



Trophy Room Now Hiring All FOH + BOH Positions!

Trophy Room
170 W Ontario Chicago, IL
Near North Side, River North
Job ID: 8358481
Job Type: Full Time
Shift Type: Morning, Afternoon, Night
Compensation: Hourly + tips where applicable
Experience: 1-3 Years
References: Preferred

Job Description

Trophy Room: Now Hiring!

Trophy Room -an upscale sports bar that will serve local beer and stone-fired pizza- is opening soon in River North!

***OPEN CALL [6p - 9p]
Wednesday, Aug 27 & Thursday, Aug 28***

- Team FOH
* Bartenders
* Servers
* Hosts
* Security
* Interns

- Team BOH
* Pizzaiolos
* Sous Chef
* Line + Prep Cooks
* Dishwashers

Minimum 2 years experience required;
Resumes encouraged, please no phone calls.

***We are doing job interviews on-site;
online/email applications will not be considered***

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Chicago Yacht Club is Seeking Host/ess !!! Part Time !!!

Chicago Yacht Club
400 E Monroe St Chicago, IL The Loop
Job ID: 8357709
Job Type: Part Time
Shift Type: Morning, Afternoon, Night
Compensation: N/A
Experience: < 1 Year
References: Preferred

Job Description

The host/hostess is a high visibility position and plays an important role in creating a pleasant and welcoming environment for club members and their guests. The host/hostess is the first person members and guest will come in contact with and the last person the person they will see. Persons occupying this role must exude confidence, professionalism, and a genuine sense of hospitality and warmth. The primary duty of anyone occupying this position is to consistently offer a positive representation of the Chicago Yacht Club to all that enter our doors.

Qualifications: Candidates for this position must possess:

A solid work ethic and dedication to getting the job done right every time. The ability to collaborate and contribute to a diverse service team. Superior English Communication Skills (written & verbal) Experience in communicating with guests in a confident, mature and professional manner. Basic food/beverage knowledge. The capacity to handle multiple priorities and tasks while under pressure.

Computer literacy to include: Administrative/clerical experience.

Physical Demands:

Ability to stand for long periods of time (which may include an entire shift)

Education/Training

One year work experience as host person in a upscale or high volume restaurant is preferred. High School diploma or GED. Hospitality is a 24/7 industry therefore, candidates should be able to work weekends and holidays as needed.

Requirements & Skills

Prior Host/Hostess experience
Open / Flexible Availability

Apply online by clicking <http://www.shiftgig.com/job/chicago/il/hosthostess-job-openings-at-chicago-yacht-club-8357709>

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Giordano's #039 in Logan Square: Hiring Cashiers

Giordano's
2855 N Milwaukee Ave., Chicago, IL
Avondale
Job ID: 8356453
Job Type: Part Time
Shift Type: Morning, Night
Compensation: N/A
Experience: 1-3 Years
References: Preferred

Job Description

1. Strong written and oral English communication skills.
2. Ability to perform assigned duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperation, and work with a minimum of supervision.
3. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
4. Ability to effectively deal with internal and external customers, some of whom will require high levels of patience, tact and diplomacy.
5. Ability to work well under pressure and handle multiple tasks at once.
6. Ability to be well organized, maintain concentration, and think clearly while providing service to many guests at any given time.

Requirements & Skills

Able to work nights and weekends

Apply online by clicking <http://www.shiftgig.com/job/chicago/il/cashier-job-openings-at-giordanos-8356453>

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Bullpen is Seeking Porters

Bullpen

225 W. Hubbard, Suite 302, Chicago, IL

Job ID: 8353667

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description

Want to make some extra cash and work your own hours? Our company looking for experienced porters to join our team. We are an exciting new staffing company that services events in the Chicagoland area. As a porter, you will be able to pick up shifts when YOU want to. Please apply now and we will get back to you shortly.

Benefits of joining our community: - Make extra cash! - Choose your own hours for when you want to work, during the week, at night or on the weekends. - Expand your network and opportunities. - Our support team is here for you. Let us know what you need help with and we will take care of you.

Apply online by clicking <http://www.shiftgig.com/job/chicago/il/dishwasher-job-openings-at-bullpen-8353667>

Receptionist

West Suburban Medical Center, Oak Park, IL

Department: GI Lab

Schedule: Registry

Shift: Days

Job Details: Responsible for greeting and directing visitors and patients in a congenial and professional manner, providing a broad scope of information, and referring inquiries of visitors and staff to appropriate resources. High School graduate. Pleasant manner, ready smile, be a good listener, exercise on-the-spot judgment when necessary.

