



## **Data Entry Clerk**

FCi Federal - Chicago, IL

Provide data entry support to the contract.

Essential Duties and Responsibilities (Day to day functions): The DEC enters information from DHS source documents into various automated systems using formatted input screens such as CIS and NFTS. Source information includes applications, petitions, forms, supplemental documentation, DHS decisions, and other documents. Data Entry Clerks modify, update, and correct data contained in automated systems. Data Entry Clerks must be able to push, pull, reach, stoop and/or bend and lift up to 45 pounds repetitively at times. The Data Entry Clerk may be cross trained to perform as a Mail Clerk, File Clerk, and/or a General Office Worker.

### Additional Duties and Responsibilities:

Accomplishes all tasks as appropriately assigned or requested

### Minimum Experience, Education and Licensure:

High School Diploma or equivalent; U.S. Citizenship

Should have at least one year's work experience preferably in an administrative or customer service field. The DEC must be computer literate, be able to enter data at a reasonable rate, express or exchange ideas by the spoken word, and sit or stand for long periods of time. Must qualify for a USCIS security clearance.

Computer skills required: Computer literate, data entry skills preferred

### Minimum Knowledge, Skills and Abilities:

Ability to work effectively and efficiently in a team environment and relate well to others. Ability to show initiative and commitment to the company's goals

Ability to readily adapt to changing requirements. Strong commitment to performing and producing at the highest level of quality at all times. Ability to manage individual workflow effectively and improve processes when necessary. Ability to communicate clearly and effectively with coworkers both in written and verbal communications.

Positive attitude focused on customer satisfaction

FCi Federal is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability. We maintain a drug-free workplace and perform substance abuse testing.

Apply online by clicking this link

[http://www.indeed.com/viewjob?jk=368b9bb07baf9d85&q=Data+Entry&l=Chicago,+il&from=ifa&utm\\_source=publisher&utm\\_medium=cpc&utm\\_campaign=de\\_noemail](http://www.indeed.com/viewjob?jk=368b9bb07baf9d85&q=Data+Entry&l=Chicago,+il&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_noemail)

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### **Data Entry Operator**

Job Number: 176815118

Company Name: Kforce

Location: Chicago, IL

Career Focus: Clerical & Administrative

Kforce is seeking a Level-IV Data Entry Operator for a Chicago, Illinois (IL) client. This is a great opportunity but a temporary position with this company.

#### Duties:

- \* Perform numeric and alphanumeric data entry functions from multiple document sources
- \* Operate a data entry terminal with speed and accuracy for a variety of data processing applications in a high volume operation
- \* Maintain filing systems and departmental records
- \* Perform other general clerical functions as required
- \* Possess the ability to key with 99% or better overall accuracy rate
- \* Process a high volume of data in a timely manner
- \* Must be detail oriented \* Must possess basic reading, writing, and mathematical skills
- \* Excel, working knowledge and use of formulas is required
- \* Any relevant education and/or training will be considered a plus

\*Req Number:\* 1348760-NRC

\*Date:\* 2014-07-24 12:23:37

\*City:\* Chicago \*State:\* IL

\*Country:\* US

\*Postal Code:\* 60603

\*Industry:\* Professional Administrative

\*Category:\* Data Entry/Order Processing

Apply online by clicking this link <http://www.beyond.com/jobs/job-search.asp?id=176815118&aff=3089C0C6-C6FE-40E5-A1F2-26E2702F3C8F&reg=3#>

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### **Patient Registration Rep**

Job Number: 180985826

Company Name: Lake Forest Hospital

Location: Chicago, IL

Career Focus: Clerical & Administrative

**QUALIFICATIONS:** Required, High school diploma. Minimum of one year experience in customer service or patient relations. Excellent interpersonal verbal communication skills. Excellent problem solving skills. Computer data-entry/typing experience. Desired, Degree or additional training in business, communication or healthcare. Experience in a healthcare setting. Knowledge of patient registration/ scheduling / billing systems. Experience with automated patient scheduling. Bilingual language skills. CHCertification Desired

