



**Job Title: Licensed Practical Nurse I- Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Part-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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**Server (Part-Time) Michael Jordan's Steak House - InterContinental Chicago Magnificent Mile**

Company: InterContinental Hotels & Resorts

Employee Type: Part-Time

Location: Chicago, IL

Job Type: Finance, Other

Experience: Not Specified Date

Posted: 7/30/2014

Job: Restaurant -United States

Schedule: Part Time

Job ID: CHI001288-EN

**Essential:**

- Must be able to speak and understand English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to communicate in English with guest.
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.
- Must be TIPS Certified prior to or after hire

**Desirable:**

- Previous job related experience. •Food Hygiene certificate.
- First aid awareness. •Possess a friendly, upbeat & outgoing personality.

**Essential Skills:**

- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.
- Ability to be a clear thinker remains calm and resolves problems using Sound judgment. •Ability to work under pressure.
- Ability to work an 8-hr shift in all types of conditions pertinent to the job.
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

Time frame - Temporary job through September 2014

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Server-Part-Time-Michael-Jordan-s-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3G18W6W1T4XZVJ6G1M/>

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### **Banquet Setup Houseperson Full Time (190267)**

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Finance, Restaurant - Food Service

Experience: Not Specified Date

Posted: 7/30/2014

Job: Conference & Banqueting -United States

Schedule: Full Time

Job ID: R101066-EN

Key responsibilities include the set-up and/or break-down tables, chairs, audio visual equipment and platforms/stages and other equipment as specified by group requirements. You will set-up table linens, skirting and table top items and clean, store, and secure in an organized manner all tables, chairs and audio visual equipment, platforms/stages and other equipment used for banquet functions. This role also maintains cleanliness of banquet rooms, banquet hallways, and storage and service areas. May refresh room during breaks and retrieve clean linen and skirting and stock in storage areas. You may pick-up and deliver all boxes and materials for function and may perform other duties as assigned.

#### **Job Requirements**

General Knowledge of banquet operations is preferred. You may be required to work rotating shifts, including nights, weekends, and/or holidays. This job requires ability to perform the following: handling, carrying or lifting items weighing up to 100 pounds, moving about the function areas, bending, stooping and kneeling.

#### **What Do You Get?**

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Do you see yourself as a Banquet Setup Houseperson? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Banquet-Setup-Houseperson-Full-Time-190267/J3J2X66GHH55F8SYPS7/>

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**Room Attendant - Candlewood Suites - Chicago O'Hare, IL**

Company: Candlewood Suites

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Finance, Customer Service

Experience: Not Specified

Date Posted: 7/25/2014

Job: General Housekeeping -United States

Schedule: Full Time

Job ID: R100860-EN

This position has overall responsibility for cleaning guest rooms and/or suites in a timely and thorough manner to ensure guest satisfaction.

We currently have a Room Attendant position available at our Candlewood Suites Chicago O'Hare property located in Illinois.

In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures. Salary: \$9 - \$10 / Hourly

**Job Requirements**

Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling. In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Room-Attendant-Candlewood-Suites-Chicago-O-Hare-IL/J3H4P86QHRJ4S4F376H/>

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## **RESIDENCE DIRECTOR**

YMCA: The West Cook YMCAs

Location: Oak Park, IL

### **POSITION SUMMARY:**

Under the direction and supervision of the Chief Operations Officer, the Resident Director will oversee the day to day operations of the West Cook YMCA residence.

### **QUALIFICATIONS:**

Bachelor's degree in hotel management, business, social work or related field (or equivalent 10+ years of resident management experience).

A minimum of three years experience in management

Experience in budgeting

Must possess good communication (written and verbal) and computer skills

Ability to work with the general public

Case Management experience a plus

Salary: \$42,000 - \$45,000

### **Additional Compensation Details:**

The West Cook YMCA is an equal opportunity employer and offers a comprehensive benefits package including paying 60% medical, dental & vision, free \$10,000 life insurance policy & long term disability; short term disability offered (AFLAC policies), 12% paid retirement, paid time off for vacations, sick and holiday, tuition reimbursement and complimentary YMCA facility usage.