Apply online by clicking

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=192836

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Medical Assistant I (Non-Cert)

MacNeal Hospital, Berwyn, IL

Department: Family Practice/Residency Training Program

Schedule: Full Time

Shift: Day/PM rotation

Hours: morning and evening rotation, and Saturday day shift

Job Details: Reporting to the Manager of Family Medicine Center, assists physicians in the Family Medicine Center by preparing patients for treatment, taking patient medical history, running basic laboratory tests, assisting during patient treatments and providing basic patient instructions. Performs a variety of clerical duties.

JOB SPECIFICATIONS: Successful completion of a Medical Assistant program.

One (1) to three (3) years experience as a Medical Assistant is highly desirable.

Pediatric and OB outpatient experience preferred. Current CPR certification.

Apply online by clicking

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=667493

Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online by clicking

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift.

Assigns work to employees utilizing Oracle.

Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance.

Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals.

Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Supervisory experience in preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online by clicking

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=476

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Lot and Freight (Operations) Associates

The Home Depot - Aurora, IL

Salary: Competitive

Minimum Education: High School Diploma

Job Number 182301488

Job Description

OPPORTUNITY

Can do attitudes. Do-it-yourself Success.

Are you committed to providing impeccable customer service? Do you rise to the challenge of solving a tough problem? Do you love to learn? If so, we want to hear from YOU.

The Home Depot has great opportunities available now. We're currently hiring Part-Time Associates. For over 30 years, the orange apron has been a symbol of knowledge, dependability, and the level of service that customers can trust.

One of the many values our associates share is genuine respect for one another. Our associates are encouraged to express themselves as individuals and apply their own experiences to better serve our customers.

There's nothing quite like using your skills and expertise to help someone bring their vision to life. Do you have what it takes to wear the orange apron?

Part-Time opportunities available now for:

Freight (Operations) Associates

Lot (Operations) Associates

The Home Depot is an Equal Opportunity/M/F/Vet/Disabled Employer. Available positions may vary by location. Bilingual candidates are encouraged to apply.

Apply online now by clicking <http://www.beyond.com/jobs/lot-and-freight-operations-associates-aurora-il-182301488-job.html>

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Customer Service Associate

Bullpen

225 W. Hubbard Suite 302 Chicago, IL

Job ID: 8197237

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: 35k-40k

Experience: 3-6 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

Job Description: This position is temp-to-hire. For the first 8 weeks, employee will receive an hourly rate (around \$15/hr). Upon completing these 8 weeks, they will be eligible for a FT position with the potential to move into a Supervisor role.

* Candidate will begin work at the Chicago Executive Airport in Wheeling, IL immediately. Our offices will then be relocated to DT Chicago in late September. A car or reliable transportation is required. *

Job Description: We are looking for someone with the right attitude first and foremost-- upbeat, energetic, and professional demeanor. Someone who is team-oriented, pays attention to detail, and responsive with respect to customer desires.

Requirements:

- * Reliable transportation to Wheeling and Downtown Chicago
- * 3-5 years of experience in Customer Service
- * Telephone or inside sales experience is a plus
- * Event planning is a plus
- * Experience selling or servicing customers with top notch phone presentation skills
- * Available and willing to work nights/weekends
- * Ability to upsell and accommodate customers with given list of services
- * Ability to multi-task and work well under pressure
- * Ability to work effectively in both a team AND autonomous role

Attitude:

- * Entrepreneurial spirit - high interest and energy in working for a Chicago startup
- * Adaptive, and responsive to high-pressured situations
- * Extremely personable and passionate
- * Punctual, patient, and effective communicator over the phone and in person
- * Must possess a positive and optimistic attitude in every interaction with the customer

Apply online by clicking <http://www.shiftgig.com/job/chicago/il/customer-service-representative-job-openings-at-bullpen-8197237>

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Job Title: Dental Assistant, Part Time
Department: MSP Craniofacial Center
Shift: 1st
Full/Part: Type 2 (40-64 Hrs/PP)
Specialty: Plastic and Reconstructive Surgery
Job Number: 2014-1503

Position Responsibilities:

Assumes key leadership role in billing and collection concerns and is the point person for staff member for billing/collections issues.

Troubleshoots with insurance companies and patients regarding outstanding accounts, collects and enters insurance and patient payments.

Produces and analyzes monthly reports related to billing and collections.