**ESSENTIAL FUNCTIONS:** Greets and establishes positive first impressions with department patients, establishing a role as patient advocate, in accordance with Patients First service standards. Schedules studies for patients who walk-in but can not be immediately accommodated within the schedule. Obtains and verifies patient demographics, clinical data/orders, and financial and insurance information. Educates patients regarding hospital policies, procedures, expectations, and financial liabilities. Obtains, interprets, and documents all pertinent financial and insurance information regarding eligibility, verification, pre-certification and authorization requirements, and co-payments. Determines and assigns company/plan codes and completes assignment of payor priorities. Requests, accepts, and posts payments for services. Secures and balances collection of assigned bank; prepares and submits deposits. Encourages teamwork through interdepartmental communication. Identifies potential problems and notifies the manager. Organizes paperwork for patients by gathering the necessary materials and monitoring progress. As needed, guides patients to the changing rooms, identifies and communicates any special needs, demonstrates locker functionality and monitors patients while they wait for their service. Enters diagnostic and testing department orders within the NMH computer systems. Interacts with various hospital departments and physicians offices to effectively direct patients through the NMH system in a patient/customer-friendly manner. Identifies and minimizes financial risk to the Hospital. Promotes accuracy and timeliness of data processing. Maintains customer service objectives. Performs other duties as assigned.

Shift Select All Expertise Non-Clinical-Administrative Education High School Diploma / General Equivalent Hours Select All Work Location Chicago ? Lakeview, Chicago ? Main Campus, Chicago ? Bucktown Work Experience 1-3 .

Apply online by clicking this link <http://www.beyond.com/jobs/job-search.asp?id=180985826&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B&reg=3#>

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### **Scheduling Clerk**

Job Number: 178651205

Company Name: Chartis Insurance

Location: Chicago, IL

Career Focus: Clerical & Administrative

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO: \* Make outgoing calls to schedule appointments with current clients for financial advisors. \* Meet call and appointment scheduling goals. \* Complete Marketing task which includes but not limited to (sorting, making copies, putting together Marketing projects, Mail Merges, running postage machine & shipping UPS). \* Partner with Marketing to ensure all Marketing tasks are completed. \* Work with MS Office – data entry, misc. clerical duties. Hours: 20 hours per week. Monday – Thursday 2pm- 7:00 pm (hours can vary slightly) Office Location: 125 South Wacker Drive, Ste 1900. Chicago, IL 60606

Position Requirements SCHEDULING CLERK JOB REQUIREMENTS: × Effective communication and interpersonal skills. × Independent judgment required to manage multiple tasks and deadlines in a detailed, organized manner with minimal supervision. × Strong attention to detail × Must be familiar with MS office suite. × Proficiency in the use of desktop applications. × Self-starter, must be able to follow through on projects. × Strong phone communication skills required. × Willingness to support other regional office positions as needed. × High School Diploma or GED × 6 months customer service experience in an office environment × Pass pre-employment credit, background check (no criminal convictions) and drug screen About Us American International Group, Inc. (AIG) is a leading international insurance organization serving customers in more than 130 countries and jurisdictions. AIG companies serve commercial, institutional, and individual customers through one of the most extensive worldwide property-casualty networks of any insurer. In addition, AIG companies are leading providers of life insurance and retirement services in the United States. AIG Property Casualty is a global market leader, one of the few truly global property casualty franchises. AIG Life and Retirement is one of the largest life insurance organizations in the U.S., and provides protection, investment and income solutions needed for financial and retirement security. United Guaranty Corporation is the marketplace leader in mortgage insurance in the U.S.

\*Job ID #:\* 107152 \*Employment Type:\* Part Time - Permanent \*Location(s):\* IL-Chicago \*Education Preferred:\* High School Diploma \*Business Unit:\* AIG Life and Retirement \*Relocation Provided:\* No \*Functional Area:\* Administration/Office Services \*Travel Percentage:\* 0%

Apply online by clicking this link <http://www.beyond.com/jobs/job-search.asp?id=178651205&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B&reg=3#>

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## **Receptionist/Office Assistant**

Tracking Code 292092-834

CohnReznick

Firm Administration

### Scope

We have an immediate opening for a Receptionist/Office Assistant. You will provide receptionist duties for the entire office served. This role is critical to the success of our client service delivery. You will often times be the first point of contact for external clients, candidates, vendors, and internal colleagues.

