



Attendant (Hourly) Humboldt Park Job ID: 1719

Closing Date: 10/02/2014

Custodial/Attendant (H)

Date Posted: 9/18/2014

Location: Humboldt Park

Region: Central

THIS POSITION IS BUDGETED UP TO 20 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

SALARY: \$13.61/hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 1720

Closing Date: 10/01/2014

Custodial/Attendant (H)

Date Posted: 9/18/2014

Location: Broadway Armory

Region: North

THIS POSITION IS BUDGETED FOR UP TO 15 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$13.61 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Custodial>

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Recreation Leader (Year Round- Part Time) Job ID: 1730

Closing Date: 10/6/14

Recreation/Recreation Leader

Date Posted: 9/22/2014

Location: Smith (Wendell)

Region: South

(a year-round, part-time position)

THIS POSITION IS BUDGETED UP TO 16 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
Salary: \$12.17 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation&subcategory=Recreation+Leader>

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School Security Officer (Security Services)(Job Number: P018668)

Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate.

A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents.

Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

Qualifications/Skills:

High school diploma or GED required

A minimum of 2-3 years of highly successful related experience

Knowledge of the CPS Student Code of Conduct

Knowledge of basic methods of providing site security and safety

Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)

Ability to work with adolescents in maintaining a positive and safe school culture

Ability to follow written and oral instructions

Proficient with teamwork and collaborating with colleagues and administration

Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective

Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters

Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action

Demonstrated ability to keep up with fast paced environments and to multi-task

Sound judgment and ethical practice

Commitment to social justice and restorative justice practices

Strong oral communication skills, human relations and interpersonal skills

Impeccable attendance and punctuality

Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=55298>

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Recreation Leader (H) YEAR ROUND Job ID: 1733

Closing Date: 10/07/2014

Recreation/Recreation Leader

Date Posted: 9/24/2014

Location: Gompers Park

Region: North

(YEAR ROUND POSITION) up to 28 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY: \$12.17 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation&subcategory=Recreation+Leader>

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Job Title: Mental Health Technician Trainee I

Agency: Human Services

Closing Date/Time: Tue. 10/07/14 4:00 PM Central Time

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

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 40

Plan/BU: RC009 Bid ID#: EMHC-14-2704

Part-Time (80%) 32 hours

Minimum Requirements: Requires elementary knowledge of nursing care, first aide and personal and environmental hygiene health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires physical ability to help restrain a patient, be able to provide personal care such as bathing, transferring a patient from wheel chair to stretcher to bed. Must be able to hear sounds from all areas of the unit. Must have visual capability to adequately identify patients, staff and visitors as well as patient behavior that may necessitate immediate intercession or lead to changes in a patients condition that may threaten the safety and well being of patients and staff. Must be able to participate in physical activities such as sports, dances, picnics, etc. Must be able to accompany patients on and off grounds to clinics, doctor's appointments, shopping etc. Must be physically able to perform general housekeeping or maintenance duties. Requires the ability to maintain clinical patient records. Must be able to understand and follow directions, understand treatment modalities and tolerate frustrations of working with mentally ill patients who may have provocative or threatening behaviors.

Work Hours & Location/Agency Contact:

Shift: To be Determined; however, must be able to work all shifts.

Location: Elgin Mental Health Center (Community Psychiatric Services)

Contact: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, ext 2060; Fax: 847-429-4933

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 Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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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Job Title: Social Service Program Planner III

Agency: Human Services

Closing Date/Time: Tue. 10/07/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-76-85756

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Contract Monitor Manager for assigned provider agencies, designs, analyzes and coordinates the implementation of department/network initiatives in the Metro West Network; provides complex input into plans for mental health implementation.

