



Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Thu. 09/25/14 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-82620-PS CONTRACT-2

This individual will be the Business Process Specialist, part of the team executing the Ford Foundation/Urban Institute Work Support Strategies Grant. This individual will serve as a technical expert regarding business process design and implementation of new processes in local offices, and will assist with the statewide effort to re-engineer business processes in the offices around the state providing core benefits to working families.

Minimum Requirements: Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

TERM OF CONTRACT: 12 Months

FY'15 (JULY 1, 2014 - JUNE 30, 2015) with an opportunity to renew the contract in FY'16

IL Dept of Human Services

Office of Family & Community Services 401 S Clinton Chicago, Illinois

BIDDING CONTACT: DHS, Division of Family & Community Services

Region 1 Administrative Office ATTN: Alicia Huguelet

401 S Clinton, 3rd Floor Chicago, Illinois 60607 Fax#: (312)793-3789

How to Apply:

THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Wed. 09/24/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH69040

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing and spreadsheet applications (i.e., Word, Excel, PowerPoint). Requires ability to travel/possession of a valid driver's license.

Work Hours & Location/Agency Contact: 4Day Work Week

II Dept of Public Health
Office of Health Care Regulation
Division of Health Care Facilities & Programs
122 S Michigan Chicago, IL 60603

II Dept of Public Health
Office of Human Resources
535 West Jefferson, 4th Floor Springfield, IL 62761
217-785-2031 Fax 217-785-2038

How to Apply:

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

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 09/24/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1418508-189072

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs complex, clerical services for the Intact Services Team; maintains rotations of DCFS High Risk and POS Intact Family Service cases; develops and maintains tracking documents for Tier requests and case extensions; provides information and assistance to staff regarding the billing process for contractual Intact Family Services; performs all case opening activities for IFS cases; provides assistance in problem solving regarding all case opening concerns; reviews incoming documents to ascertain proper tracking and follow up; maintains familiarity with all case opening activities; provides clerical support as secretary to the team supervisor and professional staff.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

HOURS: Monday-Friday 8:30AM-5:00PM.

LOCATION: 1755 Lake Cook Road Deerfield, IL 60015

CONTACT: Sue Allen-Oates

JRTC/100 West Randolph, 6-100 Chicago, Illinois 60601

Fax: 312- 814-7134

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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Web Communications Assistant - This is an on-site position

Hiring Range: \$21.93 - \$24.64 hourly

Job Description:

This position coordinates and maintains the Red Shield Tool Kit Website; uploads and manages images, videos, files, and pages through the Website's content management system; ensures that all media on the Red Shield Toolkit meet brand criteria and are tagged appropriately; works closely with National Community Relations and Development (NCRD) staff to understand current public relations campaigns, branding, and priorities, and creates media bundles accordingly; organizes the site's homepage to reflect current priorities and popular items from the site, and works with Red Shield Toolkit visitors to ensure a good user experience; serves as moderator of the website's discussion board; provides training on the effective use of the Red Shield Tool Kit website. May travel as needed.

Requirements:

Bachelors degree from an accredited college or university in a related field; and up to one year experience working in a Web Content Management System or similar internet-related experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Familiarity with HTML, MS Office, Internet Explorer, Chrome, Mozilla Firefox or Safari.

Benefits after 60 days. Free underground parking and lunches offered.

Submit your cover letter and resume by secure fax to (703) 684-3478, e-mail to usn_recruit@usn.salvationarmy.org with the job title in the subject line, or send via US Mail to 615 Slaters Lane Alexandria, VA 22314, Attn: HR Office.

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Senior Accountant - This is an on-site position

Hiring Range: \$2,209.15 - \$2,485.29 bi-weekly

Job Description:

This position prepares accounting reports including financial statements and footnotes, financial statements and narrative for the annual report, budgets, and payroll and vendor tax reporting.

Manages the general ledger; develops reports; supervises the payables, payroll, invoicing, and journaling functions of the general ledger inclusive of related staff; reviews and recommends improvement of all internal control processes.

Serves as back up to the Controller and Sr. Accountant/Financial Analyst.

Requirements:

Bachelor's degree from an accredited college or university in Accounting, Finance, or a related field, and two years progressively responsible experience in accounting/financial functions with some supervisory duties; experience in non-profit accounting functions a plus; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Licenses and Certifications: CPA candidate preferred.

Benefits after 60 days. Free underground parking and lunches offered.