### **HOW TO APPLY**

EMAIL RESUME AND COVER LETTER TO: [HR@westcookymca.org](mailto:HR@westcookymca.org)

Apply Online: <http://hr@westcookymca.org>

Apply By Email: [hr@westcookymca.org](mailto:hr@westcookymca.org)

Resumes until: 8/18/2014

Contact: David I Parsons

255 S Marion St

Oak Park, IL 60302

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**Job Title: Mental Health Technician II**

Agency: Human Services

Closing Date/Time: Mon. 08/11/14 4:00 PM Central Time

Salary: \$16.84 - \$21.39 hourly

\$1,347.13 - \$1,710.80 biweekly

\$2,930.00 - \$3,721.00 monthly

\$35,160.00 - \$44,652.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 5

Plan/BU: RC009

Bid ID#: 14/83660, 68,69,70,71

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients.  
Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

**Minimum Requirements:**

Requires successful completion of an approved training program and one year experience in the care, treatment and development of persons with mental illness.

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

P-2, 8a-4p P-3, 4p-12a

P-4, 4p-12a P-5 8a-4p and 12a-8a

Valarie Laird/Human Resources

Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141 Fax# 708-338-7078

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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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**Macy's Calumet City, IL: Retail Loss Prevention/Security, Full Time, River Oaks Center**

Location: Calumet City, Illinois

Job Category: Loss Prevention and Investigations

Requisition ID: 71225952

The LP Detective's primary responsibility is to prevent the loss of company property while maintaining a safe business environment. Support store's efforts in providing the best customer service within a controlled environment so as to ensure maximum sales at the highest profit rate attainable. Under general supervision and established procedures, the LP Detective detects and apprehends shoplifters and dishonest employees. Performs other duties as assigned.

The summary below may not include all the essential functions and qualifications for this position. For more information, we encourage you to review the complete job description by clicking here.

**Qualifications:**

**Education/Experience:** High School Diploma or equivalent. Completion of Store Detective Training program required upon assignment to position.

**Communication Skills :** Effective written and verbal skills, ability to interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Excellent written and verbal communication skills.

**Reasoning Ability:** Self-starter, able to work independently and as part of a team and must have good time management skills.

**Other Skills:** Must be able to operate cameras and other surveillance equipment. Ability to think and act clearly in possible stressful and hostile situations. Ability to collaborate and function as a member of a team. Must possess a strong sense of urgency. Should be comfortable with the use of computers and frequent use of RF equipment.

**Work Hours:** Flexible with scheduling and available to work retail hours, which may include day, evening, weekends, and/or holidays.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71225952>

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**Macy's Water Tower Place, Chicago, IL: Administrative Support Team Supv**

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71225100

Overview: As the Administrative Support Team Supervisor, you will support Stores Own Sales and My Macy's by performing all functions of an AST Associate and in addition you will oversee AST Associates, prioritize workload, and delegate all tasks appropriately to each individual team member.

**Staffing Functions**

Act as liaison to District Staffing office for all Staffing issues and objectives  
Print Current and Future week(s) scheduling reports  
Review schedule edit requests with Store Manager, complete with approval  
Coordinate Annual Vacation solicitation from Associates  
Coordinate On Call communication and solicitation of open hours  
Monitor weekend compliance in partnership with Store Manager and Sales Managers People. Partner with Store Management to interview and employ Administrative Support Team associates. Create a positive, inclusive work environment resulting in retention of the best people and turnover reduction. Address AST Associate concerns in a reasonable and fair manner, consistent with the values expected by the Company, partnering with Store Manager when appropriate. Advise and provide input to AST performance evaluations. Make recommendations to Store Manager on AST Associate termination, promotion, advancement and talent development. Ensure all procedures, policies and shortage programs are understood and executed by AST Associates  
Lead AST Associates in support of community service opportunities

