



### **ADMITTING CLERK**

Department: Admitting

Schedule: Full Time

Shift: Varied Shifts

Hours: 3-11 & 11-7 with some weekends

#### Job Details:

High School/GED; 1-3 years of experience required

Assists patients in registration for obtaining services at Loretto Hospital; obtains personal and insurance information to complete correct registration; verifies Medical Record Number and Physician assignment; accurately completes consent and all admission forms required by Government Agencies; explains forms to patient/family members and obtains required signatures; works closely with Nursing Administration, Physicians and Units for prompt bed assignments. Assists in other areas as needed, maintains departmental records and performs related duties as assigned.

Requirements: High school diploma or general education degree (GED); Six months to one year related experience and/or training; or equivalent combination of education and experience.

Apply online at

[https://www.healthcaresource.com/lorettohosp/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=217633](https://www.healthcaresource.com/lorettohosp/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=217633)

### **FOOD SERVICE AIDE**

Department: Nutritional Services

Schedule: Full Time

Shift: Days

Hours: 6am - 2:30pm

Job Details: High School/GED

Serves food on various patient floors. conduct food tray assembly, in cafeteria, and at catered events. Washes dishes, utensils, pots, equipment, walls, floors, cabinets, etc.

Requirements: High School diploma or GED (high school equivalent). 6months of food services experience required.

Apply online at

[https://www.healthcaresource.com/lorettohosp/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=237013](https://www.healthcaresource.com/lorettohosp/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=237013)

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### **Passenger Service Agent**

Sunline Services, Inc. - Chicago, IL

Airline Passenger Check in, International Arrivals and departures, Baggage Service. Must have 1 year experience in Customer Service, be willing to provide 10 year background info, and take a drug test. Meet, greet and assist arriving and departing Passengers. High school diploma or equivalent preferred. Computer experience necessary.

Helpful Languages: Tamil; Malayalam; Telugu; Hindi; Urdu; Farsi; Arabic. Must be able to read and write in the English language...

Apply in person:

Wednesday, September 17th, 2014 10:00am-14:00pm

Conference room located at O'Hare International Airport, Terminal #5

Lower level, Arrivals hall East of McDonalds, follow signs

Bring Drivers License and Social Security card for Identification

Apply online at [http://www.indeed.com/viewjob?cmp=Sunline-Services,-Inc.&t=Passenger+Service+Agent&jk=f877c9467c72ff81&sjdu=QwrRXKrqZ3CNX5W-O9jEvSbJYpnIiLTvnDmTa\\_LhH4fBnwq5eIGjarTRB6cJcKuIiam6Mt2ruqPdKchmvvfd26V08psgLbf37kxskDgbz10](http://www.indeed.com/viewjob?cmp=Sunline-Services,-Inc.&t=Passenger+Service+Agent&jk=f877c9467c72ff81&sjdu=QwrRXKrqZ3CNX5W-O9jEvSbJYpnIiLTvnDmTa_LhH4fBnwq5eIGjarTRB6cJcKuIiam6Mt2ruqPdKchmvvfd26V08psgLbf37kxskDgbz10)

### **Mover / Driver (non-CDL)**

Franklin Park, IL

Job Requirements

Because moving is stressful, we seek candidates with a commitment to customer service and an appreciation for variety in your job! High school diploma or equivalent. Excellent customer service skills Professional attitude and demeanor. Experience in the fields of general labor, landscaping, construction or warehouse helpful. Strong logic and mathematical skills (addition, subtraction, multiplication and division using whole numbers and decimals. Ability to perform these operations using units of dollars, weight measurement, volume, distance and time) Stamina to lift heavy items (100 lbs or more) repeatedly while climbing, balancing, kneeling, crouching, walking, etc. Good hand-eye coordination. Valid driver's license and good driving record

NO PHONE CALLS PLEASE!

Apply online at <https://careers.twomenandatruck.com/job-opportunities?gnk=job&gni=8acf169147380e5a0147449afb967f63&gns=Indeed>

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### **Guest Relations Associate**

Rush University Medical Center - Chicago, IL

Are you a multi-tasking individual that has front desk customer service work experience?

