



**Job Title: Mental Health Technician Trainee I**

Agency: Human Services

Closing Date/Time: Mon. 09/21/15 4:00 PM Central Time

Salary: \$14.81 - \$19.85 hourly

\$2,577.00 - \$3,454.00 monthly

\$30,924.00 - \$41,448.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 10

Plan/BU: RC009

Bid ID#: 10-67-92858

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of nursing care, personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled individuals. Requires the ability to develop skill necessary to provide basic personal care and nursing care services and to participate in programs of care, treatment and habilitation. Requires ability to write clear and concise statements of individuals care, treatment and performance in accordance with approved guidelines. Requires the ability to understand and effectively carry out written and oral instructions.

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

HOURS OF WORK: 8:00 a.m. – 4:00 p.m. Monday-Friday during classroom training with other shifts as assigned. Upon completion of classroom training assignment to shift: 5:45 a.m. – 2:00 p.m. 1:45 p.m. – 10:00 p.m. Every third weekend off

Other days/shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center

134 W. Main Street, Dwight, IL 60420 815-54-3347 phone 815-584-3723 fax

For questions, contact: Human Resources

Ronda Clausing/Shelly Jackson, 134 W. Main Street, Dwight, IL 60420

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Physical Therapist**

Agency: Human Services

Closing Date/Time: Thu. 09/24/15 4:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-70-15-0045

Description of Duties/Essential Functions Benefits Supplemental Questions  
Provides direct support services to residents by implementing PT programs and therapeutic exercises. Completes required documentation and progress of the residents; places orders, utilizes and maintains physical therapy equipment/supplies. Provides guidance to technicians implementing PT programs such as repositioning, use of equipment, etc., in the personal care of the residents. Administers a full range of therapy treatments.

Minimum Requirements: Requires knowledge, skill, development equivalent to 4 years college with a Bachelor Degree in Physical Therapy. Requires certificate of registration as a PT in Illinois. Requires working knowledge of principles, practices, techniques and overall objectives of program. Requires working knowledge of materials and equipment utilized during physical therapy treatment and overall objectives of program. Requires working knowledge of muscular, skeletal, nervous system as well as potential hazards involved in PT treatments. Requires medical terminology, department regulations, and ability to instruct others in PT techniques and practices. Requires physical ability to lift, reach, and support individuals served while performing physical therapy.

Work Hours & Location/Agency Contact: Monday through Friday, 7:30am - 4:00pm  
Dawn English / Human Resources  
Ann M. Kiley Center, 1401 W. Dugdale Road, Waukegan, IL 60085  
fax: 1-847-249-0722

**How to Apply:**

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

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**Job Title: Staff Development Specialist I**

Agency: Human Services

Closing Date/Time: Thu. 09/24/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly; \$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-93191

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, serves as program trainer in a local office of Family & Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integration of training goals. Requires travel in performance of duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Southeast FCRC. 8001 S. Cottage Grove Ave, Chicago, IL 60619  
Please submit applications to: Bureau of Employee Services  
Lisa Horsley, 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: State Police Evidence Technician II**

Agency: State Police

Closing Date/Time: Mon. 09/21/15 5:00 PM Central Time

Salary: \$3,498.00 - \$5,063.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 21-31-ISP15-047

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of two years of college, preferably in one of the physical/biological sciences, supplemented with one year experience in related evidence and/or tracking processes; or the completion of three years of college, preferably in one of the physical/biological sciences. Requires elementary knowledge of physical evidence processes such as can be obtained in introductory courses to law enforcement or through exposure to evidence processes by working in a forensic science laboratory in other support roles; ability to communicate ideas effectively in oral and written form; ability to use computer software programs and various types of hardware; ability to construct court exhibits and demonstration charts; and ability to pass an agency background investigation.