**Skills Summary:**

Minimum of two years of administrative experience. Previous supervisory experience not required but highly recommended. Strong technical skills; Proficient in Excel, Word, Lotus Notes. Strong customer service orientation  
Excellent written and verbal communication skills  
Good interpersonal and leadership skills  
Highly organized, with the ability to adapt quickly to changing priorities  
Effective prioritizing and time management skills  
Good analytics with knowledge of payroll systems  
Motivated self-starter, able to handle multiple tasks simultaneously

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71225100>

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**Sales Associate - Candlewood Suites - Chicago O'Hare, IL**

Company: Candlewood Suites

Employee Type: Full-Time

Location: Chicago, IL

Job Type: Finance, Sales

Experience: Not Specified

Date Posted: 7/23/2014

Job: Sales -United States

Schedule: Full Time

Job ID: R100859-EN

In this role you will actively cultivate new business and respond to client special requests on meeting details, dates, times, and hotel room and meeting room requirements. This position regularly follows-up with clients and maintain accurate and updated information while you negotiate room blocks, room rates, and book meeting rooms and other hotels services within approved guidelines. You may coordinate outside vendor services needs (floral displays, audio/visual, etc.) where appropriate and regularly follow-up to ensure set-up requirements meet client needs. You may perform routine administrative duties such as typing proposals, letters, contracts, etc., completing reports, etc.

Salary: \$11 - \$13 / Hourly

**Job Requirements**

Requirements include a High School diploma or equivalent, some prior college or experience in a sales/catering office or related field preferred. This job requires ability to perform the following: type at least 50 wpm; proficient PC computer skills, and you may be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer Minorities / Females / Disabled / Veterans

Apply online at <http://ihg.jobs.net/job/Sales-Associate-Candlewood-Suites-Chicago-O-Hare-IL/J3J6WJ73WR33XJ91BH8/>

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## **Warehouse Supervisor - 3rd Shift-14004801**

### **POSITION SUMMARY:**

Coordinates all duties of department or area. These include but are not limited to improving safety, reducing costs, improving quality, and maximizing the department's effectiveness through long term planning and project implementation. Coordinates communication among and between Warehouse Operations and Production planning and operations. Warehouse Supervisor manages hourly employees in assigned area, provides appropriate training, development, ensures consistent roll out of plant policies & procedures.

### **Qualifications**

#### **REQUIREMENTS AND MINIMUM EDUCATION LEVEL:**

BA / BS Degree in Logistics / Supply Chain or equivalent experience. SAP experience preferred.

#### **EXPERIENCE:**

- 3 years progressive experience in a manufacturing warehouse environment.
- Previous supervisory/people leader responsibilities preferred.
- Firm understanding of manufacturing production and distribution processes.
- Good understanding of manufacturing and logistic processes.
- Experience in the food processing, aseptic or pharmaceutical industry is highly preferred

#### **SKILLS:**

- Communication skills (strong verbal and written required).
- Troubleshooting / problem-solving (analytical) skills
- Interpersonal skills (ability to effectively work with all levels from hourly to management).
- Leadership and teamwork skills.
- Time management and multi-tasking skills.
- Computer skills, SAP, GLOBE, MRP.

Job Logistics/Supply Chain/Distribution/Transportation

Primary Location US-IL-Chicago-Itasca

Organization Nestle USA

Schedule Full-time

Apply online at

<https://nestleusa.taleo.net/careersection/nwnaprof/jobdetail.ftl?lang=en&job=224206&src=JB-10172>

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**STOREKEEPER LEADMAN - OAK FOREST HEALTH CENTER - DAYS: ROTATING**

Job Number: 00116194

Job Posting: Jul 23, 2014, 3:58:35 PM Closing Date: Aug 6, 2014, 11:59:00 PM

Full-time A.M. P.M.

