



**Customer Service Supv**

Location: Chicago, IL  
Requisition ID: 949768  
Posting Date: 8/16/2015  
Shift: Flexible  
Status: Regular

**GENERAL PURPOSE OF POSITION:**

THE CUSTOMER SERVICE SUPERVISOR (CSS) IS RESPONSIBLE FOR ENSURING THE HIGHEST LEVEL OF CUSTOMER SERVICE THROUGHOUT THE STORE. AS A LEADER ON THE CUSTOMER SERVICE TEAM, THE CSS WILL ASSIST IN THE SUPERVISION OF CASHIERS AND CUSTOMER SERVICE ASSOCIATES. THIS INDIVIDUAL WILL FOCUS ON IMPROVING THE OVERALL CUSTOMER EXPERIENCE THROUGH INTERACTION WITH CUSTOMERS ON THE SELLING FLOOR.

**FOCUS OF POSITION:**

POSITIVELY DEMONSTRATE THE COMPANYS CORE VALUES BY DEVELOPING TRUST AND RESPECT AMONG PEERS AND MANAGEMENT, WORKING IN TEAMS AND PARTNERING WITH OTHERS THROUGH COLLABORATIVE WORK ETHICS, AND DRIVING BUSINESS RESULTS BY PLACING A HIGH PRIORITY ON DETAIL AND ACCURACY TO SUCCESSFULLY COMPLETE ALL TASKS  
DELIVER EXCELLENT CUSTOMER SERVICE AND DEMONSTRATE A HIGH DEGREE OF PROFESSIONALISM

**RESPONSIBILITIES:**

DRIVE THE DELIVERY OF EXCEPTIONAL CUSTOMER SERVICE BY INSISTING ON FRIENDLINESS AND CREATING A HEADS UP MENTALITY ON THE PART OF ALL STORE ASSOCIATES. EXPEDITE FRONT LINES, DIRECT FLOW OF CUSTOMERS, AND ENSURE THAT EACH CUSTOMER RECEIVES OUTSTANDING CUSTOMER SERV

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/customer-service-supv-chicago-illinois-job-5102201>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



Stock Merchandise Flow Associate  
Location: Chicago, IL  
Requisition ID: 947827  
Posting Date: 8/15/2015  
Shift: Flexible  
Status: On Call

**GENERAL PURPOSE OF POSITION/RESPONSIBILITIES:**

As a part of our in-store operations team, a Stock & Merchandise Flow associate will process new merchandise shipments according to Company standards.

Responsibilities include: ticketing, moving, conveying merchandise shipments from shipping and receiving platform to a storage or work area.

In addition, this role will include timely stocking, merchandising and presentation of new stock receipts on the sales floor.

**Direct Supervisor Job Requirements - Internal Use Only -**

Our ideal candidates will be self-motivated, team players, who have the desire to succeed.

We care about our associates, have a supportive environment that values trust and respect, we offer a competitive wage and benefits package that includes a generous paid time off plan, plus a great associate discount, and a company matched 401(k)!

Burlington Stores is an equal opportunity employer committed to workplace diversity.

Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/stock-merchandise-flow-associate-chicago-illinois-job-5102010>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **REGISTRAR**

Facility Presence Resurrection Medical Center  
Department PATIENT ACCESS  
Schedule Part-time (benefits eligible)  
Shift Day shift  
Hours 7a-7p  
Location Chicago, IL  
Req Number 141152

### Job Details

The registrar processes the registration for patients entering the organization through inpatient, outpatient, ambulatory surgery or the emergency department. Secures all information necessary for internal operations.

Introduces the patient to the registration environment, explains policies, secures signatures, explains forms, completes required information in billing screens accurately, collects deposits and payments, and answers patient questions.

Maintains a high level of billing data quality and communicates with physicians and other departments effectively to minimize the hospital/Es exposure to financial risk.

### Requirements:

Education : High school diploma or equivalent education/experience; some post high school education preferred.

Work Experience: One to three years prior hospital or physician business office or comparable payer work experience preferred.

Minimum typing speed of 40 WPM with accuracy implied. Ability to communicate effectively.

Working knowledge of medical terminology is required. Thorough knowledge of third party payers, billing requirements and reimbursement methods.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033749>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **SR EXECUTIVE ASSISTANT**

Facility Presence Health - Corporate Office

Department LEGAL AFFAIRS

Schedule Full-time

Shift Day shift

Hours 8:00 am to 4:30 pm

Location Chicago, IL

Req Number 140199

This position is located in downtown Chicago .