Responsibilities will include, but not be limited to:

Answering a multi-line phone system, routing calls, taking messages and executing upon their delivery. Greeting clients, candidates, and vendors.

Serving as a floater , providing general administrative support to a diversified internal client base (this may include typing, filing, document compilation, data entry, etc.)

Managing incoming and outgoing mail. Reviewing and mailing final invoices

Preparing daily deposits

### Required Skills

Essential Experience (special skills and experience, licenses, certifications, and education)

Minimum 1+ years of receptionist or administrative experience; previous experience in a professional services firm ideal

Demonstrated experience working a multi-line phone system

Strong verbal communication skills, pleasant and professional

Strong professional image and demeanor

Basic computer skills in MS Word, MS Excel and MS Outlook

Demonstrated customer focus

Ability to work in a fast-paced environment

Demonstrated team player with a positive attitude!

### Job Location

Chicago, Illinois, United States

Position Type

Full-Time/Regular

Apply online by clicking this link

<http://www.beyond.com/job.asp?id=177551162&aff=F6C5C5E7-7DE2-4969-AB18-B53916CD0B2B>

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**WARD CLERK - CRITICAL CARE - STROGER HOSPITAL**

**SHIFT: 11:00 PM - 7:00 AM**

Job Number: 00116385

Job Posting: Aug 27, 2014, 10:11:28 AM Closing Date: Sep 10, 2014, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M.

Collective Bargaining Unit: SEIU Local 73SEIU 73

Posting Salary: STARTING SALARY \$15.66

Organization: Health and Hospital Systems

**JOB SUMMARY:**

A Ward Clerk is an assistant who provides clerical support to the health care team, patient, family and visitors of John H. Stroger Jr. Hospital. He/She contributes to the operation which enhances the efficiency and communications of the unit. Also, he/she promotes a positive customer – focused environment.

**MINIMUM QUALIFICATIONS:** •Must possess a High school diploma or GED equivalent. (Must provide proof at time of interview). •Must possess a least one (1) year of clerical experience •Must be able to type 25 wpm. (Typing test will be given at time of interview). •Must be proficient with Microsoft products.

**PREFERRED QUALIFICATIONS:** •Bilingual in English/Spanish. •Knowledge of medical terminology. •Previous experience working in a hospital or a medical clinic.

**BENEFITS PACKAGE** •Medical, Dental, and Vision Coverage •Basic Term Life Insurance  
•Pension Plan and Deferred Compensation Program  
•Employee Assistance Program •Paid Holidays, Vacation, and Sick Time  
•You may also qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link: <http://www.cookcountyrisk.com/>

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.  
Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter.

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**MEDICAL ASSISTANT – CORE CENTER - SHIFT: DAYS ROTATE**

Job Number: 00115764

Job Posting: Aug 22, 2014, 11:57:29 AM Closing Date: Sep 5, 2014, 11:59:00 PM

Full-time A.M. P.M.

SEIU Local 20 Health Care Professional

Posting Salary: STARTING SALARY \$ 16.95

Organization: Health and Hospital Systems

**JOB SUMMARY:**

Under the general supervision of licensed clinical personnel, the Medical Assistant (MA) works in cooperation with clinic or facility health care professionals to provide continuity of care to patients. The MA performs clinical duties to support providers, nurses and administrative staff.

**MINIMUM QUALIFICATIONS:**

- Must possess a High school diploma or GED equivalent. (Must provide proof at time of interview).
- Associates degree in Medical Assistance; or equivalent education from a Medical Assistant Program (Must provide Degree or certification at time of interview).
- Must possess a certificate in Medical Assistance through the American Association of Medical Assistance or Certification as a Registered Medical assistant (Must provide certification at time of interview).
- Minimum of One (1) year experience in an ambulatory or physician office setting.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Must possess a current Cardiopulmonary Resuscitation (CPR) certification. (Must provide card at time of interview).
- Must be familiar with Microsoft Word and Excel.
- Must be able to bend, lift, stoop, kneel, pull and push up to 25 lbs.

