



Sterile Processing Tech

Date: Aug 19, 2015

Location: Chicago, US, 60622

Company: Presence Health Network

Requisition ID: 1470

Location: Presence St Mary Chicago

Location Address:

2233 W Division Street, Chicago, No Selection 60622 United States (US)

Daily Hours: 8

Standard Hours: 40

Employment Status: Full-time

Employment Type: Regular

Shift: Evening

FLSA: non-exempt

SUMMARY

Under general supervision, performs all duties involving the decontamination, cleaning, assembly and sterilization of surgical instruments, packaging/sterilization of supplies according to established guidelines. Receives, stocks picks and distributes supplies to all requesting PH departments. Distributes, sets up, cleans and sterilizes patient care equipment. Inventories and fills exchange/par, procedure, case and crash carts. Complete required manual functions for reconciliation of SPD supplies.

Business Unit: Corporate (LRHC and LPH)

Department Name: SPD Administration - SMNHC

Nearest Major Market: Chicago

Job Segment: Sterile Processing, Medical Technologist, Patient Care, Healthcare

Apply online at <https://jobs.presencehealth.org/job/Chicago-Sterile-Processing-Tech-IL-60622/288702100/>

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



TITLE: INTERN-(SEASONAL)

Closing Date: 08/31/2015

Administrative/Intern (H)

Date Posted: 8/17/2015

Location: Central Administration - PRESS OFFICE

THIS POSITION IS BUDGETED TO WORK UP TO 20 HOURS PER WEEK.

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES: Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Salary: \$10.00 per hour

Apply online at

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Attendant Part-time (North Region) Job ID: 2264

Closing Date: 09/02/2015

Custodial/Attendant (H)

Date Posted: 8/19/2015

Location: Loyola Park

Region: North

Budget for up to 24 hours per week

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$13.61 per hour

Apply online at

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

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



Attendant Part-time (North Region) Job ID: 2265

Closing Date: 09/02/2015

Custodial/Attendant (H)

Date Posted: 8/19/2015

Location: Gill Park

Region: North

TITLE: ATTENDANT (H)

Budget for up to 28 hours per week

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

Salary: \$13.61 per hour

Apply online at

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

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



Attendant Part-time (Central Region) -YEAR ROUND (REPOST) Job ID: 2271

Closing Date: 09/03/2015

Custodial/Attendant (H)

Date Posted: 8/20/2015

Location: Lafollette Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 20 HOURS PER WEEK.

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

Salary: \$14.13 per hour

Apply online at

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

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



Activities Instructor III Soccer (SEASONAL FALL) Job ID: 2263

Closing Date: 09/01/2015

Seasonal Only

Date Posted: 8/18/2015

Location: COMMUNITY RECREATION

Region: Districtwide

PROGRAM DESCRIPTION: Engages Chicago's youth in fun, spirited activities that develop important life skills and a healthy approach to living. Plans and Implements a set curriculum for instruction of sports. Demonstrate a knowledge of sports. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of equipment and supplies.

EXAMPLES OF DUTIES:

Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of specialized equipment and supplies. Determines tournament eligibility requirements. Establishes schedules for tournaments, leagues and competitions. Enforces and promotes safety guidelines for specialized activities. Adapts programs to reflect differing levels of participant's skill development.

MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree in recreation, leisure studies, physical education or related field, supplemented by five years of instructional, practical or sanctioned competitive experience in a specialty area is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles. Technical knowledge and skill in an area of specialization. Skill in teaching the full range of skills and techniques in an area of specialization. Effective oral and written communication skills. Ability to evaluate skill levels in the specialty area.

Career Service

EEO: Para Professional

EEO: Non-Exempt

SALARY: \$22.32 per hour

Apply online at

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Recreation Leader (Year Round- Part Time) REPOST Job ID: 2276

Closing Date: 09/08/2015

Recreation/Recreation Leader

Date Posted: 8/25/2015

Location: Shedd Park

Region: Central

THIS POSITION IS BUDGETED UP TO 25 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.41 per hour

Apply online at

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

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



MEDICAL LABORATORY TECHNICIAN III - HUB LAB - JOHN H. STROGER HOSPITAL - SHIFT: 3:00 PM - 11:00 PM

Job Number: 00118251

Job Posting: Aug 27, 2015, 12:55:36 PM Closing Date: Sep 10, 2015, 11:59:00 PM

Full-time Shift Start Time: 3:00 P.M. Shift End Time: 11:00 P.M.

