



**Curriculum Writer Editor - This is an on-site position**

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

**Job Description:**

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

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

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

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

Knowledge of Salvation Army doctrine, curriculum, and programs for children and youth.

Working knowledge of Microsoft Word, Excel, PowerPoint, Adobe Acrobat Professional, InDesign, the Internet, and Lotus Notes (preferred) with the ability to learn and become proficient in other specific computer software as needed.

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

You must be a U.S. citizen or be eligible to work in the U.S. to apply.

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

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**Job Title: Criminal Justice Specialist I – Opt 2**

Agency: Criminal Justice Information Authority

Closing Date/Time: Wed. 09/10/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10231-50-05-400-31-01

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the manager of the Program Evaluation Center, performs a variety of technical functions relating to the design, development, implementation and monitoring of process and impact evaluations of criminal justice program.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law, criminal justice, government, public administration, sociology, accounting or political science. Requires completion of an agency approved training program or one year of professional experience in planning, development, implementation or assessment of programs in criminal justice, government, public administration, sociology, accounting, political science or equivalent advanced academic work. Requires working knowledge of the criminal justice system and processes. Requires the ability to utilize word processing software and office equipment. Requires ability to utilize computer software and equipment. Requires at least two years academic or professional experience conducting data analysis with SPSS software.

Work Hours & Location/Agency Contact: 8:30 a.m. to 5:00 p.m. Lunch 1 hour-unpaid  
Illinois Criminal Justice Information Authority  
Maria Espindola, Human Resources Coordinator  
300 W. Adams St., Suite 200 Chicago, Illinois 60606  
email: [maria.espindola@illinois.gov](mailto:maria.espindola@illinois.gov) Fax: 312-793-1030

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 - Research & Analysis**

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

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

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

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

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

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

You must be a U.S. citizen or be eligible to work in the U.S. to apply.

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**Job Title: Natural Resources Coordinator - Opt 5**

Agency: Natural Resources

Closing Date/Time: Mon. 09/15/14 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 12-32-4787

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, assists supervisor in resource management and planning at Illinois Beach State Park; serves as interpreter to the park visitors; explains natural and cultural aspects of the site to groups/individuals; collects and analyzes data to assist in natural and cultural resource projects; prepares and maintains various records/reports; represents supervisor at meetings.

**Minimum Requirements:**

Requires a Bachelor's degree in outdoor recreation or a related natural science supplemented by one year of directly related professional experience; requires a valid Illinois driver's license; requires elementary knowledge of Division objectives, policies, programs and services and State and Federal laws, rules and regulations pertaining to outdoor recreation; elementary knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories and practices; elementary knowledge of budgetary planning; ability to establish and maintain satisfactory working relationships; ability to provide task related direction and assistance to seasonal or intermittent employees; ability to deliver planned and impromptu informational presentations and ability to develop the core site interpretive program.

Work Hours & Location/Agency Contact: WORK HOURS Wednesday - Sunday, 8:30 am - 5:00 pm, 1 hour lunch. Monday & Tuesday off.

WORK LOCATION: Illinois Beach State Park 1 Lake Front Dr. Zion, IL 60099

WHERE TO APPLY Illinois Beach State Park

ATTN: Saki Villalobos 1 Lake Front Dr. Zion, IL 60099 Phone: 847.662.4811

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 5 - Resource Interpreter

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**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services

Closing Date/Time: Mon. 09/15/14 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#: 10-41-71275

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely related field. Requires minimum two years experience preferably in the provisions of services in both the home services and vocational rehabilitation programs. Requires ability to travel.

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

Division of Rehabilitation Services

VR Support/Community Resources 100 West Randolph Chicago (Cook)

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

*Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period. A copy of the current grade and a CMS100 Employment Application (no old forms will be accepted) must be submitted with the bid form to the contact named above prior to the posting closing.*

**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: Security Therapy Aide Trainee**

Agency: Human Services

Closing Date/Time: Mon. 09/15/14 4:00 PM Central Time

Salary: \$3,151.00 - \$4,401.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 22

Plan/BU: RC009

Bid ID#: EMHC-14-2310

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

**Minimum Requirements:**

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined  
Elgin Mental Health Center - Training - Forensic Treatment Program  
CONTACT INFORMATION: Human Resource Office  
Elgin Mental Health Center 750 S State St., Elgin, IL 60123  
Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants must 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](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: Cashier - Dietary Cafeteria (Part-time)**

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2014-1716

**Job Description:**

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

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140902125546&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140902125546&)

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## **Admissions Registrar (Part-Time)**

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](mailto: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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### **MJSH Server Assistant (Full Time) (190283)**

Company: InterContinental Hotels & Resorts

Employee Type: Full-Time

Location: Chicago, IL

Other Experience: Not Specified

Date Posted: 9/1/2014

Job: Restaurant -United States

Job ID: R101224-EN

Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for assisting Servers, Bartenders, and Host in providing efficient and courteous Food & Beverage service to all guests.