**PREFERRED QUALIFICATIONS:** •Bilingual in English/Spanish.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter.

**COOK COUNTY HEALTH AND HOSPITALS SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.**

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**ADMINISTRATIVE AIDE (CCU) - CERMAK - SHIFT: 8:30AM - 4:30PM**

Job Number: 00116374

Job Posting: Aug 22, 2014, 9:54:01 AM Closing Date: Sep 5, 2014, 11:59:00 PM

Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Collective Bargaining Unit: SEIU Local 20 Stroger, Cermak Hospitals, Oak Forest

Posting Salary: \$15.404 HOURLY

Organization: Health and Hospital Systems

**JOB SUMMARY**

Under the supervision of the manager/supervisor, the Administrative Aide will be responsible for organizing and maintaining the clerical operations and needs of the unit/division.

The administrative aide functions as the customer service representative to patients, nurses, physicians, correctional officers and other Cermak employees.

Maintains the integrity of the medical records and provides clerical/administrative support tasks for patient care providers. Supports the philosophy, goals and objectives of Cermak and the Patient Care Services Department.

**MINIMUM QUALIFICATIONS**

- High School diploma or G.E.D. Certificate is required. (Must provide proof at time of interview.)

**PREFERRED QUALIFICATIONS**

- Numerical ability to make accurate computations on patient related and unit data.
- Familiarity with a health care setting.
- Thorough knowledge of medical terminology.

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service

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**CORRECTIONAL MEDICAL TECHNICIAN II – PATIENT CARE SERVICES – CERMAK – SHIFT: 7am-3pm**

Job Number: 00116372

Job Posting: Aug 21, 2014, 5:32:43 PM Closing Date: Sep 4, 2014, 11:59:00 PM

Full-time Shift Start Time: 7:00 A.M. Shift End Time: 3:00 P.M.

Collective Bargaining Unit: SEIU Local 73SEIU 73

Posting Salary: \$16.946 - HOURLY

Organization: Health and Hospital Systems

**JOB SUMMARY**

The Correctional Medical Technician II under close supervision performs designated clinical and healthcare provider tasks throughout the Cook County Department of Corrections and the Department of Community Supervision (DSCI) and responds to emergencies as needed. Communicates patient care issues to clinical staff. Delivers over the counter medications and therapeutic packs of prescribed medication to detainees. Observes detainees for health problems and reports clinical information to physician, physician assistant or registered nurse. Perform record keeping according to department policy.

**MINIMUM QUALIFICATIONS**

- High School diploma or G.E.D. certificate is required. (Must provide proof at time of interview.)
- Must be 18 years of age at time of application filing. (Must provide proof at time of interview.)
- Must possess a valid Illinois Driver's License. (Must provide proof at time of interview.)
- Certification in the State of Illinois as an Emergency Medical Technician Basic (EMT-B) is required. (Must provide proof at time of interview.)
- Must possess current CPR certification. (Must provide proof at time of interview.)
- Must possess at least one (1) year of full time work experience as an EMT-B.

**PREFERRED QUALIFICATIONS**

- Ability to lift and transport adult patients
- Ability to walk 1-2 miles

**MUST MEET ALL REQUIRED QUALIFICATIONS AT TIME OF APPLICATION FILING.**

Degrees and transcripts from non-U.S. accredited institutions must be translated and certified to the US equivalent academic credentials by a recognized US education interpreter service.

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**Resource Management Aide - Office Administration**

Requisition ID: 00116347 Organization: Forest Preserve District  
Work Locations: 536 N. Harlem Job Posting: Aug 18, 2014, 12:01:00 AM Closing  
Date: Aug 31, 2014, 11:59:00 PM  
Full-time A.M. P.M.  
Posting Salary: \$12.00 Hourly  
Forest Preserve District of Cook County

**Job Summary**

Under general supervision, assists District field section or office supervisors in performing a wide-range of duties related to wildlife management, fisheries management, trails management, vegetation management or general office. This position is part-time and cannot exceed 25 hours per week.