Collective Bargaining Unit: SEIU Local 73

Posting Salary: STARTING SALARY \$ 18.149

Organization: Health and Hospital Systems

MINIMUM QUALIFICATIONS

- Must qualify as a Medical Laboratory Technician (as defined by the Illinois Laboratories Code) (must provide proof at time of interview)
- Must possess three (3) years of full-time work experience in a hospital or healthcare setting

PREFERRED QUALIFICATIONS

- Associate's degree
- Medical Laboratory Technician certification from American Society of Clinical Pathologist or other nationally recognized certification

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS

- Skills and knowledge of the concepts, principles, and practices necessary to function effectively as a Medical Laboratory Technician performing responsible tasks in one or more designated areas of clinical labs in the Cook County Healthcare System
- Skills in the performance of routine and stat tests in the sections of Biochemistry, Blood Bank, Hematology, Microbiology and/or elsewhere as may be applicable to area of assignment
- Skills in maintaining records and data through the use of the laboratory information systems
- Skills in analyzing problems, test results, and findings to determine when to apply alternative methods or consult with the Medical Technologists
- Ability to correlate data to ensure validity of findings

VETERANS MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS OR APPLICABLE STATE ID CARD OR DRIVER'S LICENSE AT TIME OF INTERVIEW. 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.

COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at <https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl>

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



Job Title: Administrative Assistant

Agency: Executive Inspector General *
Salary: \$3,166.67 - \$3,500.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 01-310

POSITION SUMMARY: Subject to supervision of the Deputy Inspector General and Chief of the Regional Transit Board Division, serves as Administrative Assistant. The incumbent is responsible for performing a variety of highly professional, administrative, and confidential duties, including preparing correspondence, copying and distributing documents, creating a variety of documents, and providing general office assistance such as file and record maintenance. This position involves working with information of an extremely sensitive and confidential nature.

MINIMUM REQUIREMENTS:

- high school diploma;
- minimum of two years of college or business education;
- prior administrative experience in a public or private organization;
- ability to complete projects with short deadlines;
- ability to balance multiple concurrent priorities;
- strong organizational skills;
- high personal ethical standards due to content of work materials;
- ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street, Suite 3400, Chicago, IL 60602
Division of Human Resources 312.814.1789

How to Apply: Applicants should select the employment tab on our website at www.inspectorgeneral.illinois.gov and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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



Job Title: Child Protection Specialist - Opt SS

Agency: Children & Family Services

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC062

Bid ID#: Chgo 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: 1755 Lake Cook Road, Deerfield, IL 60015 (1)

1701 S. First Ave Maywood, IL 60153 (1)

1911 S. Indiana Chicago, IL 60612 (1)

Contact: Tracey Hardrick

Bureau of Operations, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312-328-2509 Fax: 312-328-2570

Email: Tracey.Hardrick@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 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 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

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Thu. 09/10/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 49-16-0016

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an Associate or Diploma Degree in Nursing and three years of professional nursing experience, or a Bachelor's degree in Nursing and two years of professional nursing experience, or a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires possession of a Valid Driver's License.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30AM - 5:00PM

Office of Health Care Regulations

Division of Health Care Facilities & Programs

122 S. Michigan Ave., Chicago, IL

Agency Contact:

Office of Human Resources

535 W. Jefferson St. 4th fl

Springfield, IL 62761

Phone: 217-785-2031

Fax: 217-785-2038

How to Apply:

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 8N

Agency: Public Health

Closing Date/Time: Thu. 09/10/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 91226

Minimum Requirements:

Requires graduation from an approved nursing education program with an Associate's Degree or a Diploma in nursing plus six years of professional nursing experience, or a Bachelor's Degree in Nursing plus four years of professional nursing experience, or a Master's Degree in Nursing plus two years of professional Nursing experience. Requires licensure as a Registered Nurse in the State of Illinois. Requires thorough knowledge of professional procedures and practices relating to health care and ability to interact with other health care professionals, as well as the public. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires the ability to travel. Requires possession of a valid Illinois drivers license. Prefers working knowledge of Microsoft Office products including Microsoft Word, Excel and Power Point.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30AM - 5:00PM

Office of Health Care Regulations

Division of Health Care Facilities & Programs, 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl., Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

How to Apply:

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

Option 8N - Nurse Registered II

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



Job Title: Rehabilitation Case Coordinator I

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

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

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:

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

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



Job Title: Storekeeper I

Agency: Human Services

Closing Date/Time: Mon. 08/31/15 4:00 PM Central Time

Salary: \$19.72 - \$27.76 hourly

\$3,217.00 - \$4,529.00 monthly

\$38,604.00 - \$54,348.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-67-92870

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year experience in the keeping of stores and stores records. Requires a working knowledge of storeroom and warehouse methods, procedures, inventory record keeping and controls. Requires a working knowledge of transportation agencies, shipment methods and purchase and requisition procedures. Requires ability to determine quality of goods against prescribed specifications. Requires ability to perform arduous labor.

