



College Clerical Assistant I- Office of Academic Affairs - HAR0000285

Duties and Responsibilities

Harold Washington College is located in the bustling Loop area of downtown Chicago. As a City College of Chicago, Harold Washington College offers accessible and affordable opportunities for academic advancement, career development, and personal enrichment. The Business & Professional Services College to Careers program is headquartered at Harold Washington College.

Perks of this Role: Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; and Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Under supervision, performs a variety of routine clerical duties for the Office of Academic Affairs; and performs related duties as required. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order. Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures. Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence. Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration. Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred. Knowledge of word processing software; and knowledge of basic office procedures. Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer. Skill in basic filing; and good verbal communication skills. Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Testing Specialist - MAL0000363

Duties and Responsibilities

This position is responsible for providing overall supervision of the Placement Testing Center.

1. Organizes testing schedules, interprets scores, completes specialized testing reports and directs students for additional testing or counseling.
2. Proctors exams and trains all proctors in appropriate testing procedures.
3. Supervises work-study staff assigned to the department.
4. Adheres to CCC Customer Service Excellence standards.
5. Performs related duties as required.

Perks of this Role:

Excellent Benefits at a low cost; Investment plans 403(b) & 457(b); SURS Retirement Plan; Generous vacation, holidays, personal and sick days; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Qualifications

1. Associate's degree required with course work in Business, Human Relations, or Psychology, supplemented by four years of experience in student services. Bachelor's degree highly desirable in Business, Psychology or a related area supplemented by three years of experience.
2. Excellent verbal and written communication skills required along with the ability to communicate semi-complicated information to varied audiences.
3. Strong analytical and problem solving skills needed to resolve student problems and concerns.
4. Must be computer literate with demonstrated experience in applicable software.

Chicago residency is required for all full-time employees within 6 months of hire.

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College Clerical Assistant I - PT (Student Services) - MAL0000362

Duties and Responsibilities

Primary Objective: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

1. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
2. Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
3. Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
4. Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration
5. Adheres to CCC Customer Service Excellence standards.
6. Performs related duties as required.

Qualifications

1. Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
2. Knowledge of word processing software; and knowledge of basic office procedures.
3. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
4. Skill in basic filing; and good verbal communication skills.

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Note Taker - Part-Time - TRU0000276

Duties and Responsibilities

Immediate Need to Fill Two Positions

Consider being a part of CCC's transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. At CCC, employees contribute to the success of our students while enjoying competitive compensation and outstanding benefits packages. Build your future at City Colleges of Chicago and ensure more students complete their curricula - college-ready, career-ready and prepared to pursue their life's goals.

Take notes in class for students with disabilities.

Read printed material aloud for students with visual impairments.

Transcribe for students with mobility impairments.

Assist students with visual impairments in math classes by copying information from the board in large print.

Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs used in Math classes.

Assist students with visual impairments in science labs by providing verbal descriptions of visual information.

Serve as a proctor for students with disabilities during tests.

Perform other duties as assigned.

Qualifications

High school diploma, or equivalent, with a minimum of one year post secondary educational experience.

Must possess an understanding of the basic issues pertinent to communication with students who have disabilities.

Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.

Must have legible hand writing, accurate spelling, use of acceptable grammar, and proficiency in use of computers.

Must possess good organizational skills.

Excellent written and verbal communication skills.

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College Clerical Assistant I - PT (Registrar) - MAL0000360

Duties and Responsibilities

Primary Objective: Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

1. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.
2. Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
3. Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
4. Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration
5. Adheres to CCC Customer Service Excellence standards.
6. Performs related duties as required.

Qualifications

1. Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.
2. Knowledge of word processing software; and knowledge of basic office procedures.
3. Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.
4. Skill in basic filing; and good verbal communication skills.

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 09/11/14 4:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-14-0049

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of area Director, utilizes a computer/typewriter, performs a variety of confidential duties. Handles multiple tasks at any given time. Types correspondence and reports and serves as a receptionist when needed. Assists in gathering reports and materials of a highly sensitive nature; prepares and maintains data and records, types memorandums and letters; proofreads and edits documents for clarity of content, punctuation, grammar and spelling.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.

Requires ability to type accurately at 35 wpm and is very knowledgeable in computers and various software.

Typing Test is given at James Thompson Center, 100 W. Randolph, St. 3-300, Chicago, IL - Monday through Thursday - between 8 - 12:30. Typing test results must be submitted with your application and bid form.

