



**Job Title: Registered Nurse II**

Agency: Human Services

Closing Date/Time: Thu. 08/14/14 4:59 PM Central Time

Salary: \$5,024.00 - \$6,833.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10/79-14/05

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Clinical Nurse Manager, serves as a charge nurse to RN's, LPN's and Mental Health Technicians; participates as a member of the interdisciplinary Treatment Team; directs personnel in the delivery of patient care and treatment consistent with individual treatment plans.

**Minimum Requirements:**

Requires graduation from an approved nursing program and an associate degree in nursing and two years of professional nursing experience, preferably in a psychiatric setting; or a bachelor's degree in nursing and one year of professional nursing experience, preferably in a psychiatric setting; or a master's degree in nursing.

Requires a license as a Registered Nurse in the State of Illinois

Requires moderate to heavy physical effort in lifting patients and the ability to interact with severely mentally ill recipients.

Work Hours & Location/Agency Contact: Nights 2300-0700

**Summer Doxie**

Human Resource Office Chicago Read Mental Health Center  
4200 N. Oak Park Avenue Chicago, IL 60634 fax 773-794-5583

**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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**Job Title: Statistical Research Specialist I**

Agency: Employment Security

Closing Date/Time: Tue. 08/12/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: RCRA 11495

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in statistics, computer science, mathematics, economics and related fields. Requires working knowledge of data collection procedures; simple logs and inventory documents. Requires elementary knowledge of the development and application of research design techniques; interpretation of results of statistical applications and the use of data processing equipment for statistical analysis and report generation.

Requires ability to apply standard statistical techniques to social and economic data; interpret the results of statistical analysis, perform data collection duties; develop and maintain effective working relationships and communication skills with agency personnel. Requires the ability to use a PC with related software, such as word processing, spreadsheets, and database software.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

**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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**Job Title: ISP Medical Marijuana Contractual Investigator**

Agency: State Police

Closing Date/Time: Wed. 08/13/14 5:00 PM Central Time

Salary: \$25.00 / Hour

Job Type: Temporary

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: PSC-21-ISP14-003

LENGTH OF CONTRACT: 12 months, with option to renew.

**Minimum Requirements:**

Contractual investigators will be required to have a two year degree or equivalent, with Criminal Justice or similar field of study preferred, and a minimum of ten consecutive years of service as a "peace officer" as defined in the Illinois Compiled Statutes, with a federal, state, county or municipal law enforcement agency within Illinois. They must be familiar with computer programs such as Word and Excel, as well as databases such as LEADS 2000, VITAL, Westlaw, and other related databases. They must possess a background and demonstrated police knowledge of criminal investigations and be familiar with Illinois State Police report writing; they must be able to communicate with a wide range of individuals; possess a valid Illinois driver's license and willing to travel (some overnights); they must successfully complete all annual training required for sworn ISP officers; and they must successfully pass a pre-employment background check and drug screening.

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

Work Hours: Up to 37.5 hours per week, Monday-Friday 8:30 a.m. – 5 p.m.

Work Location: Illinois State Police - Bureau of Identification  
260 North Chicago Street Joliet, IL 60432

Where to Apply: Illinois State Police/Medical Marijuana Unit  
801 South 7th Street, Suite 200N Springfield, IL 62703  
217-558-7052

**How to Apply:**

APPLICANTS INTERESTED IN APPLYING FOR THIS CONTRACTUAL POSITION MUST SUBMIT A CMS-100 EMPLOYMENT APPLICATION TO SERGEANT BRIAN DICKMANN AT THE ADDRESS ABOVE AND PLEASE NOTE POSTING I.D. #PSC-21-ISP14-003. THESE ARE CONTRACUTAL POSITIONS AND NOT COVERED BY CMS. NO GRADE IS REQUIRED.

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**Job Title: Office Assistant - Opt 5**

Agency: Central Management Services

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

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 9220

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under general supervision, performs clerical and messenger work. Delivers on various routes state of IL property as part of the centralized Mail and Messenger Services. Picks up outgoing mail from various state office locations, receives, sorts and prepares mail and packages for mailing and delivery, delivers agency payroll warrants. Performs basic upkeep and maintenance duties of the central mailroom, and motor vehicle used for mail and messenger deliveries.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel; requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires the ability to follow oral and written instructions.

