



Dietary Attendant I

Westlake Hospital, Melrose Park, IL

Department: Dietary Services

Schedule: Registry

Shift: Day/Night rotation

Hours: Day/Night Rotation-As needed

Contact Information:

Address: 1225 W. Lake Street, Melrose Park, IL

Job Details:

1-2 years experience is required

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online by clicking

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=294553

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Environmental Services Aide I

West Suburban Medical Center, Oak Park, IL

Department: Environmental Services

Schedule: Registry

Shift: Day/Night rotation

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online by clicking

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Lead Medical Transcriptionist

Department: MED TRANSCRIP CHIMKT

Schedule: Full Time

Shift: Days

Job Details: Reporting to the Manager of Transcription. Coordinates the functions of Medical Transcription. Performs medical transcription duties, ensures the efficient operation of medical transcription equipment and ensures the accuracy and timely transcription of dictated medical reports by other medical transcriptionists. Performs duties as necessary to support quality improvement process and turnaround times in Transcription Department.

EXPERIENCE AND QUALIFICATIONS: Level of knowledge normally acquired through the completion of a formalized transcription education program preferred or one to two years of on-the-job training and experience. Minimum of 5 years experience in transcription field. Minimum of 3 years experience in a lead or supervisory role preferred.

Apply online by clicking

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=642227

NURSING SUPERVISOR

Westlake Hospital, Melrose Park, IL

Department: Nursing Administration

Schedule: Registry

Shift: PM/Night rotation

Hours: PM and Night Rotation

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: CPR certified Reporting to the G.I. Lab Director; provides for clinical resource and leadership for all personnel and physicians in the G.I. Lab. Is responsible for patient care, staff supervision, care of the environment as designated on the assigned shift. Assumes accountability as delegated by the department Director. Level of knowledge normally acquired through the completion of an accredited school of Nursing. Current licensure to practice in the State of Illinois. Current CPR certification. Minimum three years of clinical experience in Endoscopy lab required. Minimum three years experience in a leadership role. S.G.N A. certification is preferred.

Apply online by clicking

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=186478

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Kings Rosemont IL

5505 Park Pl Des Plaines, IL

WE ARE GROWING QUICKLY AND SEEKING THE INDUSTRIES FINEST TO JOIN OUR GROWING TEAM! SERVERS BARTENDERS DOOR STAFF WAIT STAFF HOST

Job Description

We are GROWING quickly and seeking out the industries finest to grow with us!

Kings - A Boston-based entertainment complex which combines amazing food, cocktails, bowling, sports, dancing and music located in the MB Financial Park in Rosemont IL

Kings has a scratch kitchen that is Chef driven with award-winning food. Kings food is classic American fare that people come back for time and again! Kings also offers some amazing specialty cocktails and a very impressive beer list.

Kings is a HIGH ENERGY venue that caters to ALL ages during the day and is 21+ at night. TEAMWORK and a GREAT attitude are required! Friendly and hardworking staff ONLY! We are looking for a large team of the industry's finest!

BARTENDERS

Wait Assistants

Servers

Bartenders

Line Cooks-Grill/Saute

Mechanics

ADVANCEMENT OPPORTUNITIES!!! We LOVE to promote from within! Amazing opportunities to those who work hard! Our company is growing fast and we need the best people to help us grow

Staff must have flexible availability - Fridays, Saturdays & Sundays are required. Open/Flexible availability is important! Minimum of 4-5 shifts available per week

PLEASE FOLLOW THIS LINK to apply and attend our upcoming hiring fair
<http://kingsbowlamerica.com/rosemont/hiringfair/>

REMINDER- Do not call or email please. Thanks!

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Patient Care Tech

Weiss Memorial Hospital, Chicago, IL
Department: Nursing Administration
Schedule: Registry

Job Details: HS Diploma/GED
Certification Required
CPR certified
1-2 years experience is required

JOB SUMMARY

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information. Provides all services in accordance with established hospital/departmental policies and procedures.

JOB QUALIFICATIONS

1. High School Diploma or equivalent
2. Certification as Nursing Assistant in the State of Illinois or graduate of an RN program
3. CPR certification
4. 1 year health care experience preferred
5. Good communication skills

Apply online by clicking

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=910684

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Package Delivery Driver

Job Location: Chicago, IL

UPS is hiring individuals to work as full-time, temporary, seasonal Package Delivery Drivers. This is a physical, fast-paced, outdoor position that involves continual lifting, lowering and carrying packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

A DOT physical exam is required. Package Delivery Drivers must have excellent customer contact and driving skills, including the ability to operate a vehicle equipped with a standard (manual) transmission.