Work Hours & Location/Agency Contact: Monday -Friday; 8:00 - 4:00pm

Contact: Betty Vallier

Ann M. Kiley Center 1401 W. Dugdale Road Waukegan, IL 60085 FAX: 1-847-249-0722

How to Apply:

If you are requesting a voluntary reduction to this title, submit a CMS100 application with your bid form.

Non-current state employees submit a CMS100 application with your typing test results to Kiley Center prior to end of posting date.

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Computer Lab Technician - Part-Time - TRU0000231

Duties and Responsibilities

Consider being a part of CCC's transformation and join the 5,800 faculty and staff who serve 120,000 students at seven campuses and six satellite sites city-wide. At CCC, employees contribute to the success of our students while enjoying competitive compensation and outstanding benefits packages. Build your future at City Colleges of Chicago and ensure more students complete their curricula - college-ready, career-ready and prepared to pursue their life's goals.

Harry S Truman College is conveniently located just steps from the CTA's redline on the North side of the city in the Uptown community. Truman is one of the largest of the City Colleges of Chicago, with a yearly enrollment of more than 23,000 students, and has the largest English as a Second Language and GED program in Illinois with more than 12,000 students annually. "This college must be for everyone," reads the EL mural that faces Truman College, words that continue to guide the college to this day.

Primary Objective: Responsible for developing, maintaining, monitoring and installing the college computer equipment; will provide information and data to support the College in the enhancement of hardware and software.

DUTIES & RESPONSIBILITIES:

Inventory, repair, install and monitor the equipment used for computer support. Compile and analyze data regarding use, repair, installation and modification of hardware systems. Perform continuing monitoring and evaluation of each component as a result of various strategies to improve the network. Prepare reports, charts, procedural and training manuals, and narrative for computerized services as directed by the College. Establish key linkages and processes for evaluation of all aspects of the hardware and software. Assist with the establishment, training, and interfacing of the network with computerized services and other management information systems. Perform other duties as assigned.

Qualifications

College-level course work in computer science, business administration, accounting, mathematics, or industrial engineering is desirable. Must have Novell experience and/or certification (CNE/CNA). Two years of recent experience in programming, troubleshooting and diagnostics, application installation and configurations.

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Mechanic

Location: North Aurora
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment.

Removes and replaces all units and rebuilds small components. Must make service calls, perform shift responsible duties as needed.

Complete all required documents and must account for all materials used in accordance with the work order system.

Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training. Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. This is a Safety Sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=304

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Mechanic Helper

Location: Joliet

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform shift responsible duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Perform duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must be at least 21 years of age and possess at least one (1) year previous diesel/gas experience and/or technical training, and must attend and meet the criteria of Pace's Mechanic Training Program.

Must have, or be able to obtain, an "A" Commercial Driver's License, successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=343

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Part-Time Facilities Maintenance Assistant

Location: Arlington Heights
Office: Internal Services
Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required. Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

Qualifications:

Must have a valid Driver's license and have a high school diploma. Associate's Degree preferred. 1 to 2 years in facilities maintenance desired.

Work is performed in normal office environment. Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667

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College Clerical Assistant II - KEN0000260

Duties and Responsibilities

Kennedy-King College is seeking a College Clerical Assistant II.

Kennedy-King is one of the seven City Colleges of Chicago (CCC), which is improving student outcomes and ensuring greater academic and career success as part of Reinvention 7, a seven-year educational reform initiative.

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Assists in reviewing time sheets and prepares attendance reports for payroll processing. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items. Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer. Ability to keyboard 45 words per minute. Ability to follow verbal and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both. Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications: Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Bilingual (Spanish) Social Worker

Job Code: 129750

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

Position Summary:

The Hospital is seeking a Bilingual, Spanish-speaking Social Worker to work with our child and adolescent population. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities include:

- Conducts social history assessment interviews.
- Produces a social work assessment or assessment update from the interview data. Documents in the medical record; psychosocial histories, discharge planning, patient contacts, treatment updates, etc.
- Communicates all essential information/data obtained through assessment
- Initiates and follows through on discharge/aftercare planning as assigned.
- Identifies appropriate referral for post discharge services and establishes rapport with same.
- Relative to the assessment, treatment planning and continuum of care processes, understands and considers basic growth and development milestones with interventions specific to the age and population served.
- Attends multi-disciplinary treatment staffings as assigned.
- Functions as a liaison between team members and all involved Social Service Agencies.
- Conducts unit groups.
- May provide clinical supervision for social work interns.