### DETAILED LIST OF GENERAL DUTIES

#### 1. Secretarial & Administrative Support Duties:

Type and proofread letters, memos, notes, meeting agendas, contracts, and legal forms; Compose transmittal letters and send/arrange for delivery of documents and packages; Transcribe handwritten attorney drafts and mark-up of documents; Prepare presentations, tables and charts in Word, PowerPoint, Excel, and other programs; Maintain attorney calendars; Schedule meetings and telephone conferences; Make travel arrangements, run driving directions; Register attorneys for conferences, webinars; Organize and prepare attorney expense reports; maintain document management systems; Work with internal on-line databases for H.R., expenses, budgets, and other functions; Operate scanners, copy machines, fax and other office equipment; Prepare binders and indexes for legal documents; Create and maintain files and document repositories requested by supervising attorney; Provide back-up assistance in the absence of other department assistants; Actively participate in continuous process improvement activities including identifying and implementing more effective and efficient procedures for routine activities and frequently-arising issues; Project management and problem-solving as needed for ongoing administrative projects.

#### 2. Maintains Professional Manner:

Be able to prioritize and communicate with Clinical Operations attorneys and other attorneys on appropriate prioritizing of multiple competing projects; Maintain professional attitude and rapport with all levels of Presence Health staff and external contacts; Coordinate with other Presence Health administrative staff as necessary to complete assigned tasks; Maintain and assure confidentiality of legal and other information pertaining to Presence Health.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10032811>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**UNIT SECRETARY**

Facility Presence Saint Joseph Hospital - Chicago  
Department BIRTHING CENTER  
Schedule Registry/PRN/Flex  
Shift 12 Hr. Shifts  
Hours 7-3p  
Location Chicago, IL  
Req Number 140502

*Job Details*

**UNIT SECRETARY**

**BIRTHING CENTER**

**7AM-3PM**

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit.

Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians.

The Unit Secretary facilitates a smooth, efficient patient care unit.

This position requires a high school diploma or equivalent.

One to three years of prior experience as a unit secretary preferred.

Able to comprehend medical terminology.

Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

- High School diploma or equivalent

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10033103>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Executive I - Opt SS**

Agency: Human Services

Closing Date/Time: Wed. 08/26/15 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#: 10-91-92625

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as office manager of a local Family & community Services office. Organizes, plans, executes, control and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures. Communicates in Spanish to those individuals who do not read or speak Spanish.

Minimum Requirements: Required knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in business or public administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principals and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement. Requires ability to speak, read and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Uptown FCRC, 2112 W. Lawrence , Chicago, IL 60160  
Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services / Lisa Horsley  
100 South Grand Ave 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 SS - Spanish Speaking**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Administrative Coordinator- Faculty Practice**

Department: Faculty Practice

Shift: 1st

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

Job Number: 2015-0655

**Job Description:** Are you interested in joining a leading academic health care enterprise? Do you have business acumen and collaborative skills? If so, then you may be the right candidate for this Administrative Coordinator position in the Office of Faculty Practice! The Administrative Coordinator performs advanced administrative functions within the Office of Faculty Practice. The Administrative Coordinator works on multiple tasks simultaneously, focuses and performs well under pressure, effectively prioritizes, meets deadlines, and maintains confidentiality. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma/ GED required; bachelor's degree preferred.

At least three years of experience at an academic medical center setting is preferred. Excellent written and oral communication skills required.

Strong interpersonal and management skills required.

Financial management skills; knowledge in budget preparation and allocation required.

Ability to demonstrate proficiency in Microsoft Office Suite required (testing required).

Ability to work collaboratively and effectively within College of Nursing and outside agencies required.

Previous related experience with electronic tracking and registration systems preferred

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=20150818104741&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150818104741&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Assistant Gift Shop Manager**

Department: Gift Shop

Shift: 1st

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

Specialty: Marketing

Job Number: 2015-1711

**Job Description:** Are you a Marketing Professional with exceptional customer service skills along with retail experience that is looking for a new opportunity to join a great team? If this describes you, you may be the right candidate for the Assistant Manager position in the Gift Shop at Rush University Medical Center.