Qualified applicants must have a Non CDL Class C license. Package Delivery drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

Full-time UPS employees work eight or more hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILJEF3

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online by clicking <http://jobs-ups.com/chicago/driver/jobid5662023-package-delivery-driver-jobs>

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Package Handler Part Time

Job Location: Chicago, IL

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students. Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

Job ID: ILJEF1

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online by clicking <http://jobs-ups.com/chicago/manual-labor-and-warehouse/jobid5600854-package-handler-part-time-jobs>

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Full time Road Driver

Job Location: Chicago, IL

UPS Freight is hiring individuals to work as Full-Time Road Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more service centers and then returning to the original domicile.

Road Drivers must pass a DOT physical and successfully pass a road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Road Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age; and must have at least one year of tractor-trailer experience. Applicants must be able to read, write and speak the English language.

Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCWS37

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Apply online by clicking <http://jobs-ups.com/chicago/driver/jobid5577630-full-time-road-driver-jobs>

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Full time City Driver

Job Location: Chicago, IL

UPS Freight is hiring individuals to work as Full-Time City Drivers.

This position involves the driving of a tractor-trailer and the daily pickup and delivery of freight from numerous commercial and residential customers on a given route.

City Drivers must pass a DOT physical and successfully pass a road test.

Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat and Twin Trailer endorsements, issued by this state. Pick-Up & Delivery Drivers are expected to comply with our appearance policy.

Applicants must be at least 21 years of age; and must be able to read, write and speak the English language. Applicants must meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers.

Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws, and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILCWS39

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Apply online by clicking <http://jobs-ups.com/chicago/driver/jobid5577631-full-time-city-driver-jobs>

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Tower Clerk

Job Location: Chicago, IL

The ideal candidate for Tower Clerk will have six months to one year experience in a fast-paced operation environment. The candidate will have the ability to communicate effectively, solve intermediate level problems, assist with basic research, and time management skills.

The Tower Clerk may be responsible for:
Communicating within the operation

Answer telephones while observing operation

Relaying important information to the operators and management team

Notify operations of concerns and/or updates throughout the daily operation

Pay close attention to operations activities

This job description is intended to describe the general nature and level of work being performed by persons assigned to this classification. It is not intended to be an exhaustive list of all job responsibilities, duties and skills required for this position.

Qualifications

HS Diploma or equivalent is required

A minimum of six-months operation support experience is required

Demonstrated ability to handle multiple tasks in a fast-paced environment under supervision with a high attention to detail

Effective oral/written communication, problem solving, basic research, and time management skills

Job ID: 64693

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Apply online by clicking <http://jobs-ups.com/chicago/administrative/jobid5847531-tower-clerk-jobs>

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Part Time Day Plant Engineering Supervisor

Job Location: Hodgkins, IL

General Summary

The individual will be responsible for creating and modifying reliability reports, attending safety meetings, and coordinating and following through with completion of repairs on conveyor systems equipment. The supervisor will also aid in the training of Maintenance Mechanics, perform energy and housekeeping audits and interact with operations personal performing training on conveyor equipment and addressing conveyor equipment reliability concerns.

Maintenance Repairs: Assist Full-time Maintenance Supervisor in the coordination of day to day repairs of package conveying equipment
Performing audits that will ensure the facility is meeting standards for cleanliness, energy efficiency and safety standards
Interact with equipment operators and address their concerns on building or equipment safety and conveyor equipment performance

Software: Use Maintenance management software (Maximo)
Microsoft Office (Excel, Word, PowerPoint)
Microsoft Access; Install, apply and update application patches

Reporting: Generate reports detailing conveyor system reliability and reliability trend reports. Analyze Technical Data
Training: Assist Full-time Supervisor during training of Full-time Maintenance Mechanics on regulatory compliance
Train operation personal on proper use of conveyor equipment on a quarterly basis

PREFERRED COMPETENCIES

Strong oral and written communications skills, along with excellent interpersonal and organizational skills. Candidate should be familiar with AutoCAD and Microsoft Offices tools (Word, Excel, and PowerPoint).
Background in Engineering or a Technical related field.

Job ID: 63535

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online by clicking <http://jobs-ups.com/illinois/engineering/jobid5682312-part-time-day-plant-engineering-supervisor-jobs>

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The Lodge Management Group

8 W. Division Street 200 Chicago, IL
Gold Coast, Near North Side

Outgoing and Energetic Doormen/Security Staff Wanted!

Job Description

We are looking for engaged, pleasant doormen who have outstanding communication skills They need to be attentive, a keen understanding of good service, and a sense of humor.