Collective Bargaining Unit: SEIU Local 73

Posting Salary: STARTING SALARY: \$15.939

Organization: Health and Hospital Systems

**POSITION SUMMARY**

Under supervision of Departmental Supervisor, receives supply and/ or equipment request from Hospital departments and compares same with pre-established standards. Compiles stock records for all items received and issued.

**MINIMUM REQUIREMENTS**

- High School Diploma or GED is required. (Must provide proof at time of interview)
- One year of full time work experience as a Supply Clerk is required.
- Must have knowledge of storeroom procedures, material handling, supply distribution and inventory control.

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

COOK COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

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.

Apply online at

<https://cookcountyil.taleo.net/careersection/200/jobdetail.ftl?job=102820&src=JB-10320>

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## Janitor

Position Summary: Maintains the cleanliness of the public areas, offices and other general cleaning tasks as assigned. This position reports to the Director of Housekeeping or Property Manager.

### Essential Functions:

Performs general cleaning of public areas daily.  
Follows rotation schedule of public and other assigned areas.  
Uses cleaning chemicals safely and properly in accordance with department guidelines.

Removes garbage from the public areas.  
Informs supervisor of any resident issues or concerns.

Assists in housekeeping duties as part of annual deep cleaning and apartment turnover.  
May be required to assist with regular cleaning schedule as requested by supervisor.  
Participate in energy awareness program.

Attends all required training, in-service, and staff meetings.  
Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices.

Maintains a positive and professional demeanor toward residents, visitors, families, and co-workers.

Adheres to all policies and procedures of Senior Lifestyle Corporation.  
Performs other duties as assigned.

### Qualifications/Skills/Educational Requirements:

A High School Diploma or General Education Degree; or one to three months related experience and/or training; or equivalent combination of education and experience.

Apply online at

<http://jobs.seniorlifestyle.com/janitor/job/4754956?source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed>

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### **Full-Time Retail Designer-Packaging**

Creative Circle - Chicago, IL

Our retail client is seeking a Graphic Designer with at least 5 years of design/packaging experience to join their team on a full-time basis.

The ideal candidate will have some beauty/fashion experience to bring to the table in addition to someone that is a strong communicator with solid presentation skills.

The Designer will be responsible for developing a wide variety of media including packaging, direct mail, brand identity and presentation materials.

The position also includes production and some trafficking from project inception through to completion.

If you are proficient in Illustrator, Photoshop, and InDesign and you have the ability to multitask and adapt to change well, then this is the opportunity for you.

Submit resume (and samples if applicable) to: [chicago30@jobalert.creativecircle.com](mailto:chicago30@jobalert.creativecircle.com)

### **EEG Technician**

Department: EEG  
Schedule: Registry  
Shift: Days

#### **Job Details:**

Applies electrodes from a multi-channel recorder to the head of the patient to record and measure electrical brain wave activity.

May also conduct Evoked Potential response tests to measure latency of response to stimuli for detecting other neurological disorders.

Observes and notes patient's response and behavior during tests and records. May also conduct basic electromyography studies.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=291423](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=291423)

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### **MATERIALS HANDLER I**

Facility: Presence Health - Corporate Office, Chicago, IL

Department: HFMC RECEIVING & STORES

Schedule: Full-time

Shift: Day shift

Hours: 7-3:30

Req Number: 127951

Contact Information: Contact: Libby Skolnik

Job Details: Experience is preferred  
FULL TIME MATERIAL HANDLER  
7:00 AM - 3:30 PM

#### **JOB SUMMARY:**

This position under general supervision, receives, stocks, picks, and distributes supplies to all requesting RHC departments. Decontaminates, cleans, and sterilizes instruments and supplies. Distributes, sets up, cleans and sterilizes equipment. Delivers all needed mail, supplies, and equipment between all off-site corporate facilities via company vehicles. Performs all functions related to the copy center and mail processing and distribution. Completes all required computer functions on both the Patient Care and Finance computer systems for all functions listed.