Provides front desk support including answering calls, greeting patients schedules patient appointments and provides strong customer service.

Registers and maintains patient data

Assists in the orthodontic area. This includes taking records, bands, bonding, monthly maintenance, appliance removal, cleaning and sterilization, tooth and appliance care and laboratory task s

Position Qualifications Include:

1-3 years of billing and office experience

Medical billing and insurance knowledge

Formal dental/orthodontic training

Ability to work a part time schedule

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Job Title: Mental Health Worker-Mood Disorders Unit (part time days)

Department: JRB 8 NORTH

Shift: 1st

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

Specialty: Adult Psychiatry

Job Number: 2013-1738

Job Description:

Looking to bring your interest in Adult Psych to a leading academic medical center? If so, you may be the right candidate for our part-time days Mental Health Worker!

Position Highlights:

Unit is an intensive therapeutic environment devoted to acutely ill adult patients with mood disorders

Position is part time (40 hours/payperiod) day shift

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the assessment & treatment of patients, and participate in group sessions.

Duties include taking vital signs, bathing patients, and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications Include:

Bachelors degree in behavioral sciences or related field

At least one year of experience with chronically ill psychiatric patients preferred.

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

Apply online by clicking

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140821091135&

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School Clerk Assistant (School Office Services)(Job Number: P012886)

Description

CLASS TITLE: School Security Assistant

CHARACTERISTICS OF THE CLASS: Under supervision of the school principal, maintains security in and around a school and school grounds; and performs related duties as required.

ESSENTIAL FUNCTIONS: Conducts surveillance throughout school to prevent vandalism and damage to school property and equipment; monitors halls during school hours to maintain order and prevent loitering; patrols playground area and school grounds and monitors school parking lot to ensure safety and security of students and staff and prevent trespassing, vandalism, and loitering; reports acts of trespassing, vandalism, loitering, and any other security violation to supervisory staff; checks doors and windows to ensure they are properly secured; monitors school entrances to prevent unauthorized entry to building; patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism; directs visitors to appropriate areas of the school.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent), supplemented by one year of security or watchman experience; or an equivalent combination of training and experience. Completion of security courses is highly desirable.

Knowledge, Abilities, and Skill. Knowledge of the basic methods and techniques of providing building, equipment and site safety and security.

Ability to exercise good judgment when responding to security violations and emergency situations, ability to exercise tact and courtesy when interacting with the public.

Good human relations and interpersonal skills, good oral communication skills.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Log on to www.cps.ecu & click careers

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School Security Officer(Job Number: 14000115)

Description

CLASS TITLE: School Security Officer

CHARACTERISTICS OF THE CLASS: Under supervision, performs routine security functions to ensure the protection of property and the safety of students and staff at an assigned school; and performs related duties as required.

ESSENTIAL FUNCTIONS: Observes playground area and school grounds and monitors school parking lot to ensure safety and security of students and staff and prevent trespassing, vandalism, and loitering; reports acts of trespassing, vandalism, and loitering to supervisory staff; checks doors and windows to ensure they are properly secured; monitors school entrances to prevent unauthorized entry to building; patrols hallways and lavatories within building to ensure only authorized persons are allowed access and to prevent vandalism; monitors lunchroom areas to maintain order among students and to prevent vandalism; may assist in the supervision of students on school busses and in school in order to maintain discipline and order.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent). Previous work experience in safety and security is highly desirable.

Knowledge, Abilities, and Skill. Knowledge of basic methods of providing site security and safety, knowledge of basic safety rules and procedures.

Ability to exercise good judgment when responding to safety and security violations and emergencies, ability to work with school-aged children in enforcing safety and security rules and procedures, ability to follow written and oral instructions.

Good oral communication skills, good human relations and interpersonal skills.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

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Job Title: Nursing Assistant 2 (Orthopedics 13 East Tower)

Department: 13 East Tower - Orthopedics

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Specialty: Orthopedic Nursing

Job Number: 2014-1625

Job Description:

Are you a Baccalaureate or Masters Entry Level Student Nurse passionate about bringing your talents to an Orthopedic unit at a leading academic medical center? If so, you are the right candidate for our Orthopedic Nursing Assistant II position!

Position Highlights:

Flexible opportunity for a student nurse to provide patient care under the supervision of an RN in an acute surgical setting.

13 East Tower is a busy 37-bed surgical orthopedic unit located in our new hospital.

Wonderful opportunity to gain experience to increase clinical confidence.