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Help Desk Support Specialist - This is an on-site position

Hiring Range: \$20.30 - \$25.36 hourly

Job Description:

This position provides technical support; to include but not limited to installing and repairing hardware and software on personal computers, provides technical assistance to system users, handles help-desk inquiries from users, diagnosis personal computers hardware, software, and operator problems, recommends/performs remedial actions to correct problems, maintains regular maintenance schedule, performs maintenance and repairs of peripheral equipment, maintains computer inventory database, monitors and arranges servicing with vendors for photocopiers, fax machines, and other office equipment, and performs project assignments.

Requirements:

A+ certification or Microsoft Technology Associate (MTA) certification preferred but not required. High school diploma or G.E.D. equivalency, college degree preferred; and one – two years experience performing routine computer repairs and installations on Windows PC and Apple MAC computers, with experience in maintaining and troubleshooting hand held devices and copier/fax machines or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Benefits after 60 days. Free underground parking and lunches offered.

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Legal Assistant - This is an on-site position

Hiring Range: \$23.68 - \$26.64 hourly

Job Description: This position will primarily assist the Staff Attorney with researching and reviewing internal national minutes/policies and case files, and reviewing and editing legal documents, as well as handling some administrative duties.

Requirements: B.A Degree from an accredited college or university in a related field and at least two – three years of work experience, preferably in a legal department of an associate or in a law firm setting.

Benefits after 60 days. Free underground parking and lunches offered.

Submit your cover letter and resume by secure fax to (703) 684-3478, e-mail to usn_recruit@usn.salvationarmy.org with the job title in the subject line, or send via US Mail to 615 Slaters Lane Alexandria, VA 22314, Attn: HR Office.

Coder I

Department: MED RECORDS CHI MKT
Schedule: Full Time
Shift: Days

Job Details:

Codes and abstracts diagnoses and/or surgical procedures on all inpatient, outpatient and ER records utilizing ICD-9 CM and CPT-4 coding classification systems.

Completes MS-DRG and APC assignments on inpatient or outpatient record as appropriate. Ensures ethical and accurate coding, in accordance with all regulatory requirements and AHIMA Standards of Ethical Coding. months ICD-9 CM coding experience in an acute hospital setting preferred . RHIT (or eligible), RHIA (or eligible), CCS or CPC-H.

Non-credentialed candidate with previous coding experience or those with coding certificate will be considered.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=788821

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Web Communication Coordinator - This is an on-site position

Hiring Range: \$2,251.12 – \$2,532.51 bi weekly

Job Description: This position performs technical, design, and database functions involved with establishing, updating and maintaining the website for the National Christian Education Department. Maintains dialogue through social media outlets on behalf of the CE Department, and provides reports on the status of such dialogue. Provides metrics on activity involved with electronic communications. Formats and distributes e-communications as needed.

Maintains and operates with database to accomplish all e-communications. Provides support and consults to authorized administrators and content writers for any website, blog or social media site established by the CE Department.

Recommends and/or designs website and electronic communications methods and provides technical and design support for same. Provides basic technical support and troubleshooting for hardware and software used for electronic communications. Helps research, gather, and develop content for the CE Department webpage.

Requirements:

B.S degree from an accredited college or university in a related field; and two to three years progressively responsible experience performing electronic/website design and database management related tasks; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Knowledge of Macintosh computers and peripherals with the ability to troubleshoot and perform maintenance on same.

Knowledge of website functionality (software and design). Working knowledge of Microsoft Word, Excel: Dream Weaver (or similar program) CSM tools, Flash, Photoshop, Quark/InDesign.

Benefits after 60 days. Free underground parking and lunches offered.

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Curriculum Writer Editor - This is an on-site position

Hiring Range: \$2,045.50 - \$2,301.20 bi-weekly

Job Description:

This position creates, writes, and prepares for production new curricula and program materials for Salvation Army children and youth.

This position also contributes to the Christian Education social networking and internet resources for curricula and resources.

This position is responsible for the creating, writing, preparation and production of new curricula and program materials for children and youth in the Corps Cadets and Junior Soldier programs, Girl Guards, Sunbeams, Moonbeams, Adventure Corps, etc.; contributes to the social networking page for Christian Education.

Requirements:

An active Salvationist in good standing with a Master's Degree or a four year college degree in English, Writing, or a related field, and at least four years experience in the field of Christian Education and/or writing, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge of Salvation Army doctrine, curriculum, and programs for children and youth. Working knowledge of Microsoft Word, Excel, PowerPoint, Adobe Acrobat Professional, InDesign, the Internet, and Lotus Notes (preferred) with the ability to learn and become proficient in other specific computer software as needed.

