



Job Title: Public Service Administrator - Opt 8N

Agency: Juvenile Justice
Closing Date/Time: Wed. 08/19/15 4:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: GB063
Bid ID#: IDJJ-27-42-2015-0137

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Assistant Superintendent of Programs, (SPSA), serves as Health Care Service Administrator for IYC Warrenville, responsible for supervising, through subordinate professional nursing personnel, the major health care program; develops and coordinates Nursing/Health Care Unit's training and staffing; performs routine inspections of health care facility; reviews records and reports.

Minimum Requirements: Requires licensure as a Registered Nurse in the State of Illinois; requires a Bachelor's Degree in nursing and three years of professional nursing experience preferably including one year of supervisory experience; requires thorough knowledge of staff utilization and employee motivation; requires extensive knowledge of agency policies and procedures; requires ability to analyze administrative programs and adopt an effective course of action; requires ability to develop, install and evaluate new and revised methods, procedures and performance standards; requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; requires ability to develop and maintain cooperative working relationships.

Work Hours & Location/Agency Contact:
IYC Warrenville, 30 W 200 Ferry Road, Warrenville, IL 60555
(630) 983-6213 Fax Contact: Kelly Meeks
Work Hours: 8AM - 4PM Monday – Friday Off Days: Saturday and Sunday

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

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Job Title: Sex Offender Therapist I

Agency: Corrections

Closing Date/Time: Tue. 08/18/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: IDOC29-00-15-0040

Minimum Requirements: Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, supplemented by one year of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of: the theories and assumptions underlying the field of sex offender treatment and evaluation; assessment and measurement techniques. Requires working knowledge of techniques and methods used in sex offender diagnostic evaluations, psychotherapy and research; department rules and regulations governing the field of sex offender evaluation and treatment. Requires ability to plan and design individual treatment programs for assigned recipients. Requires ability to work cooperatively and effectively with staff members, department recipients and their families. Requires ability to design individual treatment plans and implement them correctly. Requires ability to identify reliable individualized measures of client needs and progress. Requires ability to assess effectiveness of treatment plans, and make needed corrections. Requires ability to travel.

Position Number: 40531-29-00-730-21-01

Work Hours & Location/Agency Contact:

Work Hours: Mon, Thurs, Fri 8:30 AM - 5:00 PM - Tues, Wed 12:00 PM - 8:30 PM

Work Location: IDOC/Sex Offender Services

Chicago Special Needs Unit, 1110 Oakley Ave., Chicago, IL 60612

Agency Contact: Ms. Shae Bruce

Public Safety Services , 1301 Concordia Court, Springfield, IL 62794

Phone: 217-557-6015

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

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Fri. 08/14/15 5:00 PM Central Time

Salary: \$43.84 - \$45.70 hourly Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 2

Plan/BU: PR000 Bid ID#: CMS 11093

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact:

Work Hours: Rotating shifts; rotating days off

Work Location: Illinois Department of Central Management Services

BOPM/Facilities Mgmt/Northern Region/Elgin MHC 750 S. State St., Elgin, IL

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

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Thu. 08/13/15 4:00 PM Central Time

Salary: \$15.52 - \$20.93 hourly

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

\$32,400.00 - \$43,692.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 5

Plan/BU: RC009

Bid ID#: 10-67-92261

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs food service tasks in the Dietary Services section, storeroom, and dining areas; serves food for residents both on-site and off-site; participates in food preparation and cleaning to maintain sanitary and safe conditions.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and six months of experience in food services. Requires working knowledge of routine food service duties. Requires skill in the basic operation of equipment and machinery associated with food service. Requires the ability to lift, push, and pull carts, pots/pans and kitchen equipment, etc. Requires ability to follow oral or written instructions.

Work Hours & Location/Agency Contact: HOURS OF WORK

92261 5:30a.m. - 1:30p.m.

92262 5:30a.m. - 1:30p.m.

92263 5:30a.m. - 1:30p.m.

92264 11:00a.m. - 7:00p.m.

92265 11:00a.m. - 7:00p.m.

Every other weekend off; various days off during the week

Other days/shifts as assigned or required

LOCATION Wm. W. Fox Center, 134 W. Main Street, Dwight, IL 60420

815-584-3347

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

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Job Title: Storekeeper III

Agency: Children & Family Services

Closing Date/Time: Tue. 08/11/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Bid ID#: 1520024-202320

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Administrator, serves as working supervisor of staff engaged in performing various administrative support functions including property control inventory, central stores, messenger clerk and maintenance of state owned vehicles; authorizes use of state vehicles; monitors equipment inventories; transports and delivers supplies.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of high school and two years supervisory experience in the keeping of stores and stores records; requires possession of a valid appropriate driver's license.