**Minimum Qualifications**

Must possess a High School Diploma, GED, or higher. Must have completed or be currently enrolled in college level courses in Parks and Recreation, Ecology, Biology, Botany, Zoology or other Natural Science discipline at an accredited college or university. Must be at least eighteen (18) years of age at time of application. Must possess a current valid driver's license. Must be able to work 20-25 hours per week. Must be able to work flexible hours, including weekends and holidays.

**Preferred Qualifications**

Possession of one (1) or more years of professional experience utilizing Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.

Veterans must provide original applicable discharge papers at time of interview.  
PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW.

MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.

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**Job Title: Administrative Assistant I - Opt S3**

Agency: Central Management Services

Closing Date/Time: Mon. 09/08/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CMS 8972

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires extensive knowledge of public and business administrative principles and practices. Requires ability to exercise good judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires extensive knowledge of agency policies and procedures. Requires extensive knowledge of office practice and procedures is desired. Requires valid driver's license and ability to travel.

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

Work Location: Central Management Services

Property Management/Facilities/Chicago/Northern

Chicago Medical Center 2020 W. Roosevelt 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](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 S3 - Dept Central Mgt Service

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**Job Title: Building/Grounds Laborer**

Agency: Central Management Services

Closing Date/Time: Mon. 09/08/14 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: CMS 9520

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision of Facility Supervisor, performs routine cleaning, maintenance and ground maintenance functions for the Department of Central Management Services operated facilities within the Chicago Region - Client Agencies. Travels to various facilities within Chicago area on an as-needed basis.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires elementary knowledge of the use and care of janitorial cleaning equipment and buildings and ground equipment. Requires elementary knowledge of building/grounds maintenance and cleaning methods. Requires ability to follow simple oral and written instructions. Requires a valid, appropriate driver's license and the ability to travel. Requires ability to lift 75 lbs.

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

Work Location: Central Management Services

Property Management/Facilities Chicago/Northern/Chicago B

831 W. 119th Street 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## **PARALEGAL (BUREAU OF HUMAN RESOURCES)**

Requisition ID: 00116342

Job Posting: Aug 18, 2014, 3:36:33 PM Closing Date: Aug 31, 2014, 11:59:00 PM  
Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$2,149.68 Biweekly

Organization: Offices Under the President

**Minimum Qualifications** • Graduation from an accredited college or university with a Bachelor's degree is required. (Must provide original college/university transcript at time of interview)\* • Successful completion of a certified paralegal training program accredited by the American Bar Association is required. (Must provide proof at time of interview)\* • Two (2) years of full-time work experience as a Paralegal is required.

\*Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada, must be credentialed by either the World Education Services (WES) or Educational Credential Evaluators (ECE). Original credentialing documents must be presented at time of interview.

**Knowledge, Skills, Abilities and Other Characteristics:** Knowledge of or ability to quickly and effectively grasp and utilize County policies, protocols and technical vernacular used throughout each union labor agreement for the County. Excellent oral communication and writing skills. Ability to clearly articulate through written documents concise analysis of assigned case material. Knowledge of labor and employment law. Ability to communicate effectively with tact and courtesy and to conduct oneself in a professional manner. Ability to gather information from others and make inquiries; ability to convey information and explain or describe County policy and procedure to others in person or by telephone. Ability to work independently. Must be detail-oriented, able to multi-task and have strong organizational skills.

**VETERAN'S PREFERENCE:** When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must: • MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION. • IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION "Are you a military veteran?" • ATTACH A COPY OF THEIR DD 214, DD215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911). VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW. COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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### **Full Time - Warehouse Clerk - Chicago, Illinois**

Location: Chicago, Illinois

Posted By: Staff Recruiters

Salary/Wage: 13 Per Hour

Post date: Wednesday August 27th

Our client located in Chicago, Illinois, is looking for a full time Warehouse Clerk, whose general job description includes being responsible for the appropriate stock detail of the inventory by managing records of all stored, received and distributed items.