**Position Highlights:**

The Assistant Gift Shop Manager will be responsible for managing day-to-day bookkeeping within the Gift Shops, including assistance with budgeting and physical inventory. Assist the Gift Shop General Manager in developing and implementing inventory and financial control measures. Assist in staffing schedules, store maintenance, inventory control, merchandise buying and displays and sales training for Gift Shop Sales personnel. Act as primary supervisor of the sales floor/force and will oversee all operations in the absence of the Gift Shop General Manager. Ensure that the sales staff is courteous and helpful to patients, visitors, physicians and staff. Exemplifies the Rush mission, vision and values and act in accordance with Department and Rush policies and procedures.

**Position Qualifications Include:**

College degree strongly preferred; ideally with concentration in Marketing, Business or Retail Merchandising. Two to three years' retail experience, including experience with visual displays, preferred. Strong math and accounting skills required. Good communication and interpersonal skills with the ability to work with a diverse customer population. Physical ability to perform medium lifting.

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=20150818105002&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150818105002&)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Community Health Worker**

Department: RES A Preventive Med

Shift: 1st

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

Specialty: Preventive Medicine

Job Number: 2015-1595

**Job Description:** Here at Rush University Medical Center in Chicago, Illinois, we are committed to advancing scientific medical knowledge through research. We are revitalizing our medical centers with an emphasis on productivity, transparency and accountability. Are you looking to be a part of the exciting, always evolving and expanding new developments in research here at Rush University Medical Center? Are you well experienced in working with a variety of group, single and industry oriented studies? If this describes you, you may be the right candidate for the Community Health Worker position in the Preventive Medicine.

**Position Summary:** The Community Health Worker (CHW) is responsible for delivering an educational intervention to study participants to improve their self-management of chronic diseases. The intervention can be conducted in person at community settings, clinics, or in participants' homes. Routine supportive phone calls are also made to study participants.

**Position Qualifications Include:** A high school graduate or GED is required. 1-2 years of experience as a community health worker is desirable. The ability to work independently and solve problems along with a strong multi-tasking, organization, communication, and basic computer skills are required. Experience in community service through volunteering, internships, committee service, community networks, etc. preferred. Must be comfortable working in a variety of settings, with people's different living situations, and across all levels of socio-economic status. Applicant must live in the Chicagoland area, have their own transportation with proof of current auto insurance, be able to navigate the Chicagoland area, and be available to work evenings and weekends.

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=20150818105158&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150818105158&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: Kankakee Investigations 2015

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Must be able to speak and write Spanish at a colloquial skill level. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Mon-Fri 830a-5p  
Vacancies are located at: 505 S. Schuyler Kankakee, IL 60901  
Contact: LORA BUSSE-FLECK  
NORTHERN REGION, 8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506  
Phone: (630) 801-3575 Fax: (630) 801-3530  
Email: [Lora.Busse-Fleck@Illinois.gov](mailto:Lora.Busse-Fleck@Illinois.gov)

**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 SS - Spanish Speaking

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Commissioner Assistant**

Agency: Commerce Commission  
Closing Date/Time: Fri. 08/28/15 5:00 PM Central Time  
Salary: \$3,928.00 - \$8,182.00 monthly  
\$47,136.00 - \$98,184.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: MC-12  
Bid ID#: 31-1505

**Minimum Requirements:**

The successful candidate will be a law school graduate with academic standing in the upper third of the law school class and/or experience on the editorial board of review of a law school, licensed in the State of Illinois, and possess two to five years of legal experience. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

**Work Hours & Location/Agency Contact:**

8:30 a.m. to 5:00 p.m., Monday through Friday  
Flexible work schedules available after 6 months of employment  
Work location is 160 North LaSalle Street, C-800, Chicago, IL

**Contact: Cheryl Barrett / HR Analyst**

Illinois Commerce Commission, 527 E. Capitol Ave., Springfield, IL 62701  
Phone: 217-557-4206 Fax: 217-785-1770  
[cbarrett@icc.Illinois.gov](mailto:cbarrett@icc.Illinois.gov)

**How to Apply:**

Mail, email, or fax cover letter and resume to:

Cheryl Barrett  
HR Analyst  
Illinois Commerce Commission  
527 E. Capitol Ave.  
Springfield, IL 62701  
Phone: 217-557-4206  
Fax: 217-785-1770  
[cbarrett@icc.Illinois.gov](mailto:cbarrett@icc.Illinois.gov)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: PATIENT ACCESS COORDINATOR**

Department: Admitting Department

Shift: 2nd

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

Specialty: Registration

Job Number: 2015-1889

**Position/Company Highlights:**

Work Schedule: P.M. Shift Hours: 2:30 pm to 11:00 pm, include rotating weekends that are mandatory! If this describes you, you may be the right candidate for the Patient Access Coordinator position at Rush University Medical Center!