Minimum Requirements:

Requires the equivalency of a bachelors degree in a health care field, resulting in a M.S.W., or a LCSW, or a LCP; requires three years of professional experience in a mental health setting; requires knowledge of public and private providers and hospital operations. Requires knowledge of the Mental Health Code, DHS rules and regulations, Medicaid, JCAHO and HCFA standards. Requires ability to interact with and communicate clearly and tactfully with a wide range of individuals.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Madden MHC 1200 S First Ave Hines, IL 60141

Please submit CMS 100 (revised 01/2014) applications to:
Milee Butcher / Bureau of Employee Services
Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 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: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Tue. 10/07/14 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#: 10-11-70990

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, participates in developing and presenting professional and support personnel training programs for DHS employees. Collaborates on the development of training curricula, materials and programs. Maintains liaison relationships with other department divisions, administrators and interest groups. Performs ongoing administrative duties in the operation of DHS Training Centers. Travels statewide to conduct training sessions.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in quantitative measures, educational methods, psychology of individuals, organizations or group behavior or related fields. Requires two years of experience in delivery of training programs. Requires the ability to travel.

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

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: Administrative Assistant 1 - Accounting/bookkeeping Preferred

Department: Res Admin Nursing

Shift: 1st

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

Specialty: Finance

Job Number: 2014-1876

Job Description: The College of Nursing is looking for a full-time Administrative Assistant I – Accounting/Bookkeeping Preferred. If you are an experienced Administrative Assistant with experience in accounting/bookkeeping, you may be the ideal candidate for this position.

Position Highlights:

Responsible for providing advanced administrative support and functions within the Office of the Dean. Seeking a well-organized, detail-oriented, employee that has the ability to interact effectively with all levels of staff, faculty, and external business associates. Must be able to work independently on multiple tasks simultaneously, focus and perform well under pressure, effectively prioritize, meet deadlines, and maintain confidentiality.

Position Qualifications Include:

High School Diploma/GED required. Associates degree in business or related field preferred, plus three years of related experience.

Accounting/Bookkeeping experience preferred.

Knowledge and proficiency in Microsoft Office suites – Word, Excel, PowerPoint, Access (testing will be administered). Typing proficiency required at 50+ words per minute.

Must have demonstrated analytical and interpersonal skills.

Proven ability to work in complex administrative systems.

Strong verbal and written communication and customer service skills required to effectively interact with customers to resolve difficult and stressful situations.

Apply online at

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Job Title: Certified Medical Assistant, Medical Care Group
Department: MSP Medical Care Group
Shift: 1st
Full/Part: Type 1 (72-80 Hrs/PP)
Job Number: 2014-1825

Job Description:
Certified Medical Assistant, Family Medicine
Full Time

Position Responsibilities:
The Certified Medical Assistant 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

Will function in dual administrative front desk role as a back up when necessary

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of three years clinical experience preferred

Ability to work in a high stress, fast paced environment

Ability to work flexible hours which includes rotating Saturdays

Apply online at

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Job Title: Communications Specialist

Department: RMC OMSP Administration

Shift: 1st

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

Job Number: 2014-1760

Job Description: If this describes you, you may be the right candidate for the Communications Specialist position at Rush Medical College.

Position Highlights: The Communications Specialist, RMC directs the marketing and communications program for Rush Medical College.

This role is responsible for the development and implementation of a communications plan for all Medical College constituents (applicants, students, faculty and staff) utilizing a variety of outlets (social media networks, electronic communications, the Medical College website, communication technologies and written/phone communications).

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

Bachelor's degree required, Master's degree preferred; concentration in journalism, communications, public relations or related field preferred.

Minimum 5 years' experience, preferably in higher education, required.

Proficiency with social media, academic communications technologies, Microsoft Office (Word, Access and Excel) and Adobe Acrobat Professional.

Excellent organizational skills and attention to detail required.

Excellent communication skills both verbal and written; exemplifying a professional, courteous manner when communicating.

Ability to prioritize appropriately to meet deadlines, set goals and manage multiple complicated tasks.

Ability to work with minimal to no supervision, take initiative and represent the college independently.

Ability to demonstrate professionalism in dealing with confidential information.