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

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Illinois State Police, 1941 W. Roosevelt Road, Chicago, IL

AGENCY CONTACT: Lloyd Peterson  
Public Safety Shared Services Center  
1301 Concordia Court, PO Box 19277  
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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Mon. 09/21/15 4:00 PM Central Time

Salary: \$2,805.00 - \$3,788.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-81-75956

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

This position provides general housekeeping duties for the patient units in the Forensic Treatment Program.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

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

Shift: 7:30am - 3:30pm

Location: Elgin Mental Health Center (Forensic Unit)

**Contact:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Phone: 847-742-1040, Ext 2095 or 2029

Fax: 847-429-4933

**How to Apply:**

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

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**Account Executive / GREYHOUND**

Location: CHICAGO

Department: GPX

Application Deadline: Friday, September 25, 2015

**Key Duties:**

Maintain and increase revenue opportunities from the top charge account customers in an assigned territory. Definition of territory: one or a combination of towns or cities where GPX operates a terminal or agency operation

Solicit new revenue opportunities from new and existing users (exclusive of top assigned customers). Heavy emphasis on new business development

Make regularly scheduled appointments (at least one visit per top assigned accounts every 60 days) and develop affinity between GPX and customer

Meet and exceed monthly revenue quota (assigned as by National Sales Manager)

Submit accurate daily, weekly and monthly reports

Set up and maintain a current Regional Competitive Information File of GPX competitors

Work closely with regional sales and operational teams, ensuring all sales leads increase revenue opportunities

Required to attend trade shows and provide sales support within the Agency network

Comply with all corporate policies and procedures

**Qualifications:**

A four year degree preferred

Five years direct sales experience in freight transportation preferred

Proficiency in Microsoft Office Software preferred (Word, Excel, PowerPoint)

Experience with sales/customer management software preferred (Access, Act, Goldmine, Salesforce.com etc.)

Must have strong analytical, interpersonal, and decision making skills

Must have strong listening, customer satisfaction, written, verbal and presentation skills

Must have strong sales cycle management skills and ability to sell new business with a high degree of success

Must have strong organization and follow-up skills

**PURPOSE:** Sell and promote GPX products to both existing and potential commercial customers Act as liaison between the customer and GPX Departments when required Work closely with the GPX operating group to ensure all customer expectations are being met.

Apply online at <https://www.greyhound.com/en/careers/details.aspx>

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## **Greyhound Driver**

### Benefits:

Offering major medical plans, dental, vision, free travel, 401K with company match and more.

### Qualifications

To qualify, you must:

Be at least 22 years of age

Pass a DOT physical, criminal background check and drug screening

Have a valid driver's license

Have an good driving record

Must be able to obtain a passport to cross the Canadian border

Successfully complete Greyhound's driver training program

Standards are high at Greyhound and safety is our number one value.

If you cannot do it safely, don't do it!

Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training. Click here for more information.

#### Phase One - Qualification School (1 Week)

Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

#### Phase Two - Driving School (2 Weeks)

If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

#### Phase Three - Finishing School (3 Weeks)

You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <https://www.greyhound.com/en/drivingcareers.aspx>

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**POSITION: Accounting Assistant – F/T Exempt**

REPORTS TO: Director of Finance

SMG, the leader in privately managed public assembly facilities has an immediate opening for an Accounting Assistant at Soldier Field. This position will perform the daily accounting clerk functions at the facility as well as box office duties when required:

**MAJOR RESPONSIBILITIES:**

- Assist accounting department with administrative and accounting duties as requested
- Process all invoices and other Accounts Payable duties
- Maintain open payables list, produce checks for payment and prepare monthly reports
- Maintain accounting files, record retention and timesheets
- Reconcile multiple bank statements monthly
- Handle tasks relating to Accounts Receivable
- Box office duties including ticketing, group sales, end of event settlement

**EDUCATION AND EXPERIENCE**

Bachelor's Degree required. Experience in accounting, finance or a related field required. Box office experience preferred by not required.

**SKILLS AND ABILITIES:**

- Strong communication & interpersonal skills
- Detail oriented with excellent organizational skills
- Ability to manage multiple projects with minimum oversight
- Knowledge of ticket office operations and accepted accounting and recordkeeping practices related to ticket selling

**COMPUTER SKILLS**

Strong computer skills including but limited to; Microsoft Word, Excel, Publisher, Power Point and use of the internet are required. Familiarity with Sage Peachtree accounting software is preferred but not required. Familiarity with Ticketmaster Archtics preferred but not required.