**Work Hours & Location/Agency Contact:** Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Central Management Services

Agency Services/Agency Support/Mail & Messenger

100 West Randolph - JRTC 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 5 - Mail & Messenger**

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**COMPLIANCE OFFICER Job ID: 1662**

Closing Date: 08/12/2014

Professional/Compliance Officer

Date Posted: 7/29/2014

Location: Central Administration - PURCHASING

Level: 2306

**EXAMPLES OF DUTIES:**

Monitors and audits vendor's compliance in accordance with Park District MBE/WBE regulations and state and/or federal requirements. Assists in enforcing the MBE/WBE regulations of the Park District. Assists in implementing MBE/WBE programs and initiatives. Reviews payments, payment requests, contract modifications and change orders to ensure MBE/WBE participation is at contractual commitment. Reviews all bids and submittals for MBE/WBE compliance and participation. Visits Park District project sites as part of MBE/WBE contract monitoring. Coordinates outreach activities as part of the MBE/WBE program. Prepares and reviews MBE/WBE correspondence and reports. Attends meetings and events for MBE/WBE outreach some of which may occur during non business hours. Maintains records, files and databases related to MBE/WBE contract participation. Acts as liaison to MBE/WBE Assist Agencies and compliance personnel from the City and sister agencies. Works with staff and contractors regarding MBE/WBE matters and to resolve compliance and participation issues. Assists in training staff and contractors in MBE/WBE compliance processes, initiatives and systems. Acts as liaison to potential bidders regarding MBE/WBE participation and opportunities on contracts.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience:

Bachelor's Degree and three (3) or more years of experience in MBE/WBE compliance; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of the full range of guidelines, laws, rules and regulations which govern MBE/WBE compliance as applicable to the Chicago Park District. Knowledge of MBE/WBE certification, compliance and monitoring procedures. Ability to develop outreach and conduct seminars. Ability to maintain effective working relationships with vendors. Ability to analyze technical information and data and make recommendations. Skill in evaluating contract certification and compliance issues. Effective oral and written communication skills. Computer skills including Microsoft Word, Excel, and PowerPoint. 2014 Salary: \$37,118.00 - \$51,000.00 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**GYMNASTICS SUPERVISOR Job ID: 1659**

Date Posted: 7/28/2014 Closing Date: 08/11/2014

Recreation/Gymnastics Supervisor

Location: Jesse White Park Region: North

CHICAGO PARK DISTRICT - DEPARTMENT OF PERSONNEL

Level: 3108

**EXAMPLES OF DUTIES:** Assists in planning, organizing and supervising activities of a staff engaged in teaching and coaching. Supervises collection of fees. May serve as a gymnastic judge for all levels of competition. Assists in set up of gymnastic facilities and planning of gymnastics quality control. Plans, develops and conducts training for Park District employees responsible for teaching and conducting gymnastic activities. Promotes gymnastic programs utilizing a variety of methods including flyers, posters, advertisements and public appearances. Develops, organizes and directs tournaments, competitions and other gymnastic events. Performs administrative duties including maintaining personnel records and processing achievement and certification forms. Develops and enforces safety guidelines and procedures for both patrons and staff. Stays current on new developments and trends in gymnastics. Keeps abreast of rules and regulations affecting organized competitions. Supervises volunteer recruitment and organization of parent and/or advisory groups and committees.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience:

At least three years of instructional experience in gymnastics program area or physical education, or one year of either elite USA Gymnastics or NCAA recognized competition is required. Also, two years of course work at an accredited college or university preferred, or an equivalent combination of education and experience is required.

**Certification Requirement:** Applicants must possess valid USA Gymnastics Safety Certification certificate within 6 months of employment; valid professional membership in USA Gymnastics; and Women's Director Certification within one year of employment.

**Knowledge, Skills and Abilities:**

Knowledge of rules, regulations and accepted practices of USA Gymnastics. Knowledge of standard gymnastic exercises, events and skills for all levels prescribed by USA Gymnastics. Knowledge of the following apparatus: Pommel horse, rings, ling and side horse vault, parallel bars, horizontal bar, balance beam, uneven bars and safety equipment. Good organizational skills. Effective oral and written communication skills. Ability to develop and coordinate programs. Ability to supervise and train staff.

Union: 46 Career Service EEO: Professional FLSA: Non-Exempt Salary: \$ 52,866

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Program & Event Facilitator (M) - Special Olympic Job ID: 1660**

Closing Date: 08/12/2013

Special Recreation

Date Posted: 7/29/2014

Location: SPECIAL RECREATION - SPECIAL RECREATION

Level: 3504

Organizes and implements Special Olympics competitions, leagues and training camps. Initiates and completes special event requests. Coordinates transportation and lodging for Special Olympics field trips and travel. Works collaboratively with Special Children's Charities, Chicago Public Schools and Special Olympics of North America. Administers day-to-day program operations in an effective and timely manner and works to ensure that the program remains consistent with its design and objectives. Contacts staff with detailed information about events, and schedules meetings for staff and outside resource personnel. Prepares financial paperwork and manages office supplies and equipment for programs, events and projects. Assists in program and event development. Assists with curriculum development and works on budgets. Assists with material preparation for programs and events. Develops methods of program and project evaluation. Works as on-site staff during special events and assists in the planning and facilitation. Works with park instructional staff to familiarize them with the program's ideas and goals so that staff efforts advance the program's objectives. Collects and reviews program data.