Ability to work occasional evenings and weekends

Apply online at

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Job Title: Food Service Assistant 1- Dietary Cafeteria (Part-time)

Department: Dietary Cafeteria

Shift: 4th (Rotating)

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

Job Number: 2014-1717

Job Description:

Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area. Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards

Position Qualifications Include:

H. S. Diploma or GED required. Foodservice experience preferred
Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Note: On the Job Training Competency will be evaluated

Able to perform as an active team player,
Good interpersonal skills, outgoing personality
Able to demonstrate basic math skills
Must be able to lift 30 - 50 pounds and push or pull a cart.
Work demands 100% walking and/or standing. Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.
Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet). Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.
Must be able to tolerate working close to hot equipment.

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: Mental Health Worker - Adult Psych - 2nd Shift - Part time

Department: 13 Kellogg - Adult Psychiatry

Shift: 2nd

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

Specialty: Psychiatry

Job Number: 2014-1893

Work Schedule: Part time benefits eligible

This 20 hour per week part-time position consists of 8 hr shifts on evenings (3pm-1130pm). However, flexibility is a must as you may be required to cover a day (7am-330pm) or night (11pm-730am) shift.

Position Highlights:

On this acute adult unit we treat adult patients with a wide range of ages and diagnoses with individualized programs utilizing a mix of modalities, one-on-ones and groups.

In addition to Mental Health Workers, treatment team includes MDs, RNs, Social Workers, OT and Art Therapists

Position is part-time pm evening shifts (40hrs/pay period benefits eligible)

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the treatment of patients, and participate in and lead group sessions.

Duties include taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications:

Bachelor's degree in behavioral sciences/related field required.

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

Apply online at

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Job Title: Patient Food Service Assistant - Temporary/Part-time

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Specialty: Food Service

Job Number: 2014-1776

Job Description:

PATIENT FOOD SERVICE ASSISTANT - PART-TIME (rotating shift- 4:00am-10:00pm)

Performs food service related activities to ensure patient satisfaction. Ensures food service sanitation and Quality Control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

H. S. Diploma or GED required.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within nine months of hire

Foodservice and customer service experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player, Customer Service Orientation:

Enjoys working with people/patients

Good interpersonal skills, outgoing personality, positive and pleasant demeanor at all times

Able to demonstrate basic math and computer skills

Able to work independently without direct supervision

Exhibit critical thinking and decision making skills.

Must be able to lift 30 - 50 pounds and push or pull a cart of food trays.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, reaching, lifting, pushing and pulling

Able to communicate with patients and staff using a variety of audio-technology

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.

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Job Title: Temporary Support Associate - Administrative/Clinic Support

Department: TASC/Administrative Assistant

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2014-1506

Job Description:

Rush University Medical Center is seeking an exemplary and experienced

General Summary

The Temporary Support Staffing Office is a function of Human Resources and maintains an internal group of temporary employees who provide administrative and/or operational support throughout the Medical Center on a temporary (and as needed) basis. Temporary Support Associates are hired based on competencies and qualifications that align with the operational needs of the Medical Center. Temporary assignments vary in duration and there is no guarantee on the length of each assignment. Temporary Support Associates must exemplify the Rush mission, vision, and values and acting in accordance with Rush internal policies and procedures and the departmental policies and procedures.

Qualifications

Minimum of two to five years of administrative and/or business office coordination experience required

High School diploma or GED required; Bachelors degree strongly preferred

Familiarity with automated phone systems and standard office equipment such as fax machine, medical terminology, photocopier and Dictaphone.

Minimum typing speed of 45 wpm required.

Strong verbal and written communication skills required.

Excellent problem solving and strong interpersonal skills are a must.

Prior experience working in a healthcare environment a plus!

Prior experience supporting senior managers in an administrative support capacity is preferred.

Ability to work under pressure in a team environment with strong attention to detail

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General Laborer, Warehouse PT - Cierco, IL

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : HV040465

Full or Part Time : Regular Employee PT

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.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-pt-ciercoil-chicago-illinois-job-1-4782433>

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Driver Merchandiser Relief- Class A Required - Chicago,IL

Talent Area : Transportation/Driver

Location : Chicago, IL, USA

Requisition Number : HV040153

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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