#### **REQUIREMENTS:**

Six month's experience in supply distribution or stockroom, preferred.  
High School Diploma or GED equivalent recognized by the Board of Education.  
Computer and data entry ability required.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small. Visit [presencehealth.org](http://presencehealth.org) to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at

[https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=502170&source=Indeed.com](https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=502170&source=Indeed.com)

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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 at [https://cohnreznick-hr.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=292092&company\\_id=15834&version=1&jobBoardId=1112](https://cohnreznick-hr.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=292092&company_id=15834&version=1&jobBoardId=1112)

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### **School Clerk Assistant (Job Number: P013867)**

**CHARACTERISTICS OF THE CLASS:** Under the supervision of the school principal, performs a variety of clerical functions of average difficulty in a Chicago Public Schools facility; and performs related duties as required.

**ESSENTIAL FUNCTIONS:** Types a variety of original correspondence, using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to general inquiries from students, parents and guardians and the general public concerning school operations; completes student transfer, registration, and other forms and form letters; files a variety of correspondence, reports, and records; operates basic office machines, such as photocopiers, duplicators, fax machines, and adding machines; operates intercom system; maintains office bulletin boards; may assist in maintaining and monitoring the school's petty cash and internal account ledgers; may assist with the preparation and processing of unit payrolls; may operate personal computers and word processing equipment.

### **MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from high school (or G.E.D. equivalent), and the ability to type 35 words per minute with fewer than 10 errors; or an equivalent combination of training and experience. General clerical work experience is highly desirable.

**Knowledge, Abilities, and Skill.** Good knowledge of general clerical office methods, procedures, and practices; good knowledge of basic office machines and equipment. Ability to follow oral and written instructions, ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public. Good skill in basic arithmetic, good typing skills, oral and written communication skills, good personal computer skills are desirable.

**Physical Requirements.** Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=22353>

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## **Warehouse Associate**

Location: Chicago, IL

Employment Type: Contract to Direct Hire

# of openings: 1

Description L Kay and Associates, Inc. is seeking a Warehouse Associate with experience in handling transactions, inventory control and receiving. The Warehouse operation serves a manufacturing production area in material handling, shipping transactions, inventory control and receiving. The position is long term with a possibility of being made a direct hire of the client company.

*Location: North side of Chicago*

*Shift: 1st Shift, 7:00 AM - 3:30 PM with potential for O.T.*

### Responsibilities:

Check the packing slip of all incoming shipments for accuracy and note any discrepancies of items received

Assure that all inventory quantities received are accurate and meet specifications

Distribute all components to production and communicate with production and purchasing as issues arise

Document and report any damaged material to the buyer

Perform daily cycle counts of items stored in the warehouse and reconcile inventory on a daily basis

Operate Pallet Jack in order to move received components to storage racks

Behavioral Attributes: Ability to work with little direction

Great multi-tasker

Excellent attendance and punctuality

### Requirements:

Ability to lift 40+ lbs

1 year+ experience operating a forklift

1 year+ experience in cycle counting / inventory control

1 year+ experience in warehouse receiving

1 year+ experience using Microsoft Office Word / Excel in a warehouse environment

Proficiency in Microsoft Outlook

Proficiency in Microsoft Great Plains or experience with other ERP Software

Apply online at

<http://ch.tbe.taleo.net/CH09/ats/careers/requisition.jsp?org=KAYINC&cws=1&rid=4689&source=Indeed>

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**Driver - Candlewood Suites - Naperville, IL**

Company: Candlewood Suites

Employee Type: Part-Time

Location: Warrenville, IL Job Type: Finance, Transportation

Experience: Not Specified

Date Posted: 7/17/2014

Job: Front Office -United States

Schedule: Part Time

Job ID: R100629-EN

Do you see yourself as a Driver?