Rush University Medical Center is seeking an individual with exceptional customer service skills for their Guest Relations Associate position. This position is full-time with rotating shifts including some weekends.

The Guest Relations Associate is responsible for providing a welcoming, high quality and supportive hospital service experience for patients, families, visitors and staff. The position is responsible for greeting and responding to the needs of these customers by providing information, high quality service and support in a timely manner. Individuals in this position are expected to behave in a positive and enthusiastic manner as they are often the first contact patients and visitors will have with Rush. In all interactions, the Guest Relations Associate will be mindful of the institutional values of innovation, collaboration, accountability, respect and excellence, and will exemplify the Rush mission, vision, and values and act in accordance with Rush policies and procedures.

#### **Position Qualifications Include :**

High School diploma or equivalent required

One year of college preferred

1-2 years previous job related experience

Strong organizational skills and multi-tasking skills

Ability to set appropriate priorities in a dynamic environment

Excellent customer service skills

Collaborate and work well with employees at all levels

Communicate effectively and in a positive manner, both orally and in writing

Good computer skills

Proficient bi-lingual skills a plus

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

[http://www.indeed.com/viewjob?jk=a437c08130caf0f2&q=Customer+Service&l=Chicago,+IL&from=ifa&utm\\_source=publisher&utm\\_medium=cpc&utm\\_campaign=de\\_no\\_email](http://www.indeed.com/viewjob?jk=a437c08130caf0f2&q=Customer+Service&l=Chicago,+IL&from=ifa&utm_source=publisher&utm_medium=cpc&utm_campaign=de_no_email)

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### **CABLE TV FIELD COLLECTOR (COMCAST)**

BROADBAND INTERACTIVE, INC. (BBI) - Chicago, IL  
Chicago - South Side, South Suburbs, West Side, Schaumburg

Job Description: - Cable TV Field Collectors are responsible for contacting former customers and recovering Comcast Cable TV converter boxes and modems. - This position requires that the employee drive either their own insured vehicle or a company-supplied vehicle. Candidates located farther away will not be considered. - This is not a sub-contractor position. All BBI personnel are employees of the company.

Hours: - Full-time (30-40 hours a week) - Weekday evenings, Saturday

Required Skills: - Ability to maintain on-time and reliable attendance.  
- Strong communication skills combined with customer-focused, level-headed personality. - Adequate physical condition to be able to climb steps and lift weight up to 25 pounds. - Must have own computer with internet access. Average-level computer skills. - Able to comply with the policies and procedures of BBI and its clients.  
- Previous cable TV, electrical, telephone or collections experience a plus!

Additional Requirements:- Current valid driver's license. Good driving record. - High school diploma or equivalent. - Able to pass criminal background, motor vehicle record check and pre-employment drug and alcohol testing.

Please send your resume via [www.Indeed.com](http://www.Indeed.com)

Broadband Interactive  
4111 N Rockwell Ave  
Chicago, IL 60618

BBI does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.

Job Segments: Cable TV, Collections, Internet, Telephone, Customer Service, Field Service, Technician, Installations, Telecommunications

Job Type: Full-time

Apply online at [http://www.indeed.com/viewjob?cmp=BROADBAND-INTERACTIVE,-INC.\(BBI\)&t=Cable+Tv+Field+Collector&jk=d532e97a3c189d73&sjdu=QwrRXKrqZ3CNX5W-O9jEvh6a4x73z1PuhSXLVeYuw7FPMG-t0J2IhggYIqx\\_3w9bcG-GpXIPFjDrdwQrcP54JWQPqM5e\\_Cp04t1qZmhvrk](http://www.indeed.com/viewjob?cmp=BROADBAND-INTERACTIVE,-INC.(BBI)&t=Cable+Tv+Field+Collector&jk=d532e97a3c189d73&sjdu=QwrRXKrqZ3CNX5W-O9jEvh6a4x73z1PuhSXLVeYuw7FPMG-t0J2IhggYIqx_3w9bcG-GpXIPFjDrdwQrcP54JWQPqM5e_Cp04t1qZmhvrk)

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### **Delivery Driver**

Location: Chicago, IL  
Category: Transportation & Warehousing  
Status: Temporary/Contract-to-Hire  
Reference: US\_EN\_1\_107903\_10715868  
Posted: September 12, 2014  
Salary: N/A

The drivers will report to 5950 W. 51st in Chicago and the expected start date is the week of 9/22.