TO APPLY: Send résumés, cover letter and references to: [HR@soldierfield.net](mailto:HR@soldierfield.net)

Elizabeth Saah, Human Resources Designee

1410 S. Museum Campus Drive

Chicago, IL 60605

Phone: 312-235-7000 Fax: 312-235-7030

Position Announcement: Soldier Field, 1410 S. Museum Campus Drive, Chicago, IL  
SMG is an Equal Opportunity / Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

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**Package Handler - Part-Time**

CHICAGO, IL, United States

Job ID: ILOHA1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 – 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school.

You will be eligible for the Earn & Learn program on your first day of work.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/chicago/package-handler-part-time/1187/225569>

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**Operations Clerk-Part-Time-UPS Freight**

PALATINE, IL, United States

Job ID: 75684

UPS Freight, a leader in the LTL trucking industry, is currently seeking an Operations Clerk to answer customer inquiries, process paperwork, and follow procedures concerning overages, shortages, damages, claims, and the tracing of freight.

An Operations Clerk will also be responsible to:

Review invoices

Work with both central and local dispatch offices to assist in managing load schedules

Answer customer inquiries relating to rate quotes, appointments, etc.

Perform data entry functions (i.e. keying bills from manifests)

Transportation industry understanding and/or previous data entry experience preferred.

**BASIC QUALIFICATIONS:**

Must be at least 18 years of age

U.S. citizen or otherwise authorized to work in the U.S.

High school diploma or equivalent

Basic computer skills

**OTHER CRITERIA:**

Employer will not sponsor visas for position.

UPS is an Equal Opportunity Employer

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/palatine/operations-clerk-part-time-ups-freight/1187/560376>

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## **UPS SUNRISE SORT Part Time Operations Supervisor**

HODGKINS, IL, United States

Job ID: 83809

### Job Summary

We are currently looking for good talented people to join us as UPS Part-time Supervisors. UPS is a company that actively promotes from within. The UPS Part-time Operations Supervisor role could be the entry-point to a fulfilling career filled with wonderful opportunities for you.

The Part-Time Operations Supervisor responsibilities may include but are not limited to the following:

Management of department resources to ensure maximum output, accuracy, and efficiency at all times. Meet or exceed all established standards for accuracy and productivity. Ensure that all department and/or corporate policies and procedures are communicated, understood, and adhered to. Establish and promote a positive, team-oriented work environment emphasizing employee involvement, pro-active communication, inter-departmental cooperation, and continual improvement on all levels.

Implement employee personal development plans as required to ensure the continuing professional growth of department personnel.

Ensure that all department employees receive specific and detailed orientation, skills and safety training, appropriate materials and information, regular evaluations, and pro-active coaching to support their continued development.

Establish and maintain an aggressive cross-training program within the department to promote development, enhance flexibility, and ensure backup coverage of vital functions and processes.

Function as an effective liaison and advocate on all levels to ensure that employee, department, and corporate needs are addressed in a timely and productive manner.

Responsible to ensure that all employees adhere to safety policies and procedures at all times, operating in full compliance with department, station, corporate, and OSHA requirements.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/hodgkins/ups-sunrise-sort-part-time-operations-supervisor/1187/595055>

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**Operations Supervisor, Part-Time-UPS Freight**

SOUTH HOLLAND, IL, United States

Job ID: 86099

UPS Freight, a leader in the LTL trucking industry, is currently seeking a part-time Operations Supervisor to produce maximum profit while providing excellent service to the customer.

This individual oversees and is directly involved in more than one of the following operations; dock, P&D, and Road Dispatch, including, but not limited to, customer service, productivity, quality freight handling, claims prevention, load average, and safety.

This person will be responsible to:

Manage, plan, organize, and direct all employees assigned to them

Manage and implement security and loss prevention procedures

Prepare and manage safety procedures in accordance with Company, OSHA, and DOT guidelines

Prepare and implement action plans to ensure the service center achieves planned productivity, load average, cube utilization, and service targets.