What's your passion? Whether you're into tennis, shopping or gardening, at IHG we're interested in YOU. At IHG we employ people who apply the same amount of care and passion to their jobs as they do their hobbies - people who put our guests at the heart of everything they do. And we're looking for more people like this to join our friendly and professional team.

We currently have a Driver position available at our Candlewood Suites Chicago Naperville property located in Illinois.

This role responds to all guest requests for shuttle service in a prompt and courteous manner and assists guests with luggage while boarding and off loading the vehicle. Salary: \$10.00 - \$10.50 / Hourly

**Job Requirements**

A High School diploma or equivalent, and one year guest service or driver experience is preferred. A valid driver's license is required. You may be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Driver-Candlewood-Suites-Naperville-IL/J3G09P5W8P5MYKDCBYD/>

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### **Janitor C**

The Habitat Company  
Chicago, IL

Job Description: Here at Habitat we are always looking to find the best quality talent by creating a pipeline of Janitor C's ready to be placed once positions become available. These positions require flexibility with shifts and weekend hours.

\*Please note: These are not current openings but rather, positions we look to fill on a regular basis. Should we have a position become available, we will contact you directly.

The Janitor C is responsible for maintaining the physical integrity of the property at all times. This involves insuring a safe and secure living environment for residents, visitors and staff. It is the duty of Janitor C to follow all directives given by the Community Manager.

#### **DUTIES AND RESPONSIBILITIES:**

Must be aware of the condition of physical property throughout the property and must immediately report unsafe conditions; e.g., broken steps, open holes, broken/burned out exterior lights, broken door locks, inoperable smoke detectors, gas leaks  
Conduct all business in accordance with The Habitat Company's policies and procedures, state and Federal Laws; e.g. OSHA, ADA, Fair Housing, etc.  
Perform activities to maintain the continuity of essential environmental services in order to guarantee resident comfort and security. Conduct building walk-downs daily and replace items as necessary. Maintain curb appeal of the property at all time  
Trash-out vacant units as needed. Strip and Wax assigned floors quarterly  
Monitor supplies and advise supervisor of items needed as necessary  
Participates in a standby emergency schedule for evening, weekend, and holiday coverage

#### **Skills & Requirements**

Excellent Customer Service skills  
Full time maintenance or janitorial experience, or experience in related field  
Knowledge of industry safety standards preferred  
Experience working in resident/hospitality communities preferred

***If hired, must complete 10-week janitorial training program per the SEIU Local 1 Union***

Apply online at

<http://www.hirebridge.com/v3/Jobs/JobDetails.aspx?hbid=17626278540708&cid=6648&source=Indeed.com#.U9ljhuNdXF8>

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### **Security Guard**

ABC BANK Chicago, IL

7/25/2014

PART TIME

We have a part time position available for an individual to work as a Security Guard at any of our four locations (Westside, Southside, UIC area of Chicago and Bensenville). Qualified candidate must have:

prior or current law enforcement experience; or  
security guard experience (valid PERC card required); or  
current Veteran status

Once hired, individual will be required to work a flexible schedule (20 to 30 hours / week) and could work at the four locations. Responsibilities will include opening (6:45 am) or closing (7:30 pm) an office, maintaining the safety of the Bank's employees, customers, cash and property. This is an unarmed position. Competitive wage available. Send resume to:

ABC Bank  
Human Resource Department  
5645 W. Lake Street  
Chicago, IL 60644  
[\[Click Here to Email Your Resumé\]](#)

FAX: 773-287-3841

oe/minority/female/disability/veteran

Employment Type Part-Time  
Job Type Banking, Other  
Education Not Specified  
Experience At least 1 year(s)  
Manages Others Not Specified  
Industry Banking - Financial Services  
Required Travel Not Specified

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