Alertness, reliability, and attention to detail are also must-haves. Do you have these qualities? If you do, please come and apply! As The Lodge Management Group, our business is people.

Offering outstanding experiences at our bars. We offer a renown nightlife on Rush and Division Street.

Some responsibilities include:

To ensure that everyone who enters the premises is 18+

To provide a safe environment ensuring the safety of all of the patrons

To patrol the building and detecting any undesirables

To make sure that everybody has a good time

To Escort any troublemakers outside of the building

To Report any problems to the manager

If you're interested in this type of environment, look no further. Please feel free to come and apply in person at: 8 West Division Ave. 2nd Floor.

We look forward to meeting you!

Requirements & Skills

Must be 21+; able to work nights; weekends up to 4 or 5 a.m.

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Tractor Trailer Driver

Job Location: Hodgkins, IL

UPS is hiring individuals to work as full-time Tractor-Trailer Drivers. This position involves driving a tractor-trailer unit as part of a Sleeper team to one or more destinations working Monday- Thursday.

Some work is performed outdoors. Sleeper team drivers should have 5 years tractor trailer driving experience.

Applicants must pass a DOT physical and drug test and successfully pass a UPS road test.

Qualified applicants must have a valid commercial driver's license issued in the state that they live and a doubles endorsement.

Tractor-Trailer Drivers are expected to comply with UPS appearance guidelines and wear the company-provided uniform.

UPS also requires a copy of your motor vehicle record driver abstract that has been issued within the past 30 days.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

Job ID: ILHOD7

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability

Apply online by clicking <http://jobs-ups.com/illinois/tractor-trailer-driver/jobid5577643-tractor-trailer-driver-jobs>

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Quality Control Analyst - Chicago

Responsibilities:

- Investigate residents Under Review
- Creating charges, discounts and adjustments in Propertyware
- Investigate Incident Reports
- Managing External Complaints
- Coordinate with Field & Accounting employees to resolve complex issues
- Update WIKI pages with process changes
- Various Ad Hoc Projects

Qualifications / Minimum Skills to Apply:

- Ability to Multi Task
- Propertyware Experience
- Excel/Microsoft Office Experience
- Time Management Skills
- Customer Service skills
- Knowledge of Field and Contact center Processes

Compensation and Benefits:

- Pay will be commensurate with experience and qualifications
- Full benefits and company 401(k)
- 10 paid vacation days plus 5 days of paid sick time
- Flexible work environment and casual dress code

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkjbdus7>

Dishwasher at Westend Bar and Grill

- 1326 W Madison St Chicago, IL
- Near West Side, West Loop
- Job ID: 2063481
- Job Type: Full Time
- Shift Type: Not specified
- Compensation: N/A
- Experience: No Experience

Apply online by clicking <http://www.shiftgig.com/job/3/chicago/il/dishwasher-job-openings-at-westend-bar-and-grill-2063481>

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Sam's Club | CROSSMARK | 101 W. Oakton St., Des Plaines, IL 60018

101 W. Oakton St. Des Plaines, IL

Product Demonstrator

CROSSMARK is in search of an Event Specialist in Des Plaines, IL!

The Event Specialist Facilitates In-Store Food/Product Demonstrations & Events!
Flexible Part-Time Working Environment

You Provide the Enthusiasm, Great Customer Service Skills,
and a Passion for the Products You Will Represent and
We Will Provide You With the Suggestive Selling Skills Required to Drive Sales!

QUALIFICATIONS:

- * Must Have a Professional Appearance
- * Outgoing Personality - Must Be Able to Grab Customers' Attention
- * Great Communication and Customer Service Skills
- * Ability to Retain Knowledge Regarding Products Features
- * Ability to Prepare For Events and Serve Food Samples in a Clean and Organized Manner
- * Ability to Complete Expense Reports Per Company Policy
- * Ability to Prepare and Submit all On-Line Requirements in a Timely Manner

WE OFFER:

- * Paid Weekly!!
- * Flexible Schedule Allowing a Work-Life Balance
- * Up to 20 Hour Work Weeks - Average Shift Is 6 Hours
- * Ability to Gain Sales and Customer Service Skills - Training Provided!

SEND US YOUR RESUME TODAY! INCLUDE THE CITY YOU ARE APPLYING FOR.
Qualified Candidates Will Be Contacted Promptly For An Interview.

Thank you for your interest!