#### **JOB DESCRIPTION:**

1. Checking the daily mail orders, work orders, customer orders and shipment orders to decide on the day's plan of how to ensure the removal of merchandises or supplies for delivery/distribution/shipment.
2. Preparing the loading and unloading of trucks with stock materials with proper record keeping matching the requisition orders.
3. Align all shipments to be stored in an orderly manner and in selected places to avoid mix-ups.
4. Keep records of every inbound and outbound shipments or deliveries to match the inventory balance at the end of the day.
5. Also ensure that the inventory is properly managed by following the company SOPs, policies and other industrial benchmarks.
6. Ensure that the inventories are stacked in such a way so that they do not get damaged.
7. Keep check on the shelf life and expiry dates of stored items, take proper steps to remove expired/damaged goods and arrange to update the stock with fresh goods.
8. Work with bar-code scanners, labeling machines or manual ledgers for identifying and marking stock supplies.
9. Adjust any errors in stock balance.
10. Do periodic reporting on inventory and price balances.
11. Assist warehouse colleagues in uploading/downloading shipments, use fork-lifts.
12. Keep an eye on complete and proper paperwork while releasing/receiving goods for the warehouse.
13. Ensure maximum space utilization by keeping the stocking areas organized and room for transport carts/vehicles to move around.
14. Perform any other designated tasks assigned by the supervisors.

#### **THINGS TO BE NOTED:**

For the job, we are looking for high school graduates with basic computer and computing skills. In addition, the applicants must be fit to perform the physically demanding job. The job also requires having excellent record keeping and organizing skills apart from being detail oriented. Necessary training on warehouse task handling and related tools i.e. bar-code scanner, labeling machines etc. will be provided by us. Drug and background check is strictly required.

Apply online by clicking this link

<http://www.joboffersworld.com/apply/job.php?listing=ODQ1MjU%3D&stat1=indeed>

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**Job Title: Physician Specialist - Option A - Opt 06**

Agency: Human Services

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

Salary: \$12,177.00 - \$17,375.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC063

Bid ID#: 10-72-84788

Description of Duties/Essential Functions Benefits Supplemental Questions  
Ludeman Center is a 24 hour/7days per week residential facility located on a 60 acre campus with 42 residential homes housing approximately 406 people with developmental disabilities. Under administrative direction of the Unit Director performs general medical examinations to approximately 150 persons with developmental disabilities living on a residential unit. Provides diagnostic and treatment services; provides Center-Wide consultation in the specialty of Internal Medicine to medical staff; provides in-service training to other staff; and serves as an intermediary and advocate for individuals during community-based consultations, treatment, and outpatient care.

Minimum Requirements: Requires license to practice medicine in Illinois and completion of an approved residency in Internal Medicine. Requires ability to communicate in both written and verbal formats.

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

WORK HOURS 8:00 A.M. - 4:30 P.M. Rotate On-call status One late day a week

WORK LOCATION Ludeman Center 114 North Orchard Drive Park Forest, Illinois 60466

Agency Contact: Alice M. Chambers /Human Resources Representative

Building # 60 Ludeman Center 114 North Orchard Drive

Park Forest, Illinois 60466 Voice: 708.283.3015 TTY: 708.283.3060

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 06 - Internal Medicine**

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**Job Title: Licensed Practical Nurse I**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**How to Apply:**

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

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## **APPLICATION SPECIALIST**

Facility Presence Health - Corporate Office

Department HEALTHLINK IT LABOR

Schedule Full-time

Shift Day shift

Hours 8 a.m. - 5 p.m.

Location Chicago, IL

Req Number 129799

### Job Details

SR. Application Specialist - Inpatient Clinical Documentation Analyst.

This Information Services position provides application support for assigned computer applications or designated user groups to meet information services needs. May be assigned to supporting existing applications, could be assigned as a team member in support of one or more projects for system implementation or upgrade, or could be assigned to a mixture of both. Adheres to the standards, policies, procedures, protocols and objectives supplied by Presence Health. Is actively developing expertise in one or more applications or technologies. Bachelors degree in Computer Science, Math, Finance, Education or Business Administration or equivalent experience.

### Requirements:

Certification in Epic Inpatient Clinical Documentation preferred, but not required.

Individual must become certified in Epic Inpatient Clinical Documentation within first 90 days of employment.