Work Hours & Location/Agency Contact:
HOURS OF WORK: 8:00 a.m. – 4:00 p.m.
Monday – Friday Weekends/Holidays Off
Other days/shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center
134 W. Main Street, Dwight, IL 60420
815-584-3347

For questions, contact Human Resources

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).

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



Bulk Driver

Talent Area : Transportation/Driver
Location : Peoria, IL, USA
Other Location : Bartonville, IL
Requisition Number : HV055612
Full or Part Time : Regular Employee FT

Position Description

Responsible for driving and delivering pre-ordered product to assigned accounts on specified routes. - Check accuracy and stability of the load. - Deliver product to customer. - Operate industrial vehicles and equipment. - Invoice and Collect monies due. - Move, lift and load product and company property. - Secure company assets. - Ensure compliance with regulatory and company policies and procedures. - Settle all accounts daily.

- High school diploma or GED preferred. - 1-3 years of general work experience required. - 1+ years of commercial driving experience preferred. - Prior grocery store and/or consumer products experience a plus. - Customer service experience preferred. - Ability to operate a two or four wheeled hand-truck. - Ability to operate all types of industrial power trucks. - Familiarity with DOT regulations. - Valid Class A Driver's License and driving record within MVR policy guidelines.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

- High school diploma or GED preferred. - 1-3 years of general work experience required. - 1+ years of commercial driving experience preferred. - Prior grocery store and/or consumer products experience a plus. - Customer service experience preferred. - Ability to operate a two or four wheeled hand-truck. - Ability to operate all types of industrial power trucks. - Familiarity with DOT regulations. - Valid Class A Driver's License and driving record within MVR policy guidelines.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-alsip-illinois-job-1-5747290>

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



Warehouse Supervisor - 2nd Shift (Niles, IL)

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00029981

Full or Part Time : Regular Employee FT

Position Description: Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
- Secure company assets. - Manage within labor and OPEX budget.
- High school diploma or GED required. - Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

- High school diploma or GED required.- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required. - Requires experience managing people/budgets. - 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5093830>

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



Electrician

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00036265

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery - Provide preventative maintenance and repairs in maintaining PLC based control systems - Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems - Maintain contact with supervision and co-workers in order to ensure and report progress - Maintain compliance with all company policy and procedure guidelines - Remain aware of and trained on all technical advances within the area of responsibility - Answer and complete service calls in an efficient manner - Utilize proper waste disposal procedures - Assist and support the department in achieving and maintaining budgetary goals - Maintain an accurate log of all parts used and assist in maintaining inventory - Support and assist mechanics with expertise in electrical equipment

- High School diploma or equivalent - 3 - 5 years previous electrical maintenance experience - Ability to read and utilize schematics in equipment repair - Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems - Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems - Ability to plan and prioritize work demands and schedules - Solid PC system skills and ability to use software applications

Coca-Cola Refreshments is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/electrician-niles-illinois-job-1-5677714>

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



General Laborer Seasonal

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00035087

Full or Part Time : Seasonal/Casual FT

Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment
Restock and replenish as appropriate.

Perform general maintenance.
Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.
Perform general warehouse/production/cooler service duties.
Periodic bending, kneeling, lifting of 50+ pounds and climbing.

High School Diploma Preferred.
0 - 1 year of general work experience.

Prior warehouse/production/equipment service experience preferred.
Ability to operate a manual / powered pallet jack or lift product.

Demonstrated attention to detail.
Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply on line at www.cocacola.com

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



Job Title Bus Operator

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Required to be at least 21 years of age. Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES. Must possess a High School diploma or GED equivalent.

PHYSICAL REQUIREMENTS

Required to be standing changing destination and bus numbers, signs, helping people board bus, to walk to relief points, checking bus and sitting while driving bus.

Required to lift, to carry and to push of brake pedal and accelerator, windows and to pull door control latch. Required to climb into vehicle and adjustment of mirrors, to balance, to stoop to adjust driver's seat, to kneel, to crouch and to crawl.

Required to reach accepting and validating transfer cards and fare cards, adjusting mirror, to handle transfer and fare cards; steering wheel, to finger operating fare box, horn, punching transfers, to feel distributing and receiving transfer and fare cards, to talk announcing streets and answering passenger inquiries, to hear listening to traffic sounds, signal requesting stops, emergency vehicles, passenger questions and radio monitor. Required to see near and far watching stopped vehicles, checking passes/cards and general traffic conditions viewing of traffic signals and riding passes.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

Apply online at <https://irecruitment.transitchicago.com/>

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



Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s). The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

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

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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