Benefits after 60 days. Free underground parking and lunches offered.

Submit your cover letter and resume by secure fax to (703) 684-3478, e-mail to usn_recruit@usn.salvationarmy.org with the job title in the subject line, or send via US Mail to 615 Slaters Lane Alexandria, VA 22314, Attn: HR Office.

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Emergency Disaster Services/Government Relations Program Specialist – This Is An Onsite Position

Hiring Range: \$2,209.15 bi-weekly - \$2,485.29 bi-weekly

Job Description: Monitors and analyzes national EDS/GR/PP trends; conducts analytical research; prepares EDS/GR/PP briefing reports; serves as an advocate for EDS/GR/PP field's necessities; composes information and prepares materials for distribution in the EDS/GR/PP fields; arranges and attends meetings and conference calls; arranges and attends briefings; creates and develops EDS/GR/PP materials; arranges special educational events; identifies and documents best practices and shares information with the field; represents the TSA as a participant at various coalitions, councils and working groups; monitors and analyzes internal EDS/GR/PP capacity: compiles data from EDS/GR/PP events into reports; produces quarterly reports; monitors and analyzes monthly/quarterly reports for trends and formulates recommendations to administration; serves as a resource to the EDS field, including but not limited to research, best practices, trends and resources; serves as and prepares briefs as an approved spokesperson to various outlets on EDS/GR/PP matters; completes application processes national public and private funding opportunities; monitors and analyzes and prepares reporting documents for funding grants; conducts and participates in discussions, lectures, seminars, and workshops as requested; attends national EDS/GR/PP conferences as deemed appropriate; serves as a member of planning committees as deemed appropriate; supervises the Administrative Specialist. May be deployed in the event of a disaster.

Requirements: Master's degree from an accredited college or university in emergency disaster management or related field with Salvation Army disaster training management (preferred). Bachelor's degree from an accredited college or university in Public Policy, Communications or related fields, and seven – ten years experience working in the front line emergency disaster services and first hand interagency collaboration; with three – four years experience working in the Public Policy, Communications or related fields, or any equivalent combination of training and experience which provides the knowledge, skills and abilities. Licenses and certifications to include: CEM, Serv Safe, Safe from Harm, ICS, First Aid and CPR certification preferred.

Benefits after 60 days. Free underground parking and lunches offered.

Submit your cover letter and resume by secure fax to (703) 684-3478, e-mail to usn_recruit@usn.salvationarmy.org with the job title in the subject line, or send via US Mail to 615 Slaters Lane Alexandria, VA 22314, Attn: HR Office.

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Job Title: Plumber

Agency: Juvenile Justice

Closing Date/Time: Tue. 09/23/14 4:00 PM Central Time

Salary: \$42.85 / Hour

Job Type: Exempt

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: IDJJ-15-27-14-0501

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs journeyman work in the installation, maintenance and repair of sanitary fixtures, fluid transmission systems and sewage systems; may supervise or instruct unskilled workers or inmates of state institutions in performing or assisting with similar tasks; supervises and instructs resident workers in plumbing techniques.

Minimum Requirements: Requires no formal education. Requires experience necessary to qualify as a journeyman plumber. Requires possession of a valid certificate of license as a journeyman plumber. Requires working knowledge of the tools, equipment, materials, methods and practices of the trade; requires elementary knowledge of laws relating to sanitation and public health; requires ability to instruct and direct helpers; requires ability to read, interpret and work from plans, simple drawings or sketches; requires ability to perform all tasks usually associated with journeymen plumbers; requires skill in the use of tools of the trade.

Work Hours & Location/Agency Contact: 7:00a.m.-3:30p.m MONDAY-FRIDAY(varies)

Off Days: Saturday & Sunday(varies)

Work Location: IYC St. Charles 3825 Campton Hills Rd. St. Charles, IL 60175

Agency Contact: Dinalois Hamilton / Human Resources Representative

IYC St. Charles 3825 Campton Hills Rd. St. Charles, IL 60175 630-584-1014(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: Wed. 09/24/14 4:59 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10/79-14/10

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direct supervision of the Business Manager and functional supervision of the Support Service Coordinator I, performs general housekeeping duties in assigned areas at the CRMHC. Work is assigned, but not limited to inpatient units, unit offices, administrative offices, corridors, public areas, shops, closets, cafeteria and outlying buildings.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience cleaning in a hospital or large institution.