Work Hours & Location/Agency Contact:

Hours: Monday thru Friday from 8:30 to 5:00pm

Location: DCFS , Budget and Finance

Cook Stores, 100 N. Western, Chicago, Illinois

Contact: Teresita Gonzalez

DCFS, 406 E. Monroe, Station #440, Springfield, IL 62701

217-524-4391 Fax: 217-785-1765

Email: Teresita.M.Gonzalez@Illinois.gov

How to Apply:

Current State employees seeking a promotion must submit an Official Position Vacancy Bid Form, a CMS 100 Employment Application and a CMS promotional "A" grade for the title or apply for a promotional grade by submitting your CMS 100B Promotional Application to the Department of Central Management Services during the posting period. If bidding on the same title and option, submit Official Position Vacancy Bid Form and CMS 100 Employment Application. If bidding on a vacancy in a different title (lateral or voluntary reduction), you must pre-qualify for that title by submitting a CMS 100 Employment Application along with Official Position Vacancy Bid Form. Official transcripts may be requested of you prior to sending any pre-qualification. Please send all bid information to above-noted contact person. Failure to comply may result in the applicant's ineligibility.

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On-Call Nail Technician/NoMI Spa

Description

We are seeking a Nail Technician to provide a great guest experience while providing nail services. Excellent communication skills as well as superior customer service are required.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards.

Whether its career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment
Flexible schedule

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: On-call/Casual

Job Level: Hourly/Entry Level Employee

Job: Golf/Health Club/Recreation/Spa

Job Category: Spa

Req ID: CHI006636

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006636&LangID=1>

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Front Office Supervisor

Description

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing efficient service and meaningful experiences.

Supervisors possess strong leadership, communication and relationship skills. They are expected to support senior leadership by developing and assuming basic management responsibilities. This role leads other associates by coaching, giving direction and may include training, scheduling, payroll and interviewing

Front Office Supervisors lead the agents whom are responsible for the guest registration process and communication of hotel services and promotions. This highly visible role gives opportunity for casual conversation and has a direct impact on creating the guest experience. Other duties may include processing forms of payment and responding to guest inquires.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Whether it's career opportunities, job enrichment or a supportive work environment; if you are ready for this challenge, then we are ready for you.

Qualifications

A true desire to satisfy the needs of others in a fast paced environment.
Refined verbal and written communication skills.
Ability to stand for long periods of time.
Experience and a thorough understanding of Front Office operations.

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Full-time
Job Level: Hourly/Entry Level Employee
Job: Front Office/Guest Services/Transportation
Job Category: Front Office
Req ID: CHI006807

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006807&LangID=1>

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Part-time Beverage Server Assistant (Busser)-M/X Lounge

Description

We believe our customers select Hyatt because of our caring and attentive associates who work hard to provide efficient service and meaningful experiences. We care about our associates and our customers. This is the Hyatt Touch.

The Hyatt Regency McCormick Place is currently seeking a Beverage Server Assistant for the M/X Lounge. Responsibilities include the following:

Assisting the Cocktail Server in providing excellent service to all guests

Engaging in casual conversation

Maintaining an attractive setting

All applicants must have excellent customer service skills. This is a fast-paced environment. Previous food and beverage experience preferred. Must be 21 years of age.

Qualifications

Excellent customer service skills

Must be 21 years of age

Previous food and beverage experience preferred

Property: Hyatt Regency McCormick Place

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Part-time

Job Level: Hourly/Entry Level Employee

Job: Food and Beverage/Culinary

Job Category: Bars/Restaurants/Outlets

Req ID: CHI006854

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006854&LangID=1>

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Part-time PM Server- Shor Restaurant

Description

Restaurant servers are responsible for submitting guest menu selections and presenting these food and beverage preferences. The right person will gain menu knowledge and give recommendations from our compilation of cuisine and drink offerings. A Hyatt restaurant server will engage in casual conversation and create the restaurant experience by their style and service attributes. Other duties include general restaurant preparation and maintaining a sanitary environment. If you have experience as a server in a restaurant, we'd love to hear from you!

At Hyatt, we believe our guests select Hyatt because of our caring and attentive associates who are focused on providing authentic hospitality and meaningful experiences to each and every guest. Hyatt is a place where high expectations aren't just met-they're exceeded. It's a place of outstanding rewards, where talent opens doors to exciting challenges in the hospitality industry.