**Position Highlights:**

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

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=20150818105255&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150818105255&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Pharmacy Tech I**

Department: Pharmacy

Shift: 4th (Rotating)

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

Job Number: 2015-1312

**Position Highlights:**

Pharmacy Technician I assists licensed pharmacists in the practice of pharmacy performing duties such as preparing, filling and labeling medications for patients in the Medical Center. As patient care assignments dictate, the technician I is responsive to the explicit need of neonatal, pediatric, adolescent, adult, and geriatric patients. When relevant, appropriate standards of practice and sensitivity to the psychosocial needs of these patient populations are exercised. The Pharmacy Technician I exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications:**

Must be a high school graduate or equivalent.

Eligible for pharmacy technician licensure in Illinois.

Must obtain PTCB (Pharmacy Technician Certification Board) certification within 6 months of hiring date.

Successfully complete competency exam that will test the ability to compute mathematical calculations required for usual dosage determinations by the end of the defined training period.

Previous experience as a pharmacy technician or equivalent health-care related practice preferred.

Equivalent of 1-3 months training program or on-the job training or completion of the Rush pharmacy training modules.

Microsoft Outlook, fax machine, copier and other office equipment as necessary

May be exposed to certain hazardous materials, including but not limited to chemotherapeutic agents.

Lifting up to 30 pounds, continuous standing and frequent walking may be required.

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=20150818105356&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150818105356&)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **LEVY RESTAURANTS**

Levy is currently hiring for the following positions:

Concessions - Servers, runners, stand workers, bartenders, Supervisors, Barback, Cook  
Banquets - Porter

Chicago Stadium Club - Hostess, Server Bartender, Server Assistant

Ketel One - Hostess, Bartender, Server

Theater Box - Hostess, Barback

BMO Harris Club - Server, Barback, Hostess

Suites - Supervisor, Runners, Dessert Attendants

Sanitation

Warehouse - Op-Tech

Culinary - Cook, Dishwashers, Porters, Carvers

Levy Restaurants is currently hiring for the following positions at the Oak Brook and Michigan Ave. Blackhawks Retail locations:

Retail - Sales Associate, Retail Warehouse Associate, Supervisor

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/job> or you can fax your resume to 312-455-7515.

No phone calls please.

EOE in a Drug Free Workplace

## **AT YOUR SERVICE, LLC**

Are you friendly and dependable? Do you enjoy entertainment? At Your Service is now hiring. Many positions offer year-round employment at the United Center and U.S. Cellular Field. All positions require evening, weekend and holiday availability.

Motivated guest service personnel needed in the following positions:

Guest Service Representative - Greeter, Ticket scanner, Usher

Event Security Representative – Active or retired law enforcement certification required

Security Crowd Managers – Criminal justice studies preferred

Guest Relations Representatives – Dedicated guest service booth representatives, complaint resolution

Suite Representatives – Premium seating access control

Building Security – Round the clock, facility security

Apply online today by visiting the [At Your Service website](#).

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Barista (US) / Starbucks**

### Other Positions

We are always looking for qualified people to fill the following positions at most of our locations: - Juice Partner – Lead - Shift Manager (US) - Shift Supervisor

**Job Summary and Mission:** This position contributes to Starbucks success by providing legendary customer service to all customers. This job creates the Starbucks Experience for our customers by providing customers with prompt service, quality beverages and products, and maintaining a clean and comfortable store environment. Models and acts in accordance with Starbucks guiding principles.