Requirements:

- Master's Degree in Social Work required.
- Bilingual Spanish/English.
- Prior experience working with a psychiatric mental health population, preferably in an inpatient setting.
- Illinois Clinical Social Work License preferred (LCSW)
- Prefer knowledge of case management, discharge planning, group leadership skills, age specific growth and development, crisis and behavior management, family therapy theory and practice.
- Knowledge of theory and practice of psychosocial assessments.
- Able to work cooperatively with other hospital staff and involved community agencies.

Good organization skills, as well as oral and written communication skills.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Business Development Representative

Job Code: 116388

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 90-100%

Job Type: Full Time

Minimum Education Required: Bachelor's Degree

Category: Marketing/Advertising

FTE: 1

Position Summary: The Hospital is seeking a full-time Business Development Representative who has prior experience marketing healthcare programs! This newly added employee will be responsible for marketing our new Neuroscience and Trauma programs, as well as the other facility programs. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Responsible for building and maintaining new and existing relationships that will aid the hospital in future business endeavors.
- Coordinate, oversee and participate in the promotion of the facilities new Neuroscience and Trauma-focused CBT program.
- Create and facilitate training materials to external business partners.
- Establish consistent contact with referral sources, schedule individual and small group meetings, tours, special events, and executive presentations on hospital services.
- Develop and implement actions plans that support the facility marketing and strategic plans.
- Facilitate Linkage and Service agreements for the hospital.
- To lead by example and champion the philosophy of Service Excellence.

Job Requirements:

- Bachelor's Degree in Marketing, Healthcare, Sales or related field preferred.
- 1-3 years of experience within healthcare marketing and business development preferred.
- Specific experience/knowledge within a Neuroscience program and/or Trauma-focused program in a behavioral health or substance abuse facility a plus!
- Ability to create and maintain relationships with professional organizations and government agencies.
- Overall knowledge and working experience within the Chicagoland healthcare industry.
- Must have excellent verbal and written skills and the ability to present professionally in public speaking engagements.
- Must have a valid Driver's License with proof of insurance.
- Fluent in Microsoft suite applications along with strong overall computer skills.
- Must be self-motivated, results-oriented individual who is customer focused.

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Coordinator of Clinical Programming

Job Code: 129982

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

Position Summary:

The Hospital is seeking a full-time Coordinator of Clinical Programming to assist with the development and success of all present and new clinical programs. The ideal candidate will have a strong clinical aptitude and ability to work in a fast paced environment. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Develop, implement and monitor all clinical program activities for all in-patient units, and work directly with the Chief Clinical Officer for all new specialty programs
- Provide clinical trainings and presentations to internal and external parties
- Ongoing supervision of specialty programs including documentation auditing, data gathering and interpreting, and action plan development
- Maintain appropriate industry standards to ensure hospital and programs are compliant with all external agencies
- Provide a safe, secure, therapeutic and professional environment at all times
- To lead by example and champion the philosophy of Service Excellence

Job Requirements:

- Master's degree in Psychology, Social Work or related field required; LCSW, LCPC or related licensure preferred.
- 4 years clinical experience with a psychiatric mental health population preferred; 2 years' experience in developing clinical programs for child, adolescents and adults
- Knowledge of principles of risk management and performance improvement related to a health care environment
- Must possess knowledge of general and psychiatric principles, working concepts and theory, leadership skills, age specific growth and development, limit setting, as well as crisis and behavioral management
- Fluent in Microsoft suite applications along with strong overall computer skills
- Must be self motivated, results-oriented individual who is customer focused

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Emergency Services Coordinator

Job Code: 128645

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Part Time

Minimum Education Required: Master's Degree

Category: Healthcare - Rehabilitation

FTE: 0.01

Position Summary: Hartgrove is a Joint Commission approved and state licensed facility focused on short-term crisis stabilization programs. We provide fully accredited educational programs, comprehensive Activity Therapy, Pet Assisted Therapy, Art Therapy, Horticultural Therapy and Dance Movement while utilizing a holistic treatment approach. The Hospital is seeking a Per Diem Emergency Services Coordinators for the weekend, evening 3pm to 11:30pm and overnight 11pm to 7:30am shift. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

Responsibilities include:

- Conducts initial intake assessments and establishes provisional diagnosis for patients.
- Provides accurate and complete information to Hospital Administration and physicians regarding admissions, referrals, discharges, etc. Assure compliance with all applicable laws, codes, rules and regulations that pertain to psychiatric admissions.
- Establish a provisional diagnosis for patients upon admission.
- Maintain all data/records regarding the intake and admission process.
- Possess a strong understanding of department computer systems.
- Assure the maintenance of a safe and sanitary environment.