**Training and Experience:** A Bachelor's Degree in education, recreation/leisure studies with rehabilitation or therapeutic recreation emphasis or a related discipline in social service, or sports management plus two years experience in a core program area, or an equivalent combination of training and experience is required. Two years Special Olympics experience is preferred; certification in various Special Olympics Sports preferred; Special Olympics General Orientation certification preferred. Certified Therapeutic Recreation Specialist (CTRS) accreditation preferred.

**Knowledge, Skills and Abilities:** Knowledge of education and curriculum design principles. Ability to understand and implement elements of community-based programming. Strong interpersonal, oral and written communication skills. Ability to work independently. Ability to handle multiple tasks. High level of organizational and planning skills. Ability to evaluate programs based on value to program participants and industry standards. Evidence of customer service focus practices.

Salary Range: \$ \$32,276.00 - \$46,396.75

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Job Title: Office Coordinator - Opt 2**

Agency: Revenue

Closing Date/Time: Wed. 08/13/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: DOR 9518

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direction, performs a variety of technical secretarial and office support functions for the Division Manager; assists Division manager in conducting studies of office procedures and makes written recommendations for improvements of operations; via personal computer, types from rough draft and/or oral instructions, a variety of complex material including correspondence, memoranda, investigative reports, charts, case histories, petitions, briefs, and summaries some of which are confidential in nature: develops and maintains complex, integrated spreadsheet applications to prepare tracking systems of case dockets, comprehensive reports, data tables, records, and progress reports; maintains and updates a variety of confidential and general files, including an access computer database; archives closed cases and other old or outdated documents as directed; serves as office receptionist; answers phones; reads, sorts and distributes Incoming mail; attends meetings and takes notes or minutes as required; serves as timekeeper; maintains a tickler file of information on open and pending cases for the Criminal Prosecution Office.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires skill In typing accurately at 30 WPM.

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

Work Location: Illinois Department of Revenue - Legal/Criminal Prosecution Office

100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

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 2 - Typing

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**Job Title: Mental Health Technician II**

Agency: Human Services

Closing Date/Time: Thu. 08/14/14 4:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 7

Plan/BU: RC009

Bid ID#: 10/79-14/07

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

**Minimum Requirements:**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

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

(1) -7am-3pm (5) -3pm-11pm (1)- 11pm-7am

**CONTACT INFORMATION: Summer Doxie /Human Resource Office**

Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

**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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**Job Title: Environmental Tech, Part Time, 2nd Shift**

Department: Environmental Services

Shift: 2nd

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

Job Number: 2014-1170

Job Description: Environmental Technician – Part Time - 2nd Shift

\*\*\*3 positions available\*\*\*

**Position Highlights:**

Under general supervision of an Environmental Services supervisor, cleans, maintains and services assigned areas throughout the medical Center.

**Position Responsibilities:**

Must demonstrate, after training, skill and controlling of cleaning equipment.

Must be able to demonstrate skills and knowledge of proper use of chemicals and equipment in cleaning, to achieve desired results.

Must be able to 10 Step Clean and isolation clean a patient room, cycle clean OR and L&D suites, and terminal clean areas as needed.

Must be able to use Bed Tracking System.

Stand, walk and stoop often while performing duties. Must be able to push, pull, and control cleaning equipment and materials up to 150 pounds in weight and move large trash objects and containers.

Must demonstrate good interpersonal skills. Must have neat personal appearance.

**Position Requirements:**

High school graduate or G.E.D.

Ability to understand written English and oral instructions.

Prior cleaning experience helpful, but not essential.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140804101359&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140804101359&)

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**Job Title: Mental Health Worker - Child Psych Part-time PMs**

Department: 4 Kellogg

Shift: 2nd

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

Specialty: Psychiatric Nursing

Job Number: 2014-0753

**Job Description:**

Are you looking to bring your interest in child psychiatry to a leading academic medical center?

If so, you may be the right candidate for our part-time Mental Health Worker position!

**Position Highlights:**

On this child psych unit there is a wide range of ages and diagnoses with individualized programs utilizing a mix of modalities, one-on-ones and groups.

In addition to Mental Health Workers, treatment team includes MDs, RNs, Social Workers, OT, and Art Therapists

Position is part-time pm shifts (40hrs/payperiod; benefit eligible)

**Position Responsibilities:**

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

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

**Position Qualifications:**

Bachelors degree in behavioral sciences/related field required.