We are interested in temp to hire as the time frame for this position is indefinite.

It will consist of both containers (rail yards) and dry vans regionally.

The drivers will be home weekends and there is a possibility at times during the week.

Hourly Rate: \$20 per hour + Regular Pay

Mileage Rate: \$0.37 per mile (mileage rate will apply for distances over 100 one-way miles)

Delivery Rate Vans: \$12.00 per extra stop(s) or pickup(s). Excludes original pickup and final delivery

Unloading Rate: \$0.15 per CWT.

Must be verified by dispatch and bills signed by consignee or shipper.

All driver unload or driver assist will be determined on a case by case basis.

Apply online at [http://www.adeccousa.com/jobs/transportation-warehousing/us\\_en\\_1\\_107903\\_10715868/delivery-driver](http://www.adeccousa.com/jobs/transportation-warehousing/us_en_1_107903_10715868/delivery-driver)

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### **Data-Entry Clerk-Mail Extractor**

Location: Chicago, IL Category: Administrative & Clerical  
Status: Direct Hire Reference: US\_EN\_2\_011897\_371657  
Posted: September 15,2014  
Salary: N/A

AVAILABILITY TO INTERVIEW: Immediately

HOW TO APPLY: Candidates interested in this position should apply IMMEDIATELY. DO NOT DELAY! You may apply online by clicking the "apply now" button, emailing your resume for consideration to [rachel.hearn@adeccona.com](mailto:rachel.hearn@adeccona.com). Please call Rachel Hearn with any questions at 631.844.7980

#### **JOB RESPONSIBILITIES:**

An individual will be responsible for receiving and processing incoming mail. Sorting and distributing work and opening mail. Ensuring accuracy when preparing documents for processing and validating information for accuracy. Associates will need to maintain batch integrity while meeting productivity and quality measures. Good ability to produce quality work in a high volume production environment . Job may require lifting up to 30lbs(Mail-Lock box clerk only)

#### **REQUIREMENTS:**

Minimal-High School Diploma or GED  
Must be able to complete and pass a drug screen  
Must submit to a 7 year history check which includes: background, credit and fingerprints  
Previous data entry and mail extraction experience is a plus.  
Qualified candidate should be very detail oriented.

#### **Shifts Monday- Friday:**

1st Shift 7am – 3:30pm \$12.50 per hour

2nd Shift 3pm – 11:30pm \$13.50 per hour

3rd Shift 11pm-7:30am \$14.00 per hour

This a 24 hour operating facility and a weekend schedule may be required. Flexibility is a must.

Adecco Group offers benefits including Holiday, 401(k), Insurance Benefit Plans and Service/Anniversary Bonus opportunities. Adecco Group is an Equal Opportunity Employer.

Apply online at [http://www.adeccousa.com/jobs/administrative-clerical/us\\_en\\_2\\_011897\\_371657/data-entry-clerk-mail-extractor](http://www.adeccousa.com/jobs/administrative-clerical/us_en_2_011897_371657/data-entry-clerk-mail-extractor)

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### **Administrative Assistant**

Family Eye Physicians  
4700 west 95th Street     Oak Lawn, IL

Job ID: 8539771

Job Type: Full Time

Shift Type: Morning, Afternoon

Compensation: \$10

Experience: 1-3 Years

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

Award Winning Eye Doctor's Office

#### **Job Description**

Perform administrative duties for executive management. Responsibilities include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations. Requires strong computer and Internet research skills, flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters may be required.

Apply online at <http://www.shiftgig.com/job/oak-lawn/il/administrative-assistant-job-openings-at-family-eye-physicians-8539771>

### **Restaurant Floor Managers, Hostess, Servers**

94 West

15410 S 94th Ave     Orland Park, IL

Job ID: 8539165

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: N/A

Experience: 1-3 Years

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

#### **Job Description**

Looking for experienced front of the house staff. Servers, Hostess, and Floor Managers. All shifts available.