Rotating shifts; restricted part time

Orientations provided

Position Responsibilities:

Under the direction of an RN participates in the implementation of individualized plans of care

Assists patients in activities of daily living

Performs routine procedures, treatments and specimen collections as appropriate.

Position Qualifications Include:

Must be currently enrolled in an accredited Baccalaureate or Masters Entry level school of nursing with passing grades in all courses.

Completion of a Foundations in Nursing course which includes med/surg skills

Graduation date Fall 2015 or later strongly preferred

CPR certification

Must be able to work throughout the year including some weekends, summer and holiday breaks.

Apply online by clicking

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140821091214&

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Harry Caray's Italian Steakhouse in Rosemont seeks FOH/BOH staff!

Harry Caray's Italian Steakhouse
10233 W Higgins Rd Rosemont, IL
River North, Near North Side
Job ID: 8285093
Job Type: Full Time
Shift Type: Morning, Afternoon, Night
Compensation: competitive
Experience: 1-3 Years

Job Description: Harry Caray's Restaurant Group is GROWING and has great opportunities for friendly, energetic, highly-motivated individuals who thrive in a fast-paced, team-oriented environment.

Harry Caray's Italian Steakhouse in Rosemont, Illinois is currently seeking:

- Hosts
- Servers
- Bartenders
- Bussers
- AM/PM Cooks
- Dishwashers

We are seeking experienced (1-3 years), positive, motivated individuals, who are willing to work hard, can handle volume, have a team-oriented attitude and can manage multiple tasks on top of giving great customer service to all guests.

This location calls for strong FOH and BOH individuals with confidence looking to provide a great experience to every guest and are willing to engage with guests in order to enhance their experience. Open availability (combination of days, nights and weekends) is strongly preferred.

Harry Caray's Italian Steakhouse Rosemont
10233 W Higgins Rd., Rosemont, IL 60018 (inside the Holiday Inn & Suites Hotel)

HCRG also operates Harry Caray's at Midway Airport, the airport's flagship restaurant. HCRG's offsite catering company, Harry Caray's Catering & Events, caters many of Chicagoland's premier landmarks including the Chicago Park District, Harold Washington Library and Garfield Park Conservatory. Named as one of the Top 75 Multi-concept Operators in the Country by Restaurants and Institutions Magazine, HCRG continues to expand its ventures.

For more information, call (773) HOLY-COW or visit www.harrycarays.com. EOE

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Job Title: Patient Access Supervisor - Rush Oak Park Hospital

Department: Admitting Department

Shift: 1st

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

Specialty: Patient Access

Job Number: 2014-1614

Job Description:

Rush's Patient Access Department is looking for an experienced Patient Access Supervisor for our Rush Oak Park Hospital location to be responsible for facilitating the daily operations of the registration/admitting area. These activities include assigning work duties for efficient registration of patients, maintaining employee's schedule, weekly/monthly/annual employee monitoring and reviews, responding to internal and external customer's inquiries and concerns, and identifying and participating in departmental process improvements.

Position Highlights:

Efficiently directs and coordinates the daily activities of the Patient Access Coordinators. Effectively collaborates with subordinates, supervisors, internal and external customers to achieve departmental and medical center goals.

Recognizes process problems and assists in developing collaborative approaches to resolve the problematic issues. In doing so, identifies opportunities for process improvements and ways to implement improvements.

Position Qualifications Include:

High school diploma/GED required.

A minimum of three years supervisory experience in a healthcare-related field, i.e. hospital, physician practice or clinic.

Demonstrates a comprehensive understanding of the functions of Patient Access within the healthcare field.

Ability to effectively communicate both verbally and written to subordinates, superiors and customers which would be expressed in a variety of ways, i.e. writing memos, writing the draft of a policy and procedure, conducting staff meetings (with a written agenda and minutes), responding to internal customers inquiries and responding to patient's concerns.

Apply online by clicking

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Job Title: Transport Specialist - 1st Shift

Department: Hospital Transport

Shift: 1st

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

Job Number: 2014-1559

Job Description:

H.E.L.P. Union Vacancy Announcement

Patient Transport Specialist - Hospital Transport Department

This is a first shift part time position.

Position Highlights:

This individual will be responsible for transporting patients to designated areas throughout the Medical Center.

Position Qualifications:

Must have high school diploma or GED

Able to lift 50 or more pounds

Excellent patient contact/customer skills

Able to follow verbal and written instructions.

Physically able to walk majority of work day, transporting patients on stretcher/wheelchair.

Must be able to walk at a fast pace and sometimes run, in a life and death situation.