Work with Central Dispatch to develop a linehaul plan to effectively and efficiently move freight to destinations within Company service standards

Schedule employees in accordance with hours planning, the Company's run bid process, and service requirements

Previous dock operations and/or supervision experience within the transportation industry preferred.

Position is approximately 27-30 hours a week.

UPS is an equal opportunity employer – race/color/religion/sex/national origin/veteran/disability/sexual orientation/gender identity

Apply online at <https://www.jobs-ups.com/job/south-holland/operations-supervisor-part-time-ups-freight/1187/719221>

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## UNITED CENTER

The United Center, the premiere sports and entertainment facility and home of the Chicago Blackhawks and the Chicago Bulls, is currently hiring for the following positions:

### **DOCK/MAILROOM ATTENDANT**

Seeking a motivated, well-organized, and detailed-oriented individual to be a Dock/Mailroom Attendant. Must be able to handle multiple projects in a timely and efficient manner; transport packages throughout the United Center and off-site, and must follow proper delivery and distribution procedures. Experience preferred. Competitive salary and benefits.

To apply for these positions or to be considered for future job opportunities, [submit your resume online](#), or mail or fax a resume to:

United Center, 1901 W. Madison St., Chicago, IL 60612  
Attn: Human Resources FAX: (312) 455-4750  
No phone calls please. EOE in a Drug Free Workplace

### **LEVY RESTAURANTS**

Levy is currently hiring for the following positions:

*Concessions - Servers, runners, stand workers, bartenders, Supervisors, Barback, Cook*  
*Banquets - Porter*  
*Chicago Stadium Club - Hostess, Server Bartender, Server Assistant*  
*Ketel One - Hostess, Bartender, Server*  
*Theater Box - Hostess, Barback*  
*BMO Harris Club - Server, Barback, Hostess*  
*Suites - Supervisor, Runners, Dessert Attendants*  
*Sanitation*  
*Warehouse - Op-Tech*  
*Culinary - Cook, Dishwashers, Porters, Carvers*

Levy Restaurants is currently hiring for the following positions at the Oak Brook and Michigan Ave. Blackhawks Retail locations:

Retail - Sales Associate, Retail Warehouse Associate, Supervisor

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/jobs> or you can fax your resume to 312-455-7515.

No phone calls please. EOE in a Drug Free Workplace

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## **AT YOUR SERVICE, LLC**

Motivated guest service personnel needed in the following positions:

*Guest Service Representative - Greeter, Ticket scanner, Usher*

*Event Security Representative - Active or retired law enforcement certification required*

*Security Crowd Managers - Criminal justice studies preferred*

*Guest Relations Representatives - Dedicated guest service booth representatives, complaint resolution*

*Suite Representatives - Premium seating access control*

*Building Security - Round the clock, facility security*

Apply online today by visiting the [At Your Service website](#).

### **Building Attendant**

Location: Chicago , IL

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day) and second (afternoon/evening) shifts reporting to the Team Lead and Housekeeping Supervisor. Two full-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

Responsibilities include, but are not limited to the following:

Vacuuming

Damp wiping

Sanitizing bathroom fixtures

Mopping floors

Special project work as assigned

The ideal candidate will possess the following qualifications:

High school diploma or equivalent

Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds

Ability to stand and walk for long periods of time

Ability to bend and reach

Ability to follow verbal and written instructions

Ability and experience using various tools, products, and equipment

Ability to work independently and on team

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <http://www.fieldmuseum.org/about/careers>

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### **Foundation Giving Officer**

Location: Chicago , IL

The Foundation Giving Officer will serve as an important member of the institutional advancement department, reporting to the Director of Corporate and Foundation Giving.

The position interfaces with foundation program officers, executives and board members; collaborates with curators, educators, exhibition project managers and others on proposal development, presentations, and events; supports trustees and Museum volunteers in fundraising; and provides essential knowledge, planning, and follow-through to meet the Museum's fundraising goals from private foundations.