At least one year of experience with chronically ill psychiatric patients

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

Must be able to be flexible with scheduled days.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140804101519&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140804101519&)

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**Job Title: Part-Time Clinic Coordinator II (Lincoln Park)**

Department: MSP Anchor Lincoln P

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2014-1515

**Job Description:**

Are you interested in joining a leading health care organization?

Join Rush University Medical Center!

We are seeking a dynamic Part-Time Clinic Coordinator II to join our team MSP-Anchor team! The desired candidate will have excellent customer service skills and prior medical office experience!

This position is part-time (4 hours a week) and the hours are every Saturday from 8:30 AM to 1:00 PM. This position is located in Lincoln Park, Illinois.

**Position Qualifications Include:**

High school diploma or equivalent required.

Medical office experience preferred.

Basic computer knowledge required.

Excellent customer service and interpersonal skills.

Sensitivity to patient health information and protection of confidentiality.

Ability to sit for several hours each day and remain professional and calm under stressful situations.

Ability to adapt to change and be flexible.

Employees hired into this role must successfully pass the EPIC scheduling test with 3 attempts, within 45 days of completion of training.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140804101605&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140804101605&)

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**Job Title: Public Service Administrator - Opt 6**

Agency: Human Services

Closing Date/Time: Fri. 08/15/14 4:59 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10/79-14/08

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in a social or human services field; Requires three years of progressively responsible administrative experience in a health or human service organization. Requires prior experience in a comprehensive quality management program, such as a quality assessment and improvement, continuous quality improvement or total quality management.

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

8am-4pm or 8:30am-4:30pm

Chicago Read Mental Health Center

**CONTACT INFORMATION:**

Summer Doxie

Human Resource Office

Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

**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 6 - Health & Human Services

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### **Truck Driver, Class A - Full Time**

Requisition ID 2014-8048 Primary State/Province IL

Posted Date 7/1/2014 Primary City CHICAGO

Employment Type Regular - Full Time (4)

Travel Requirements Driver

#### Position Description:

As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And, when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

#### Requirements:

- Minimum 22 years of age
- Minimum of 9 months verifiable driving experience
- Valid Class A CDL
- Ability to meet Ryder's driving qualifications

**ADDITIONAL REQUIREMENTS:**

- Ability to follow written and/or oral instructions
- Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

#### Responsibilities:

This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include, but are not limited to:

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. 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 qualified individual with disability.

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## **Shift Supervisor**

Requisition ID 2014-6977

Job Locations US-IL-CICERO

Category Technicians/Service Employees

Employment Type Regular - Full Time (4)

### Position Description:

The Shift Supervisor (SS) assists the Service Manager I and II and/or Sr. Service Manager I and II manage the operations and personnel for a shift of a particular location. The Shift Supervisor must be able to accomplish results and ensure business objectives and labor requirements are met. The Shift Supervisor is responsible for ensuring the customers needs are being met while balancing financial, operating, quality, safety and asset targets against the requirements of the business. This may also be a development position to prepare incumbents for the Service Manager role.

Requirements: •College degree (Associates or Bachelor's) preferred or 1 - 3 years or more experience in a maintenance operations environment required •Demonstrated success in a Ryder role may be substituted for this requirement

### ADDITIONAL REQUIREMENTS:

- Ability to professionally represent Ryder and competently interact with customer management required Strong vehicle diagnostics/repair knowledge preferred
- Maintenance and Technical experience in a shop environment is required Supervisory experience preferred
- Capacity to understand labor, financial and quality planning
- Strong sense of personal accountability and a proven track record of achieving desired results
- Ability to communicate effectively both verbally and in writing
- Competent in basic computer skills and in a Microsoft Office environment
- Experience with a Shop Management System is preferred
- Demonstrated commitment to a safe work environment, quality execution, and customer service as evidenced by previous experience and performance track record
- Must have demonstrated customer service focus, work flow analysis and management skills
- Exposure to Lean/Six Sigma principles preferred
- Ability to solve operational problems with minimal assistance
- Ability to resolve customer issues with minimal assistance
- Ability to lead and train workforce.

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. 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 qualified individual with disability.

Apply online at <https://careers-ryder.icims.com/jobs/6977/shift-supervisor/job>

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## **Admissions Registrar (Part-Time)**

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](mailto: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

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## Cook

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:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

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:

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Fax: (773) 962-0034

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## Dental Clinic Front Desk Coordinator

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### Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

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

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## Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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:

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## **In-Patient Coder**

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Description: Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE "A Tradition of Caring" since 1904.

### Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are 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:

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