Requirements:

Masters Degree Required in Social Work, Clinical or Counseling Psychology; or RN, Doctorate preferred. Two years experience working within an intake department in a psychiatric hospital setting. LPC, LSW, LCPC, LCSW, RN w/Masters Degree in Psych Nursing; or eligible within one year. Bilingual in both Spanish and English a plus! Working knowledge of Illinois Confidentiality Act, Illinois Mental Health Code, EMTALA and ILPA process detailed understanding of psychiatric criteria for various levels of care. Thorough understanding of DSM-IV criteria. Computer training/experience, crisis intervention and risk assessment, customer service skills, leadership skills.

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 09/11/14 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-85261

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex , specialized clerical duties for supervisory staff; types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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

South Loop 1112 S. Wabash Chicago IL 60605

Please submit applications to: Kelly Kindred

Bureau of Employee Services - Hiring Unit

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116

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 2 - Typing

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Mental Health Specialist

Job Code: 123242

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Entry Level

Minimum Education Required: Associate Degree

Category: Allied Health

FTE: 1.00

Position Summary:

The Hospital is seeking a full-time, part-time, and per diem Mental Health Specialists for all units within the facility.

This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The Primary Responsibilities are as follows:

- Facilitate Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse.
- Maintain a safe and therapeutic milieu.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all patient documentation and records.

Requirements

- Bachelor's degree in Psychology or related discipline strongly preferred.
- One year experience working with a psychiatric population preferred.
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management and CPR training.
- Must be self motivated, results-oriented individual who is customer focused.
- Bilingual (English/Spanish) applicants a plus!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Patient Account Specialist

Job Code: 132367

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: None

Job Type: Full Time

Minimum Education Required: High School or equivalent

Category: Accounting/Finance

FTE: 1.00

Position Summary:

The Hospital is seeking a full-time Patient Account Specialist to work within our Business Office. The ideal candidate will have experience within a healthcare setting performing collections for IL Medicare and Medicaid accounts. We are looking for highly motivated candidate who is seeking an organization they can grow with! This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

The primary responsibilities are as follows:

- Billing follow-ups and collection efforts for all patient accounts of the hospital.
- Assists the admitting department with insurance verification.
- Works with patients and their families in establishing financial arrangements.
- Attains and maintains outstanding Accounts Receivables.
- Prepares the daily cash deposit and assures the daily posting of cash to patient accounts' files.
- Assists the Utilization Review department in monitoring patient benefits, while also assisting the Business Office Manager in reviewing and selecting accounts to be placed with outside collection agencies.

Job Requirements:

- High School Diploma is required; some college experience preferred.
- Previous experience in hospital Patient Accounting required.
- Previous Medicaid collections in a psychiatric facility a strong plus.
- Computer literacy skills, organizational, filing and typing skills are required. Must be fluent in all Microsoft Office applications; experience with Midas and MedSeries 4 a plus.
- Must be self motivated, results-oriented individual who is customer focused.

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Classification: Civil Engineer VII Salary Range: \$7,490 - \$11,430

Position Title: Bureau Chief of Design

Union Position: Yes No

Position Number: PW117-23-51-300-00-01

IPR#: 37916

Office/Central Bureau/District/

Work Address:

Highways/District One/Bureau of Design/201 W. Center Court, Schaumburg IL

Description Of Duties:

This position is accountable for the overall supervision of the District Bureau of Design.

The incumbent directs the preparation of plans and contract documents for highway improvements in accordance with departmental design policies, specifications, standards and sound engineering practice.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license
- A valid driver's license

The following criteria is desired:

- Ten years experience in civil engineering of which seven should be responsible supervisory control in the design and direction of highway engineering projects
- Experience in dealing with the public, the media and public officials
- Strong oral and written communication skills

Shift/Remarks: 8:00 am - 4:15 pm / Monday – Friday PM

The deadline for applicants to submit their names for consideration is 4:30 p.m. on Wednesday, September 10, 2014. Applicants will not be accepted after that time and date.

NOTE:

Applications will be accepted from qualified permanent DOT employees only. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Karla Gathard at 217/782-5594.