Apply online at <http://www.shiftgig.com/job/orland-park/il/server-job-openings-at-94-west-8539165>

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## Special Events / Retail

Bullpen

225 W. Hubbard Suite 302 , Chicago, IL

### Job Description

We are seeking a qualified self-starter to run our retail store and events at our specialty cake bakery.

Tipsy Cakes and More is growing and is currently seeking a full time position to join our talented sales and events team. Responsibilities include the day to day retail operations of the Topsy

Cakes and More store in Wicker Park, in addition to the sales, preparation, set-up and breakdown catered events, and marketing events.

This position drives the company's high standards for service while maintaining and meeting revenue goals. Qualified candidates must be passionate about food service, highly creative and eager to share their talents.

#### Duties include:

Passion for sales, retail and hospitality, a knack for styling, an understanding of current trends and the ability to present to clientele. Must have skills:

- \* A minimum of two year's experience in a retail sales environment
- \* Strong interpersonal and selling skills
  
- \* Excellent customer service and rapport building skills
- \* Good people management skills
  
- \* Hands-on leadership skills
- \* High energy and a passion for the industry

You are a strong team player, a lover of retail, with an intense desire to have a successful career in the industry. If you are looking for a company that offers support, recognition, coupled with a fun working environment, then this is the role for you!

Send your resume to Ashleigh Holt at Ashliegh (at) [www.TipsyCakesChicago.com](http://www.TipsyCakesChicago.com)

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**Job Title: Highway Maintainer**

Agency: Transportation

Closing Date/Time: Thu. 09/18/14 4:30 PM Central Time

Salary: \$4,640.00 / Month

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 21

Bid ID#: 2014

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision of the Field Technician/Engineer and the day to day guidance of Highway Maintenance Lead/Lead Worker, performs a variety of tasks related to the maintenance, repair and upkeep of roads, bridges and other related structures and features.

Minimum Requirements:

- Has worked 180 work days or more as a MONTHLY Snowbird
- In good standing with the IDOT (eligible for rehire)
- Class "A" CDL with "n" or "x" endorsements
- CURRENTLY POSSESS an Open Competitive Eligible Grade for Highway Maintainer

Work Hours & Location/Agency Contact:

Positions are located in District 1 and District 7

How to Apply:

Please visit: <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to view the entire job posting and to download the PM 12E form.

For further information, please call the Bureau of Personnel Management at 217/782-5594.

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

Agency: Human Services

Closing Date/Time: Fri. 09/26/14 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#: 10-10-83875

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical and office support functions for the Bureau; serves as facility contact to CMS Call Center; utilizes computer word processing programs; types complex correspondence, reports and other information from handwritten hard copy; answers and screens telephone calls; receives, screens and forwards incoming mail; maintains calendar and makes travel arrangements for Bureau Chief; maintains bureau filing system and serves as bureau timekeeper.

**Minimum Requirements:**

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

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Business Services 401 S. Clinton Chicago, IL 60607

**Please submit applications to:**

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

**Option 2 - Typing**

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**Job Title: 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](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: Stores Clerk**

Agency: Revenue

Closing Date/Time: Fri. 09/26/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: DOR 9724

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

Under direct supervision, performs routine clerical and storekeeping duties in the Department of Revenue's Chicago Office mailroom/stockroom; receives, delivers, ships and stores office supplies, Agency forms and equipment; operates a motor vehicle in delivering office supplies, picking up material and delivering confidential shred/storage material.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires elementary knowledge of storeroom methods and procedures, transportation modes, shipment methods and kinds and grades of maintenance or office supplies; requires ability to keep simple receiving and shipping records; requires ability to perform arduous labor; requires ability to understand and follow oral or written instructions. Physical requirements of this position are: walking and standing for prolonged periods, reaching above shoulder level; lifting and carrying boxes of supplies, materials or office equipment weighing 50-70 pounds. This position requires possession of a valid Illinois Driver's license for the operation of a motor vehicle.