If you are interested, please give me a call or send me an email!
972-318-7129

Abigail Lee

Recruiter | CROSSMARK | bksofzpswh@jobs.shiftgig.com | 972-318-7129

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Digital Marketer - Chicago

Pangea Properties offers the right candidate a chance to work with a \$100K yearly PPC budget (with room to grow). The digital marketer will also have full control over landing page design / coding via an in house CMS tool with full access to landing page optimization without the need for development time. Pangea Properties operates in three major markets (Chicago, Indianapolis, Baltimore) with expansion plans on the horizon so if building new market SEM strategies from the ground up interests you, then this might be the role for you.

Responsibilities: Build, optimize and oversee all digital elements from: SEO, PPC, retargeting, Local, etc. Maintain, monitor and report on companies online reputation including developing online reviews response and strategies. Develop and maintain 3rd parties that blog and curate content for company. Create and execute landing page optimization to improve conversion rates. Maintain and monitor website analytics via Google Analytics, Looker and proprietary in house solutions. Ownership of website and landing pages via in house CMS. Execute companies retention strategy: Run test campaigns, evaluate performance, recommend changes, prepare on-going marketing campaigns. Generate and disseminate management reporting to ensure that the wider team is aware of campaign performance trends. Cross departmental coordination to develop, implement, and monitor new campaigns. Take on additional projects and business responsibilities as opportunities arise ?

Qualifications / Minimum Skills to Apply:

Bachelor's Degree in Marketing, Business or related field. Advance degree is a plus
2-3 years of experience in data-driven digital marketing

Entrepreneurial and self-driven

Strong analytical and organizational skills and detail oriented

Excellent written and oral communication skills

Ability to work autonomously and highly self-motivated

Must be willing to react quickly to changing business needs with open, flexible attitude

HTML + CSS experience preferred

SQL knowledge a plus?

Compensation and Benefits:

Pay will be commensurate with experience and qualifications

Full benefits and company 401(k)

10 paid vacation days plus 5 days of paid sick time

Flexible work environment and casual dress code

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkjgmn59>

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Zone Leader - Chicago

Reports to: Regional Manager

Location: Chicago, IL

Responsibilities

Lead, motivate, manage, and direct work for Leasing Agents, Maintenance, Custodial, and Pest Control teams in a geographic area (zone) predominantly in South and West sides of Chicago

- Ensure the health and success of 600-1500 scattered site apartment units
- Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone
- Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition
- Ensure smooth interaction between residents, employees, and corporate office
- Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending
- Oversee the zone's other monthly purchasing costs
- Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy
- Audit apartment buildings in zone to ensure high level of quality
- Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections
- Recruit, train, assess, and cultivate talent on all zone teams

Qualifications/Minimum Skills to Apply:

- 2-year Associates degree
- Customer service experience
- Management experience
- Working knowledge of Microsoft Excel, Word, and mobile communication
- Access to reliable automobile – REQUIRED
- Property management or entrepreneurial background a plus
- Previous experience running/managing a multiple-site retail store/chain desired

Compensation and Benefits

Base pay starts at \$50,000, commensurate with qualifications and experience
Medical, dental, vision, life, and 401(k) available.
Company stock may be available for top performers.

To apply, please visit: <http://careers.pangeare.com/x/apply/a26llkj9ikwo>

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Job Title: Health Facilities Surveyor I - Opt 1

Agency: Public Health

Closing Date/Time: Thu. 08/28/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 80017

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, travels to perform routine health and safety surveys to assure compliance with applicable rules and regulations at long-term care facilities. Prepares reports of field surveys and evaluates plans of correction relating to health and safety aspects of these facilities. Investigates institutional complaints; collects and prepares data; documents evidence for use in adverse actions against non-compliance facilities; under guidance appears and provides testimony at legal proceedings or at administrative hearings.

Minimum Requirements:

Requires completion of four years of college with a minimum of 30 semester hours in the physical and/or biological sciences, supplemented by one year professional experience in environmental health sanitation or in a health care facility. Requires the ability to communicate effectively both verbally and in writing. Requires a valid Illinois drivers license and requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week
Office of Health Care Regulation
Division of LongTerm Care Field Operations 245 W. Roosevelt Rd. West Chicago, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

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

Option 1 - Environmental Health

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Job Title: Office Assistant - Opt 2

Agency: Gaming Board

Closing Date/Time: Wed. 08/27/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IGB 9679

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to develop and maintain cooperative working relationships. Requires physical ability to perform duties enumerated above. Requires skill in typing accurately at 30 wpm.

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

Work Location: Illinois Gaming Board

Administration/Chicago Office

Michael A. Bilandic Building 160 N. LaSalle, Ste. 300 Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

217-558-0962 217-782-9925 Fax

How to Apply:

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

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-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.

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 – General

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