



Job Title: Human Rights Investigator II

Agency: Children & Family Services
Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1505002-057757

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in business, public or personnel administration, or social sciences; requires one year of professional experience in an investigatory capacity or in dealing with human rights issues; requires ability to travel, possession of a valid appropriate driver's license, access to an operating automobile, and proof of automobile insurance.

Work Hours & Location/Agency Contact:

WORK LOCATION: Monday-Friday, 8:30a.m.-5:00p.m.
DCFS/Office of Affirmative Action
1911 S. Indiana
Chicago, IL 60616
Supervisor: V. Peterson

CONTACT PERSON:

James Sneed
IDCFS / Office of Employee Services
100 W. Randolph, Ste. 6-100
Chicago, IL 60601
Phone: 312-814-1222
Fax: 312-814-1224
Email: James.Sneed@illinois.gov

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: Maintenance Equipment Operator

Agency: Human Services
Closing Date/Time: Mon. 09/28/15 5:00 PM Central Time
Salary: \$4,605.00 - \$6,140.00 monthly
\$55,260.00 - \$73,680.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: HR001
Bid ID#: 10-10-93192

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs a variety of semi-skilled manual tasks; operates automotive and maintenance equipment; makes deliveries and pickups of office and medical equipment, furniture, supplies, typewriters and other equipment in accordance with established procedures and written or verbal instructions.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license-class B. Requires the ability to lift over 50 lbs.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Business Services, 9511 Harrison, Des Plaines, IL 60016

Please submit applications to: Kelly Kindred
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
FAX: 217-524-2116

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

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Job Title: Executive I - Opt H7

Agency: Human Services
Closing Date/Time: Thu. 10/01/15 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#: 10-91-93036

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, serves as office manager of a local Family & Community Services (FCS) office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration. Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Southeast FCRC, 8001 S Cottage Grove Ave., Chicago, IL 60619
Agency Contact: Lisa Horsley
100 South Grand Ave East, Springfield, IL 62762 Fax: 217-524-2116

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

Option H7 - Dept Human Services

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Job Title: Office Administrator Iv - Opt 1

Agency: Children & Family Services

Closing Date Time: Fri. 10/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1560021-602325

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, serves as working supervisor to clerical staff engaged in performing a variety of complex, specialized clerical and data entry functions involved in determining appropriate DCFS codes and MARS/CYCIS screens for inputting important payment and eligibility information; prepares, conducts, and signs performance evaluations; conducts quality assurance review of front line work staff and products; provides problem resolution for issues arising within the unit; recommends policy revision.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of two years of study at a secretarial/business college and two years experience; or completion of high school and four years Office Assistant experience; or four years independent business experience.

Work Hours & Location/Agency Contact: HOURS: 8:30 AM to 5:00 PM Monday -Friday

Supervisor: Cynthia Hodges

LOCATION: DCFS , 1911 S Indiana Avenue, Chicago, IL

SUBMIT BIDS TO: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701

Phone: 217-557-7430 Fax: 217-785-0395 Email: april.coats@Illinois.gov

***Bids are accepted through E-mail, fax, and mail**

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 1 - General

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Job Title: Mental Health Technician Trainee I

Agency: Human Services

Closing Date/Time: Wed. 09/30/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 22

Plan/BU: RC009

Bid ID#: 10-75-91573

Minimum Requirements: Requires elementary knowledge of nursing care, first aid and 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 patients. Requires physical ability to pass CPI training; requires physical ability physically restrain patients to prevent them from hurting themselves or others; requires physical ability to conduct unit rounds; requires physical ability to respond to facility-wide emergencies; requires visual and hearing acuity levels to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation. Requires ability to write clear & cohesive statements in the clinical records. Requires mental ability to exercise good judgement in all human interactions & patient care activities. Requires ability to develop and maintain harmonious working relationships with direct care staff. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Work Hours & Location/Agency Contact:

4 positions 6:30 am - 3:00 pm, rotating days off

18 positions 2:45 pm - 11:15 pm, rotating days off

Note: Work location and shift assignments will be made based on operational needs and are subject to change.