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

Work Location: Illinois Department of Revenue

Operations/Special Services/Chicago Support Services

100 W. Randolph Street Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

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

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**Job Title: Public Service Administrator - Opt SS1**

Agency: Human Services

Closing Date/Time: Fri. 09/26/14 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

\$73,692.00 - \$113,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-90-79089

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in business or public administration. Requires three years progressively responsible administrative experience in a public or private organization. Requires extensive knowledge of the Department of Human Services and the Division of Family and Community Services. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

Division of Family & Community Services

Director's Office 401 S. Clinton Chicago, IL 62607

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

Option SS1 - Spanish Sp/General Adm

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**Job Title: Cashier - Dietary Cafeteria (Part-time)**

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2014-1808

**Job Description:**

**Position Highlights:**

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

**Position Qualifications Include:**

High School diploma is required

Ability to read, write, speak English

Bilingual preferred

Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

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, cash register keyboard,

Apply online at

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**Job Title: Journeyman A-Electrician - 3rd Shift**

Department: Electrical Maintenance

Shift: 3rd

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

Specialty: Electrician

Job Number: 2014-1425

**Work Schedule:**

Monday - Sunday ( 7 days) - Rotating Weekends - 11:30pm - 8:00am

**Position Highlights:**

Our Electrician must actively apply the knowledge of electrical and electronic circuit operations of electromechanical, electrical, and electronically operated equipment and systems. Is proficient in problem solving skills and is capable of independently performing trouble shooting functions regarding maintenance, repair, and construction.

**Position Responsibilities:**

Maintains and repairs Normal and Emergency power distribution systems.  
Maintains, repairs and tests, Emergency generators and associated equipment, Motor Control Centers, Fire Alarm systems and devices, and a Pneumatic Tube system.  
Installs Telephone lines and punches down to IDF.  
Installs and maintains indoor lighting circuits, outdoor lighting circuits, power outlets, motors, and battery backup systems.

**Position qualifications:**

Must have a High School diploma or GED and completed a 4 year apprenticeship program and or have equal experience.  
Must be proficient in electrical construction and installation of electrical devices and equipment in a craftsman like manner.  
Able to read and interpret blueprints, diagrams, schematics, service manuals, and instructions as necessary to complete all work assignments.  
Has a working knowledge of the federal, state, and local codes, laws, and regulations applicable to this trade.  
Ability to read, write and communicate effectively in performance of a job assignment as well possesses the physical strength and dexterity to effectively perform work assignments.

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**Job Title: Mental Health Worker**

Department: Rush Day School

Shift: 1st

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

Specialty: Child Psychiatry

Job Number: 2014-1777

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

**Work Schedule**

Monday - Friday 8:00 am - 4:30 pm Benefits-Eligible

**Position Highlights:**

The Mental Health Worker utilizes the basic principles of the biological and behavioral sciences in the assessment and treatment of students at Rush Day School. The MHW functions as an associate, accountable to and practicing under the direct supervision of a registered nurse. The MHW exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Responsibilities:**

- Maintains a caseload as an associate based on the school's needs
- Initiates and maintains effective communication with the children and all members of the classroom and treatment team
- Contributes to the education and care of the children
- Documents pertinent data; Participates in patient care conferences
- Maintains a safe environment
- Responds appropriately to emergency situations
- Participates in the classroom, gym, recess and other group activities
- Models a range of adaptive behaviors in a consistent manner
- Participates in nursing and staff meetings

**Position Qualifications Include:** Bachelor's Degree Required in behavioral sciences or a related field; Leadership Skills. Analytic ability

- Ability to interact effectively with others in difficult situations
- Ability to walk or stand the majority of the shift
- Physically active to participate in recess, gym and other activities with the children

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[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140915174528&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140915174528&)

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**Job Title: Schedule Coordinator**

Department: CLINICAL STAFFING OFFICE-ADMIN

Shift: 4th (Rotating)

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

Job Number: 2014-1801

If this describes you, you may be the right person for the Schedule Coordinator position in the Clinical Staffing Office at Rush University Medical Center!

\*Schedule: 7:00 a.m. – 7:00 p.m. or 7:00 p.m. - 7:00 a.m.\*

\*May be required to work both shifts as needed\*

**General Summary:**

Demonstrates the ability to fill supplemental staffing requests for the Medical Center with different level of supplemental health care workers. Exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

**Knowledge, Skills and Abilities:**

High School Diploma required.