### Summary of Experience

No previous experience required

### Basic Qualifications:

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation. Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays. Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation. Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication. Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink. Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients. Available to perform many different tasks within the store during each shift

### Required Knowledge, Skills and Abilities

Ability to learn quickly. Ability to understand and carry out oral and written instructions and request clarification when needed. Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

Apply online at

[https://wfa.kronostm.com/index.jsp?locale=en\\_US&applicationName=StarbucksNonReqExt&SEQ=positionDetails&POSTING\\_ID=667441924](https://wfa.kronostm.com/index.jsp?locale=en_US&applicationName=StarbucksNonReqExt&SEQ=positionDetails&POSTING_ID=667441924)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Civilian Call Taker**

Opening Date/Time: Thu. 08/13/15 12:00 AM Central Time

Closing Date/Time: Wed. 08/26/15 11:59 PM Central Time

Salary: \$20.87/Hour

Job Type: Technicians

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

**Examples Of Essential Duties:**

The incumbent reports to the Communications Manager(s).

Answer multiple inside/outside telephone calls	300/shift
Enter Data in Dispatch CAD Computer	560/week
Maintain various information logs	35 entries/day
Monitor State Police radio channel	3 channels
Monitor State police fax	1 fax machine

Typical Qualifications: High school graduate or equivalent and the ability to type 40 words per minute. Successfully pass the following tests: reading comprehension, map reading, typing from a spoken narrative and memory test. Obtain IWIN and Law Enforcement Agency Data System (LEADS) certifications within the probationary period (six months) with LEADS re-certification every two years. Required to work rotating shifts, weekends and holidays. Be available to be on call 24 hours a day.

**Supplemental Information:**

1. Answer telephone lines and give/receive information to/from the public, media, other law enforcement agencies and Authority personnel regarding road conditions, directions, and general information. Will be required at times, to enter such information into the Dispatch CAD computer.
2. Will perform the following: enter troopers' sick calls into Duty Log upon direction by the State Police Shift Commander, update troopers' accident and field report via the CAD computer and also in a specific log, log all arrest information called into the desk by troopers, transcribe towed/abandoned vehicle information and pass on release of such vehicles to the Vehicle Information Bureau.
3. Will handle all after-hour package deliveries, issue after-hour Tollway vehicle permits, update various manuals and court information when required, coordinate after-hour off-duty police business, i.e. Assistant State's Attorney, accidents, investigations, etc. Will be responsible for after-hour security access to the Administration building.
4. Must be able to obtain LEADS certification.
5. Other duties as assigned.

Apply online at

<http://agency.governmentjobs.com/illinoistollway/default.cfm#opportunities>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Telecommunicator**

Opening Date/Time: Thu. 08/13/15 12:00 AM Central Time

Closing Date/Time: Wed. 08/26/15 11:59 PM Central Time

Salary: \$23.92/Hour

Job Type: Office/Clerical

Location: Central Administration 2700 Ogden Avenue Downers Grove, Illinois

Department: Engineering

**Description Benefits Supplemental Questions**

To monitor and coordinate radio traffic from three main talk groups and many auxiliary talk groups. Forward information to State Police and Tollway Staff as appropriate.

Dispatch emergency services to ensure public safety in a timely and efficient manner.

**Examples Of Essential Duties:**

Telecommunicators report directly to a Communications Supervisor.

Radio Traffic Calls handled 4.4 million Annually

Roadway Incidents handled 220,000 Annually

The incumbent is responsible for inputting, retrieving and disseminating information from the CAD (Computer Aided Dispatch) System and other computer systems including those that are interfaced with the CAD. They are also responsible for monitoring radio traffic from other state, county, local and federal agencies, when necessary. The incumbent monitors all Tollway alarms including manned and unmanned plaza alarms, environmental alarms and dispatch the appropriate resources. The incumbent should have experience in a rapid and changing work environment.

**Typical Qualifications:**

High school graduate or equivalent is required. Ability to pass typing test with a score of at least forty (40) words per minute. Upon successful completion of typing test, individuals must then successfully pass the following tests: reading comprehension, map reading, typing from a spoken narrative and memory test. Must obtain IWIN and LEADS Certification within probationary period (six months) and re-certification every two (2) years. Work rotating shifts, weekends and holidays. Be on call 24 hours a day. Must have good verbal, written and communication skills. Successfully pass a complete background check. Receive and disseminate large volumes of information accurately and in a timely manner.

Apply online at <http://agency.governmentjobs.com/illinoistollway/default.cfm>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Police Officer**  
(Part-Time)  
Forest View, Illinois

Forest View Police Department  
7000 W. 46th Street  
Forest View, IL 60402  
Phone: 708-788-0318  
Fax: 708-788-2136

Starting Salary: \$20.90/hour  
Population: 700  
Sworn Officers: 8  
Application Deadline: 9/30/15

8-hour shifts.