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: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

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

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-93025

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

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

Lower North FCRC

2650 W Fulton

Chicago, IL 60160

Agency Contact: Lisa Horsley

100 South Grand Ave East

Springfield, IL 62762

Fax: 217-524-2116

How to Apply:

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

Option 2 – Typing

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Inventory Control Assistant-Part-Time /Thurs – Fri, 12PM – 5PM & Sat 12 – 8:30PM

Talent Area : Warehouse Operations

Location : Alsip, IL, USA

Requisition Number : 00022745

Full or Part Time : Seasonal/Casual PT

Position Description

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
- Associate's degree preferred.
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
- Strong computer and database skills.
- Strong math skills.
- Ability to read and follow directions.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-part-time-thurs-fri-12pm-5pm-sat-12-830pm-alsip-illinois-job-1-5650011>

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Electrician

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00035321

Full or Part Time : Regular Employee FT

Position Description

Responsible for electrical repairs and preventative maintenance on all production equipment/machinery - Provide preventative maintenance and repairs in maintaining PLC based control systems

- Maintain and provide repair for compressed air, low pressure steam, and ammonia refrigeration systems - Maintain contact with supervision and co-workers in order to ensure and report progress
- Maintain compliance with all company policy and procedure guidelines
- Remain aware of and trained on all technical advances within the area of responsibility
- Answer and complete service calls in an efficient manner
- Utilize proper waste disposal procedures - Assist and support the department in achieving and maintaining budgetary goals
- Maintain an accurate log of all parts used and assist in maintaining inventory
- Support and assist mechanics with expertise in electrical equipment
- High School diploma or equivalent - 3 - 5 years previous electrical maintenance experience - Ability to read and utilize schematics in equipment repair
- Previous experience with Allen Bradley programmable controllers and electro-cam controllers - Previous experience in troubleshooting and maintaining PLC and SLC along with 24-volt and 110-volt control systems
- Knowledge of and experience with electrical and pneumatic transducers and hydraulic systems/controls - Prior experience with steam/compressed air and ammonia refrigeration systems
- Ability to plan and prioritize work demands and schedules
- Solid PC system skills and ability to use software applications

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Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1560036-609104

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures, and programs; extensive knowledge of composition, grammar, spelling, and punctuation; extensive knowledge of basic mathematics; ability to follow oral and written instructions; ability to operate and perform routine maintenance on commonly used manual and automated office equipment and knowledge of computer software; requires the ability to type accurately at 30 wpm; requires travel; requires possession of an appropriate valid driver's license, access to an operating automobile, and proof of insurance.

Work Hours & Location/Agency Contact: Hours: M-F 8:30 am – 5:00 pm
Supervisor: Jerryce Moore

Location: DCFS, Harvey Office, 15115 S. Dixie Hwy., Harvey, IL.

Contact: April Coats, DCFS, 406 E. Monroe, station 30, Springfield, IL. 62701
E-mail: April.Coats@Illinois.gov Phone: 217-557-7430 Fax: 217-785-0395

*Bids are accepted through fax, E-mail, and mail.

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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Admissions Registrar

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s).

The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Budget & Reimbursement Analyst

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

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

S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts.

S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

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

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Cook

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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Custodian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

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

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

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

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

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General Laborer

Talent Area : Warehouse Operations

Location : Niles, IL, USA

Requisition Number : 00037247

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment
- Restock and replenish as appropriate.
- Perform general maintenance. - Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties. - Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience. - Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product. - Demonstrated attention to detail. - Forklift certification is a plus.

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Posting Title Line Cook

Auto req ID 904BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Food Service Operations

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

This is a temporary (seasonal) position. Starting wage: \$9.30 per hour.

The requirements for this position include:

Must be at least 18 years of age. Knowledge of safety and food handling guidelines and procedures. Understanding of proper use and maintenance of all major kitchen equipment including grills, stoves, refrigeration, slicer, knives and dish machine. Strong customer service and organizational skills required. Ability to work in a team environment and take direction. Able to work calmly and effectively under pressure and meet strict deadlines. Able to stand and exert fast-paced mobility for entire shift. Must maintain a physical presence in the kitchen during dining hours. Must be punctual in attending scheduled shifts. Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.

The desirable/preferred qualifications include:

High School graduate or (GED) equivalent preferred. Current enrollment in a culinary degree program strongly desired. Experience as a line cook in a restaurant, banquet or catering environment preferred. Multilingual ability, Spanish fluency a plus. Additional requisitions will be posted shortly for future anticipated start dates in spring of 2016. Please continue to visit the CZS Career Center for future opportunities.

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Security Officer

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

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

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

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Dental Assistant/Expanded Duties

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program

Dental Assistant certification (optional but preferred)

Expanded Duties certification

Minimum of 3 years of experience as a Dental Assistant/Expanded Duties

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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Fax: (773) 962-0034

Mail: Human Resources Department

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