At least one year work experience preferred.

Analytical ability is required to problem solve.

Communication skills are required to be able to interact effectively with customers including difficult and stressful situations.

Work requires the ability to sit for most of your designated shift.

Ability to proofread staffing schedules for errors.

Use a keyboard to enter and retrieve information.

Work independently in an office setting.

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[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140915174756&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140915174756&)

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**Job Title: Secretary 2**

Department: OR Reprocessing Services

Shift: 1st

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

Job Number: 2014-1784

Job Description: Are you a well-organized and proficient Administrative Professional with exceptional customer service and computer skills expertise that is looking for a new opportunity to join a great team?

If this describes you, you may be the right candidate for the full time Secretary position in the Pre-Op Evaluation Department!

Position Highlights: The Ambulatory Surgery Secretary performs clerical duties associated with customer service, the patient care record and Patient Care Information System in the Department of Ambulatory Surgery. The Ambulatory Surgery secretary is directly responsible for maintenance of the patient care record and its contents as well as communication coordination; answering the telephone, triaging & delivering messages. The Ambulatory Surgery secretary will coordinate services and supplies from ancillary and support areas that directly relate to patient care. The Ambulatory Surgery Secretary exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures.

Work Schedule: Full – time, benefits-eligible position  
Monday – Friday 9:00 am – 5:30 pm No weekends

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree is preferred.

Working knowledge of basic computer and keyboard functions.

Strong problem solving and communication skills required.

Able to write legibly

Able to handle internal and external customer interaction with courtesy, tact, diplomacy and discretion.

Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects <25 lbs.

Shifts include providing 5 days a week, coverage as necessary.

Able to respond to and prioritize multiple requests and variable degrees of unpredictability requiring adaptability in work activities

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**Truck Driver, Class A - Full Time - Weekends Off - Chicago, IL**

Requisition ID 2014-9714 Primary State/Province IL

Posted Date 8/25/2014

Primary City CHICAGO

Employment Type Regular - Full Time (4) Travel Requirements Driver

**Position Description:**

Ryder is Hiring Class A Drivers in Chicago, IL

•\$1,300.00 Weekly Guarantee! •Weekends Off!

**About the position:**

- Great Pay: \$1,300.00 Weekly Guarantee! Potential to earn more based on miles, hours, etc.
- Local and Regional work supporting various accounts.
- Must be flexible to go out for a few nights at a time.
- Home and off weekends.
- Flatbed experience preferred will train the right candidate.
- SAFETY IS A PRIORITY AT RYDER! In order to be considered you cannot have more than a combination of 2 tickets/accidents in the last three years.
- Must meet our minimum driving experience requirements as outlined below.

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

**ADDITIONAL REQUIREMENTS:** •Ability to follow written and/or oral instructions

•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

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

**Additional Responsibilities include, but are not limited to:**

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

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://driver-ryder.icims.com/jobs/9714/truck-driver%2c-class-a---full-time---weekends-off---chicago%2c-il/job>

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## **Service Writer**

Requisition ID 2014-6976

Job Locations US-IL-FRANKIN PARK

Posted Date 8/26/2014

Category Admin Support, Clerical & Service Coordinators

Employment Type Regular - Full Time (4)

Travel Requirements 0%Opportunity

### Position Description:

The Customer Service Coordinator/Service Writer will perform tasks related to parts inventory, scheduling and processing orders in a fast paced maintenance facility.

### Requirements:

- High School Diploma or GED equivalent is required
- 18 years of age or older

### ADDITIONAL REQUIREMENTS:

- Parts experience is required
- Mechanic knowledge is preferred
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

### Responsibilities:

- This position is responsible for maintaining parts inventory, coordinating with customers to schedule maintenance and processing purchase orders and debit memos
- This position will also assist in scheduling shop workload
- Additional duties are required on an as needed basis by supervisor

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, among other things, or status as qualified individual with disability.

Apply online at <https://technicians-ryder.icims.com/jobs/6976/service-writer/job>

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