Must have a minimum of 1 year experience working in a hospital transport setting or equivalent experience.

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 by clicking

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 08/26/14 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 3

Plan/BU: RC009

Bid ID#: EMHC-14-2106

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Nurse Manager, performs routine housekeeping duties and assists/performs personal laundry for patients on a residential unit in the Community Psychiatric Service Program of Elgin Mental Health Center.

Minimum Requirements:

Requires working knowledge of facility support areas such as laundry, housekeeping, dietary, or grounds maintenance, including working knowledge of routine tasks; skill in operation of machinery and equipment and ability to properly interact with patients normally present in work areas.

Work Hours & Location/Agency Contact: Shift: 0730-1530

Location: Elgin Mental Health Center - Community Psychiatric Services, Brunk, Hinton and Jenks Unit

Contact Information:

Elgin Mental Health Center
Attn: Human Resource Office
750 S State St.
Elgin, IL 60123
Fax: 847-429-4933

How to Apply:

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

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Job Title: Administrative Assistant II - Opt K1

Agency: Revenue

Closing Date/Time: Tue. 09/02/14 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: DOR 9660

Minimum Requirements:

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

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

Work Location: Illinois Department of Revenue

Audit Bureau/Criminal Investigations Division

100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

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 K1 - Dept Revenue

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Job Title: Assistant Chief Financial Officer

Agency: Illinois Health Information Exchange

Closing Date/Time: Wed. 09/17/14 5:00 PM Central Time

Salary: \$70,000.00 - \$85,000.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: HIE 9703

THE SALARY RANGE FOR THIS POSITION IS \$70,000 TO \$85,000.

The Assistant Chief Financial Officer (CFO) reports to the Executive Director of the ILHIE Authority and shall share responsibilities for the Fiscal Operation of the Authority. The Assistant CFO will assist in developing and implementing both administrative and programmatic policies for the Authority's budget, and fiscal functions. The Assistant CFO must possess an ability to handle multiple priorities in a dynamic, entrepreneurial environment. The Assistant CFO will also help supervise professional and technical staff in financial management, accounting, budgeting, auditing, purchasing, and grants administration. The Assistant CFO will help formulate goals and policies related to the Fiscal operation of the Authority.

Minimum Requirements: Bachelor's degree in accounting or finance required. Minimum five years experience in a fiscal or budgeting function. Professional certification such as Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred, but not required. Requires strong financial modeling and ability to develop and propose alternative fee schedules. Requires effective verbal and written communication skills. Strong presentation and public speaking skills are preferred. Experience in government accounting and auditing is preferred. Prefers experience with ROI calculations for health IT services or products. Prefers supervisory experience.

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

Work Location: IL Health Information Exchange Authority

100 W. Randolph St.- James R. Thompson Center Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

FAX: 217-782-9925 / Phone: 217-524-3954

How to Apply: This position is not covered by the CMS Examining and Counseling testing procedures. All interested applicants are to submit a CMS-100 application, college transcripts, and any other pertinent information directly to the Agency Contact above by the close of the posting period.

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Job Title: Administrative Assistant 2

Department: Philanthropy

Shift: 1st

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

Specialty: Fundraising

Job Number: 2014-1657

Job Description: Rush University Medical Center seeks an exemplary and experienced Administrative Assistant to join our Philanthropy Department!

Position Highlights: The position serves as the administrative assistant for the Major Gifts and Prospect Management team. Provides administrative and project related support to the Major Gifts officers in their work in major gift fund-raising. In this role, the individual will have regular interaction with Rush senior leadership, as well as Trustees and other leadership volunteers and donors to Rush. The individual will handle project management; have a high level of organization and interpersonal skills, and have advanced computer skills. The individual will exercise independent judgment and absolute discretion on a daily and ongoing basis, and will be familiar with department and Medical Center goals, standards, policies and procedures. The individual will be professional in their work, maintaining excellent communication and working relationships with all individuals inside and outside the organization. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include: Some college level required. Bachelor's degree is preferred. At least three years of administrative experience. Ability to effectively and accurately manage multiple schedules. Ability to establish and maintain effective working relationships. Ability to independently prioritize workload, meet deadlines, and work effectively in a fast paced environment with multiple demands. Thorough understanding of database programs with the skill to segment data for productivity analysis. Excellent communication, organizational, and interpersonal skills. Pleasant phone manner and excellent interpersonal skills when dealing with colleagues, supervisors volunteers, and donors is essential

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 by clicking

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