#### Qualifications

Bachelor's Degree required.

A minimum of 3-5 years of fundraising experience required, with foundation fundraising strongly preferred

Demonstrated experience in managing relationships with private foundations required  
Knowledge of Chicago foundation funding community preferred  
Previous experience with a capital campaign, national foundations, and/or scientific research funding preferred

Exceptional interpersonal skills and the ability to foster strong working relationships with internal and external constituents  
Passion for science and commitment to The Field Museum's mission and programs  
Excellent written and verbal communication skills

Ability to work on multiple projects simultaneously, set and manage priorities, and meet deadlines and goals  
Knowledge of Microsoft Office Suite and fundraising databases, and appropriate web-based applications and services

Ability to work productively with a variety of people; collaborative spirit  
Raiser's Edge experience preferred.

Apply online at <http://www.fieldmuseum.org/about/careers>

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## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.  
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.  
Ensure that alcohol is consumed in designated areas only.  
Set up and maintain appropriate stock levels for the bar.  
Assist in placing orders for all liquor and bar related supplies.  
Conduct inventory of all liquor and bar related supplies.  
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).  
Possess basic food handling training and obtain any local or state mandated certification.  
Success in a high volume bar environment.  
Demonstrated ability to provide superior guest service.  
Have a high aptitude for math and cash handling.  
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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## **Cashier**

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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### **Special Education Teacher 2-Child Life Therapy**

Department: Child Life Therapy

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Child Care/Education

Job Number: 2015-1792

#### Position Highlights:

This role provides educational services to child psychiatry inpatients and pediatric inpatients not being seen by the Chicago public school hospital teacher.

Opportunity to collaborate and consult with other members of the health care team to provide coordinated treatment plans for each student

Stimulating Academic Medical Center setting

#### Position Responsibilities

Create and maintain a classroom atmosphere conducive to assigned students' emotional behavioral, and academic development.

Provide tutoring to medical patients at bedside.

Monitor, evaluate, and plan for transitional discharge placement

Design and create teaching tools that are developmentally and situationally appropriate for individual patient needs.

Attend staffings, department meetings, and appropriate patient care conferences

Collaborate and consult with other members of the health care team to provide coordinated treatment plans for each student.

Serve as liaison between hospital and participating school/programs

Participate in QI activities

Identify environmental safety hazards for children and develop corresponding preventive/protective measures

#### Position Qualifications

Masters Degree in Education Masters Degree in Special Education preferred.

Illinois LBS I license. ( A valid comparable document from another state or substitute teaching document may be considered if LBS I licensure is in progress).

Appropriate related experience.

Apply online at

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**Job Title: Food Service Supervisor Room 500**

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-2047

Job Description: Food Service Supervisor – Room 500

**Position Highlights:**

Supervises daily food service operations to ensure that goals and standards of unit/department are met. Ensures compliance with all applicable regulatory agencies, department quality monitors and targets and corporate and departmental policies and procedures. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications:** Associate Degree in Food Service or a high diploma and a minimum of three years experience in a supervisory capacity in foodservice operations (retail, business, and healthcare). Illinois Department of Public Health and City of Chicago Sanitation Certification required within Nine months of hire. Experience as a Sous/Executive Sous Chef preferred. Competent in preparation of spreadsheets, data bases, word processing.

Ability to supervise multiple employees performing multiple tasks, self directed, strong interpersonal skills, organization skills, problem solving, creative, verbal skills, conflict resolution, aware of daily department operations and able to identify unusual situations that arise, manage stress effectively.

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils and computer keyboard, able to communicate using a variety of audio-technology, will involve long periods of sitting, standing or walking (about 90%).

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Certified Medical Assistant, Anesthesiology (Oak Park)**

Department: Univ Anesthesiology Pain Ctr

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2014-2297

**Job Description:**

Certified Medical Assistant, Pain Center

Full Time

*\*This position is located at our Oak Park clinic\**

**Position Responsibilities:**

The Certified Medical Assistant in Internal Medicine is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Previous clinical experience in a fast paced medical office

Apply online at

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