Prior experience implementing and supporting inpatient clinical documentation software solutions in a multi-facility organization.

Able to document current and future-state workflows.

Strong experience in creating testing scenarios and application testing, including interfaces and device integration.

Able to develop reporting specifications.

Coordinate software patches and version upgrades with customer departments.

Monitor and resolve post-implementation support tickets, as assigned.

Good analytical and problem solving skills.

Good communication skills, written and verbal.

Holy Family Medical Center Des Plaines, IL 60016

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=150607>

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### **ASSISTANT TEACHER**

Facility Presence Resurrection Medical Center  
Department CHILD CARE CENTER  
Schedule Part-time (benefits eligible)  
Shift Day/PM rotation  
Hours 1:30 p.m.-6:00 p.m.  
Location Chicago, IL  
Req Number 130382

Job Details: Under general supervision, assists the Teacher in planning and implementing a Child Care Program designed for the emotional, social, educational, and physical development of assigned children within the framework of the Child Care Center philosophy and objectives.

#### Requirements:

High School diploma required. 30 semester hours w/ six credits in Early Childhood preferred. Minimum of one year of classroom experience is preferred

EOE of Minorities/Females/Vets/Disability  
Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=640675>

### **CATERING ASSISTANT**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC FOOD & NUTRIT SER  
Schedule Casual/ Part-time (no benefits)  
Shift Rotation  
Hours Rotating  
Location Joliet, IL  
Req Number 129205

SUMMARY: Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.

#### Education and/or Experience

High school diploma or general education degree (GED)  
PREFERRED: 6 months prior food service experience

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Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=766756>

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### **CNA/UNIT SECRETARY**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC MEDICAL/TELE  
Schedule Full-time  
Shift Day shift  
Hours 9a-9:30p  
Location Joliet, IL  
Req Number 129617

### **SUMMARY**

Perform clerical support and patient service functions for the patient care unit under the direct supervision of the Patient Care Manager, Assistant Patient Care Manager, and/or Charge Nurse. Perform environmental control, revenue reconciliation, inventory management, data entry processing, and troubleshooting issues.

Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**  
High school diploma or GED

**Computer Skills**  
Knowledge of Microsoft Word and Excel

**Certificates, Licenses, Registrations**  
Certified Nurse Assistant program certification  
CPR Certification

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=581319>

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## **CODER**

Facility Presence Medical Group - Bolingbrook  
Department PSC REVENUE CYCLE  
Schedule Full-time  
Shift Day shift  
Hours 8am - 4:30 pm; negotiable  
Location Bolingbrook, IL  
Req Number 131354

### Job Details

Will function as a knowledgeable resource in all aspects of coding and be able to effectively instruct office and professional staff in the use of correct CPT or ICD-9 codes. Will help in the audit/review of the office practice clinical record to meet requirements of accrediting agency (AAAHC). Review clinical documentation to determine achievement of quality performance standards, i.e. NCQA.

Help in the ongoing development of a chart audit process to make sure that chart documentation and use of CPT and IDC-9 codes are appropriate.

Serve as a resource to the professional and office staff in the most recent changes in CPT and ICD-9 use.

Presents educational information or material to office staff.

Presents reports to PSC physician and administrative leadership.

Perform chart audits to monitor compliance of documentation to AAAHC accreditation standards to include timeliness, continuity or quality of care.

Identifies problem areas in efficient chart content, layout and design.

Assists in chart audits to help in the review and meeting of quality standards as determined by physician and administrative leadership. Reports any corporate compliance issues.

Currently working with a minimum of 2 consecutive years of hand-on coding and/or auditing experience. Experience working in a large multi specialty physician group highly desired. Surgical coding experience highly desired. Epic or other EMR experience highly desired. Coding certification from AHIMA or AAPC required, (CCS-P or CPC).

Associates Degree Preferred. Looking for someone with excellent oral and written communication skills to interact professionally with physicians and office staff regarding coding and documentation issues as well as when providing guidance and education both verbally and in written form.

EOE of Minorities/Females/Vets/Disability

Apply online by clicking this link

<http://careers.presencehealth.org/jobDescription.cfm?jobId=688393>

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