Work Hours & Location/Agency Contact:

1 Days 6am-2pm Housekeeping Department

1 Eve 2pm-10pm Housekeeping Department

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 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: Corrections

Closing Date/Time: Tue. 09/23/14 4:00 PM Central Time

Salary: \$46.36 - \$46.36 hourly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDOC29-82-14-0846

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Stationary Engineer – Chief, operates, administers and maintains the Power plant at the Stateville Correctional Center; supervises operation of the powerhouse and boiler room; enforces and maintains safety, security and custodial measures.

Position Number: 42600-29-82-350-10-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school; requires four years of experience in power plant operation and in firing high pressure stationary boilers; 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.

Work Hours & Location/Agency Contact:

WORK HOURS: 6:30am to 2:30pm Monday through Friday with days off of Saturday and Sunday (Shift Work)

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

FOR TRADES (PREVAILING RATE) POSITIONS:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, ANY APPLICABLE LICENSURE, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE.

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Certified Nursing Assistant

Department: 5 Northwest

Schedule: Full Time

Shift: Nights

Hours: 11:00pm-7:30am

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: 1-2 years experience is required

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester fo clinical completed in an RN program accepted in its place of CNA certification.

This is a Night shift position-11:00pm-7:30am

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=114712

Dietary Attendant II

Department: Food & Nutrition Services

Schedule: Registry

Job Details: HS Diploma/GED

Participates in the preparation and service of all hospital feeding programs, assuring quality and sanitation consistent with department standards.

JOB QUALIFICATIONS

1. High school diploma or GED or five years comparable experience
2. Requires the ability to read, write, speak, understand and follow written or verbal instruction in English

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=287640

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Janitor - WIL0000329

Janitor - Full Time

Wilbur Wright

Perks of this role:

Full health benefits, 403(b) & 457(b) investment plans, paid vacation/holidays and City Colleges tuition waiver. Plus, enjoy working with a group of people who really love what they do. For a more detailed overview of benefits visit our benefits page ([click here](#)).

Overview of the position:

Perform all traditional janitorial work in and around the buildings.
Dust all ledges, counter tops, files, office equipment, desk and walls.
Dust mop all hard surfaces.
Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays. Thorough cleaning of all bathroom fixtures and partitions.
Polishing furniture. Metal polishing.
Hosing and sweeping of sidewalks. Trash removal.
Dismantling and cleaning of light fixtures. Operation of vacuum cleaners.
Cleaning of Venetian blinds (washing & vacuuming).
Policing of facility and grounds (inside & outside).
Washing of exterior walls.
Scraping of gum and other objects form hard surfaces and carpet.
Spot cleaning furniture or carpet, but not more than 2 hours per day.
Setting up and /or take down of chairs and tables.
Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces. Operation of compactors and /or balers.
Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).
Adheres to CCC Customer Service Excellence standards.
Performs other duties as assigned.

Qualifications

Completion of a high school diploma or the equivalent preferred.
Preference will be given to current temporary janitors at City Colleges of Chicago.
Must be able to perform all duties listed above.
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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ED Technician

Department: Emergency Department

Schedule: Full Time

Shift: 12 Hr. Shifts

Hours: 7p-7a

Job Details:

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information.

Provides all services in accordance with established hospital/departmental policies and procedures.

JOB QUALIFICATIONS

1. High School diploma or equivalent
2. Qualifications:
 - a. Certified as an EMT-P; or
 - b. Certified as an EMT-B and 1 year ED experience preferred; or
 - c. Medical Assistant certification; or
 - d. Certified as CNA and 1 year ED experience preferred; or
 - e. Board Certified Nuclear Medicine Technologist and 6 months ED experience preferred
3. CPR certification
4. Good communication skills
5. Good PC skills for data entry

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=791190

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Registrar - MAL0000347

Duties and Responsibilities

Malcolm X College is seeking a Registrar.

The effective and proper administration of the development, implementation and improvement of an effective admissions and records program.

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. Prepares and directs the registration procedure to meet the needs of the students and the standards of local, state and federal agencies. Develops and manages the College record keeping process. Develops and implements the College admission function. Serves as a liaison between the College and high schools. Directs and monitors registration and maintenance of records for all student records at the College. Supervises the processing of registrations. Provides certificates of course completion to students and outside agencies. Directs the evaluation and certification of student records for attendance purposes to outside agencies such as Veteran's Administration, Public Aid, student loan lenders and others. Serves as liaison to Computer Support Services to maintain and improve communication in matters relating to information processing needs. Coordinates the preparation and editing of the College catalog with all departments. Supervises the evaluation of student records to determine degree eligibility. Assists in planning and conducting commencement exercises. Performs other duties as assigned.

