizers and the propagation of plant life. Knowledge of common trees and shrubs and their growth characteristics. Knowledge of diseases and pests associated with trees and shrubs. Skill in the use of landscape construction tools, equipment and machinery. Skill in the use of rope and saddle to climb and perform maintenance on trees. Effective oral communication skills. Ability to safely apply pesticides, fungicides and insecticides.

**ANTICIPATED RATE:** \$28.85 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Forestry>

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## **Mental Health 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:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings.

The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies.

S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management.

The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

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

Apply online at

Apply online at <http://www.stbh.org/careers/>

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## **Patient Care 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:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

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

Apply online at <http://www.stbh.org/careers/>

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## **Ultrasound 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 Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data.

S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs.

The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

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

Apply online at <http://www.stbh.org/careers/>

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### **Restaurant theatre manager**

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary

Overseeing an individual theatre department, as assigned by theatre general manager  
Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today. You could end up working in show business!

Apply online at <https://www.amctheatres.com/careers/theatre-management/restaurant-theatre-manager>

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast  
Maintain facilities that are clean, safe and in good repair  
Provide an experience that is comfortable, distraction-free and picture-perfect

Serve fresh, appetizing and properly prepared food and beverages  
Assist with other functions as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills  
Persuasive written and oral communication skills along with strong analytical skills  
Ability to effectively delegate and follow up with booth crew members

Proficient guest service, administrative and follow-up skills  
Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners

Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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**Job Title: Baker - Dietary Patient Food Service - Part-time**

Department: Dietary Patient Food Service

Shift: 1st

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

Specialty: Food Service

Job Number: 2015-1790

**Position Highlights:**

Performs baking duties as assigned; ensures food service sanitation and quality control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Complies with all regulatory agency standards and all departmental and organizational policies and procedures.

**Position Qualifications Include:**

Associate Degree or Certificate of Completion in Culinary Arts/Baking is required

Illinois Department of Public Health and City of Chicago Sanitation Certification required within three months of hire

Minimum of two years baking experience in a large volume operation is required

Ability to read, write and speak English

Basic math skills to calculate recipe ingredient and quantity adjustments, calculate weight and measures

Must have organizational skills

Ability to exert 25 pounds of effort to push or pull a cart, carry 50 pounds

Ability to stoop, kneel, reach, sufficient dexterity to operate kitchen utensils

This position requires the ability to stand and walk 100% of time

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150814174404&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150814174404&)

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**Job Title: Certified Medical Assistant, Congenital Heart Disease**

Department: MSP Ctr Congenital Heart Dis

Shift: 1st

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

Specialty: Pediatric Clinic

Job Number: 2015-1707

**Job Description:**

Position Hours will be eight hour shifts between 7:00am - 7:00pm and will rotate Saturdays. This position does require travel.

**Position Responsibilities:**

The Certified Medical Assistant in Pediatrics is responsible for assisting Physicians, Mid-Level Practitioners, and RN's with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will have front desk duties as necessary

Will travel periodically to off-site clinics

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, NHA, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Previous clinical experience in pediatrics

Ability to travel off site to satellite offices periodically

Ability to work between the hours of 7:00am-7:00pm

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**Job Title: Interventional/OR Materials Tech-Receiving & Warehouse**

Department: Receiving & Warehouse

Shift: 1st

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

Job Number: 2015-1763

**Job Description:**

Do you have experience with Interventional Services Materials Management? Are you looking for a great opportunity?

If so, then you may be the right candidate for this OR Materials Tech position in Materials Management.

**Position Qualifications**

High school diploma/GED required

Two years of Healthcare Materials Management, Sterile Processing, Purchasing, Distribution, or Receiving experience required.

Experience with the Lawson ERP system preferred

Knowledge of computer applications and software programs, including MS-Office (i.e., Microsoft Word, Excel), Internet Applications, GEAC/OMNIBUYER, Surgical Information System (SIS) and basic understanding of Omnicell hardware/software functions.

Knowledge of Materials Management/Purchasing and Inventory Control processes.

Knowledge of surgical equipment and supplies.

Basic understanding of clinical terms and procedures.

Ability to handle multi-tasks simultaneously under pressure and strict deadlines to meet changing workload demands and priorities.

Superior organizational skills, with attention to detail and oral communication skills

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**Job Title: POB Attendant - Professional Bldg. Transport**

Department: Pro Bldg Transport

Shift: 1st

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

Job Number: 2015-1827

**Job Description:**

Professional Office Building (POB) Attendant

The POB Attendant provides safe, timely and accurate transport service to non-ambulatory outpatient patients of the Medical Center. This position is responsible for greeting and responding to the needs of all patients and visitors by providing information, high quality customer service and support in a timely manner.

This position is a full-time, benefit-eligible  
7:00a-3:30p or 7:30a-4:00p

**Position Qualifications Include:**

Minimum high school diploma or GED required.

Customer service experience preferred

Able to push and pull equipment weighing 50lbs or more.

Proficient bi-lingual skills

Knowledge of proper radio etiquette

Understands and applies knowledge of basic patient transport concepts, infection control practices, and proper body mechanics.

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### **Microcomputer Specialist**

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

#### **Job Description:**

Under the direction of the Section Manager, IT Operations & Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations; and maintains an inventory of IT equipment and software.

#### **Qualifications:**

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations.

Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 40 pounds or more and move heavy PCs, servers, monitors, and data equipment as required.

Must have experience in microcomputer application programming. Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

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**Senior Contract Buyer**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment. This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects. Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred. This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

**Qualifications:**

QUALIFICATIONS: Qualified candidate must have a minimum of 5 years of progressively responsible purchasing/contracting experience, 7 years or more of experience a plus. Bachelor's degree in Business, or its equivalent required. ERP and Public or Transit procurement experience preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

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