Must be available for all shifts, especially midnight shifts.

Qualifications:  
Illinois certification a must.  
Retired officers will be considered.  
Valid Illinois driver's license.  
Must pass background check.  
No criminal history.

Applications available at:

Village Hall  
7000 W. 46th Street  
Forest View, IL 60402

Apply online at <http://www.theblueline.com/feature/ILforestview2.html>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Firefighter/Paramedic**

Forest Park, Illinois

Forest Park Fire Department

Salary: \$51,161.21 - \$81,847.52

Population: 15,000

Sworn Officers: 23

Application Deadline: 8/28/15

The Board of Police and Fire Commissioners of the Village of Forest Park, Illinois is accepting appointment(s) to the position of firefighter/paramedic with the Forest Park Fire Department. All applicants must meet the following minimum requirements established by the Village of Forest Park: At least 21 years of age and under 34 years of age at time of written examination (September 12, 2015) , except per Illinois Statute 65 ILCS 5/10-2.1-6. Proof of date of birth is required;

U.S. citizenship;

No felony convictions; High school graduate or GED equivalent; Possess a valid driver's license with good driving record; Possess a valid Paramedic License from the Illinois Department of Public Health - (IDPH) (at time of hire); Present a valid CPAT card with Ladder Climb by time of written examination with an issue date within 12 months of the date of the written examination (September 12, 2015) -AND- CPAT card must also be valid at time of hire; Must successfully pass a written examination with a score of 70% or better; Must successfully complete an oral interview, background investigation, medical examination, drug testing, polygraph, and psychological examination; Pay a \$45.00 non-refundable application processing fee. Preference points will be awarded by the Village of Forest Park for the following: Military Experience: Applicants with a minimum of 1 year of active duty U.S. military service with an Honorable Discharge. Military Form DD-214 (indicating status of discharge) must be submitted with application to qualify. Education: Possess an Associate's Degree in the field of Fire Service or Emergency Medical Services from an accredited community or junior college -OR- a Bachelor's Degree in any field from an accredited college or university. A copy of the diploma or unofficial transcripts must be submitted with application to qualify.

The Village of Forest Park is an Equal Opportunity Employer. It is the continuing policy of the Forest Park Fire Department to afford equal employment opportunity to qualified individuals, regardless of their race, color, religion, gender, age, national origin, sexual orientation, or disability, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, but not limited to, recruitment, hiring, training, compensation, benefits, promotions, transfers, and discipline.

Apply online at <http://www.theblueline.com/feature/ILforestparkffp5.html>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Public Safety Dispatcher (Part-Time)**

Romeoville, Illinois  
Village of Romeoville  
1050 West Romeo Road  
Romeoville, IL 60446  
Phone: 815-886-7209  
Fax: 815-886-5674  
E-mail: [dmann@romeoville.org](mailto:dmann@romeoville.org)  
Website: [www.romeoville.org](http://www.romeoville.org)  
Salary: \$21.41/hour  
Population: 40,000  
Sworn Officers: 65  
Application Deadline: 8/31/15

Part-time Public Safety Dispatch Position. The Village of Romeoville is currently seeking qualified applicants to interview for a part-time 911 public safety dispatcher position.

Acceptable experience: Applicants must be 18 YOA; High School Graduate or equivalent  
Applicants must have accurate typing skills; Previous experience with multi-line phone systems; Ability to multitask in a fast paced environment  
Must have excellent oral/written communication skills ; LEADS Certification (preferred)  
Emergency Medical Dispatch (EMD) Certification (preferred)  
Previous dispatch experience (preferred)

Candidates must successfully complete the following:  
Standardized testing; Oral Interview; Background Investigation  
Polygraph; Drug screening and hearing test

Shifts: Work shifts are 8 hours, a minimum of 16 hours per week; hours may vary to effectively meet operational needs. Candidates are required to work a 40 hour work week during training to include rotating shifts and weekends.

Salary: \$21.41 per hour with benefits excluding health insurance

Applicants must submit a completed application and resume to:  
Doris Mann, Human Resources  
Village of Romeoville  
1050 W. Romeo Road  
Romeoville, IL 60446  
E-mail address is: [dmann@romeoville.org](mailto:dmann@romeoville.org)  
EOE