Qualifications

M.A. degree in related field plus 3-4 years experience in a college setting.

Excellent organizational and administrative skills. Proven experience in managing and directing a diversified work staff. Ability to communicate effectively in both verbal and written forms. Ability to work well with employees at all levels of the organization as well as students and other customers.

Must be able to effectively represent the College and District at various meetings.

Must be self-directed and innovative, able to assess current operations and integrate new technology into the work process.

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!

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College Clerical Supervisor II-Academic Affairs - HAR0000295

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 minimal supervision, supervises a large group of clerical personnel performing a variety of clerical and record keeping duties and performs administrative duties in a college administrative or department office; and performs related duties as required. Supervises subordinate clerical personnel performing a variety of clerical functions. Oversees the various clerical functions and activities in an office to ensure necessary work activities are performed efficiently and effectively. Develops and implements clerical work methods and procedures including procedures for the processing and maintenance of student records, the registration of students, the preparation of payrolls and large scale mailings. Creates work assignments and reviews work in progress; assists in preparing work schedules and approves time sheets of subordinate staff. Prepares and compiles reports on office work activities for management review. Responds to inquiries from students, faculty and staff. Orders office supplies and equipment. Types letters, reports and general memoranda. Perform other duties as assigned.

Qualifications

Graduation from high school or an equivalent is required, three years of progressively responsible clerical and supervisory experience; or an equivalent combination of training and experience. Excellent knowledge of modern office practices and procedures. Considerable knowledge of business English, spelling and arithmetic. Excellent knowledge of the operation of office equipment and the use of appropriate computer software. Ability to plan, organize and review the work of subordinate staff. Ability to develop clerical work methods and procedures based on management directives. Ability to operate a personal computer. Excellent verbal and written communication skills. Good supervisory skills. Good human relations skills.

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College Financial Aid Advisor I - TRU0000278

Harry S Truman College

Primary Objective: Under general supervision, counsels and provides information to college applicants regarding student financial assistance programs; and performs related duties as required.

DUTIES & RESPONSIBILITIES:

Counsels and advises students, parents and other interested parties on the availability of student financial aid programs to assist in meeting college education costs. Interviews students applying for financial aid assistance, answers questions regarding eligibility requirements and informs them of the types of financial aid available including grants, loans and work/study program. Assists students in completing financial aid applications and reviews submitted applications for accuracy and completeness. Uses a personal computer to verify student eligibility for Federal, State and college based financial aid assistance programs. Prepares and maintains manual and computerized permanent records and files of financial assistance awarded to students. Monitors student's academic status to insure they continue to meet eligibility requirements for financial aid awards. Refers students for employment placement in work/study program. Maintains records, work reports and time sheets for students enrolled in work/study program; may act as a field liaison explaining work/study program to potential employers. Perform other duties as assigned.

Qualifications

Graduation from high school or the equivalent plus two years of college supplemented by at least two years of responsible clerical experience; or an equivalent combination of training and experience. Some knowledge of applicable financial aid software. Knowledge of financial aid procedures in a college setting. Knowledge of financial aid programs. Ability to operate a personal computer; perform basic math computations; interpret college and financial aid policies and procedures. Good interviewing skills. Good verbal communication skills. Good human relations 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 City Colleges!

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Business Manager-College - MAL0000361

Malcolm X is seeking a Business Manager.

Reporting to the Executive Director-Finance Operations, this position assists in protecting the financial integrity of the College and the District's assets at the College by carefully monitoring the business processes and ensuring adherence to established policies and procedures. Manages the day-to-day operations of the Business Office at the 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; Tuition Reimbursement. For a more detailed overview of benefits please visit our benefits page.

Qualifications

Bachelor's Degree in Business Administration or a related field supplemented by 3-5 years of experience in the operation of business and financial affairs in higher education or an equivalent combination of education and experience is required. MBA preferred. Minimum 1 year experience in managing state and federal grants. Three years supervisory experience.

Must have demonstrated knowledge and a proven track record in fiscal planning and management.

Must be self-directed, innovative and able to assess current operations in an effort to develop practical action solutions and improvements.

Must have knowledge of budget and financial planning.

Must have knowledge of budgeting and accounting procedures.

Must have knowledge of report analysis and preparation.

Must possess excellent written and verbal communication skills.

Must be computer proficient with knowledge of a variety of software programs.

Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.

Must be able to work on a variety of projects and meet deadlines. Must be able to operate within a complex organization. Must be able to work independently and as part of a team.

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!

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