Hyatt associates work in an environment that demands exceptional performance yet reaps great rewards. Hyatt has the best to offer in restaurant server jobs: Whether it's career opportunities, job enrichment or a supportive work environment, if you are ready for this challenge, then we are ready for you.

Qualifications: A true desire to satisfy the needs of others in a fast paced environment. Refined verbal communication skills. Must have physical stamina to lift moderate amounts of weight. Ability to stand for long periods of time. Must be at least 21 years old.

This is a great opportunity to get a start with Hyatt as a restaurant server. For immediate consideration of the restaurant server position, click Apply Now and complete an application for the restaurant server position on the Hyatt Careers Site!

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI006859

To search for other hotel jobs visit <http://hyatt.jobs>.

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Server Assistant-In Room Dining/Part-Time, Full-Time

Description

The Food Server Assistant is responsible primarily for assisting the Food Server in serving the guest. This person must have good communication skills as well as the ability to lift, pull and push moderate weight. This is a fast paced position with continual customer contact.

Property: Hyatt Regency Chicago
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Part-time
Job Level: Hourly/Entry Level Employee
Job: Food and Beverage/Culinary
Job Category: Bars/Restaurants/Outlets
Req ID: CHI007015

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007015&LangID=1>

Housekeeping Supervisor

Description

The Housekeeping Supervisor is responsible for Supervisory duties in the Housekeeping department. This includes inspecting guest rooms, counseling and interviewing employees, resolving guest complaints, general office duties, etc. Minimum of 1-year hotel experience and excellent communication skills, as well as basic computer skills. Prior supervisory experience preferred.

Property: Hyatt Regency McCormick Place
Company: Hyatt Hotel Properties
Primary Location: United States-Illinois-Chicago
Pay Basis: Hourly US Dollar (USD)
Schedule: Full-time
Job Level: Hourly/Entry Level Employee
Job: Housekeeping/Laundry
Req ID: CHI007134

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007134&LangID=1>

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Administrative Assistant

Description

The candidate must be a self-starter with fine-tuned interpersonal and communication skills. The candidate will support a VP within HR. The role will include making travel arrangements, as well as processing subsequent expense reports. It will including booking conference rooms and taking minutes. The candidate must be able to work independently and balance a multitude of tasks.

The primary job responsibilities are:

Calendar management

Travel planning and securing international travel visas as needed

Reconciling expense reports and processing invoices

Project-based work as needed and assigned, including attending meetings, editing relevant materials and monitoring deadlines

Monitoring and responding to manager's email account as appropriate

Coordinating and attending regularly scheduled team meetings

The position responsibilities outlined above are in no way to be construed as all encompassing. Other duties, responsibilities, and qualifications may be required and/or assigned as necessary.

Qualifications

Minimum 5-10 years of administrative experience or

Hospitality experience a plus

High school diploma required

Associate's degree or equivalent a plus

Fully proficient in Microsoft Office suite

Prior experience working in a highly confidential environment

Project a professional image and ability to work independently

Ability to juggle multiple projects and priorities at the same time

Property: Human Resources

Company: Hyatt Corporate Office

Primary Location: United States-Illinois-Chicago

Pay Basis: Yearly US Dollar (USD)

Schedule: Full-time

Job Level: Administrative

Job: Administrative

Req ID: CHI007129

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI007129&LangID=1>

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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

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Budget & Reimbursement Analyst

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 Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital.

S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting 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:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Clinical Dietitian

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Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian 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:

Email: employment@stbh.org

Fax: (773) 962-0034

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Cook

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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:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Custodian

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 Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

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

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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.

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:

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:

Email: employment@stbh.org

Fax: (773) 962-0034

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Security Officer

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:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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



Dental Assistant/Expanded Duties

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 Dental Assistant performs a variety of patient care, office, and laboratory duties. S/he works chair side with the dentist for examinations and treatments. Dental Assistant duties include performing dental treatment room disinfection, preparing and maintaining dental instruments, supplies, and equipment; collecting and recording patient health histories; taking X-rays, dental charting; prepare casting models and inventory control and management and any authorized or prescribed services or procedures for which dental assistant is considered competent by the supervising dentist. The Expanded Duties include prophylaxis, fluoride treatments, application of pit and fissure sealants, monitor patient while nitrous oxide is being administered

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program
Dental Assistant certification (optional but preferred)
Expanded Duties certification
Minimum of 3 years of experience as a Dental Assistant/Expanded Duties
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Fax: (773) 962-0034

Mail:

Human Resources Department
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LCSW Social 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. 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:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Master's degree in Social Worker

Current LCSW in the state of Illinois

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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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Mail:

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