#### Job Requirements

##### Essential:

- Must be able to speak and understand English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to communicate in English with guests.
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.

##### Desirable:

- Food Hygiene certificate.
- First aid awareness.
- Possess a friendly, upbeat & outgoing personality.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

#### What Do You Get?

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/MJSH-Server-Assistant-Full-Time-190283/J3J29Z68FZ1R6R6N52R/>

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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](mailto:employment@stbh.org)

Fax: (773) 962-0034

### Mail:

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

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## Security Officer

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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.

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

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

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## **Patient Care Technician**

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:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

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### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of 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](mailto:employment@stbh.org)

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## **Driver Local Route Beverage Delivery FULL TIME-1407702**

### Description

#### Relief Driver

The Relief Driver is responsible for filling in for a variety of driver roles which may include delivering pre-sold product to either large or small format accounts, delivering and servicing cooler/vending equipment to customers, or operating as a merchandiser or loader as assigned.

Salary Information: The starting salary for this position is \$103.00 per day.

### Schedule and Shift

Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30am.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Valid CDL and driver's license

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

### Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## **Driver Trainee-1406264**

### Description

The Driver Trainee is responsible for operating Department of Transportation (DOT) regulated equipment under the supervision of a CDL certified Dr Pepper Snapple Group Employee to obtain the required hours for a CDL license.

Salary Information: The salary for this position is \$103.00 per day.

### Schedule and Shift

Full-Time averaging 40 hours per week.

This is a day (1st) shift that typically starts at 5:30am.

You can expect to work 5 days per week.

Must be available to work Saturdays as business needs require.

### Total Rewards

We take great pride in offering our people benefits that are competitive. We appreciate hard work, innovative ideas and unending passion, which is why we provide a comprehensive set of benefits and options designed to fit the unique lifestyles of our employees from day one based on eligibility requirements.

### Qualifications

High school diploma or general equivalency diploma (GED)

21 years of age or older

Lift, push, and pull a minimum of 50 pounds repeatedly

Current Valid Driver's License with Class B CDL or CDL Class A Permit

Dr Pepper Snapple Group is an equal opportunity employer and affirmatively seeks diversity in its workforce. Dr Pepper Snapple Group recruits qualified applicants and advances in employment its employees without regard to race, color, religion, gender, sexual orientation, gender identity, gender expression, age, disability, genetic information, ethnic or national origin, marital status, veteran status, or any other status protected by law. Equal Opportunity Employer. M/F/D/V

### Job: Operations

Primary Location: United States-Illinois-Northlake

Organization: Packaged Beverages

Schedule: Full-time

Apply online at <https://secure.drpeppersnapplegroup.com/careers/search-jobs/>

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## Dental Assistant

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 has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

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](mailto:employment@stbh.org)

Fax: (773) 962-0034

### Mail:

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## **Mammography Technologist**

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 Mammography Technologist produces breast radiographs to aid in the diagnosis and treatment of disease for both symptomatic and asymptomatic patients. S/he operates x-ray equipment and performs various mammography related procedures. The Mammography Technologist develops and evaluates the film for technical quality such as density contrast, definition, and distortion. S/he explains the procedures and educates women about the role of regular mammography in preventive breast health. Other responsibilities include preparing and maintaining patient records and files and cleaning and adjusting equipment as needed.

### **EOE**

"A Tradition of Caring" since 1904.

### **Requirements:**

Graduate from an AMA-approved school or the combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. ARRT (American Registry of Radiologic Technologists) certificate in Diagnostic Mammography. Illinois Department of Nuclear Safety License. A minimum of three (3) years of experience as a Mammography/Radiological Technician. 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](mailto:employment@stbh.org)

Fax: (773) 962-0034

### **Mail:**

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

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## **Merchandising Supervisor (1406612)**

Job: Operations

Primary Location: United States-Illinois-Harvey

Organization: Packaged Beverages

Schedule: Full-time

### Description

The Merchandising Supervisor is responsible for recruiting, selecting, training and developing merchandisers, among point-of-sale and pricing activities.

### Pay and Schedule Information:

Full time, first shift opening; Monday through Friday schedule; Must be able to work weekends if the business dictates; Salaried position; Benefits eligible

Location Information: This position is based in Hazel Crest, IL location

Relocation assistance will NOT be provided for this role

The territory for this position will cover the Southeast side of Chicago to the lakefront

The Merchandising Supervisor is responsible for recruiting, selecting, training and developing merchandisers, among point-of-sale and pricing activities.

### Position Responsibilities

Recruit, select and develop new hires; manage a team of merchandisers.

Adhere to DPS merchandising standards, inspecting the execution and implementation of point-of-sale (POS) initiatives. Route merchandisers for sales and deliveries.

Ensure cost-effectiveness and maintaining high levels of customer service.

Ensure that company pricing is properly displayed.

Provide merchandising coverage for vacation routes.

Identify sales opportunities for Sales Representatives to pursue.

### Qualifications

High school diploma or general equivalency diploma (GED)

2 years experience in a leadership role. Lift up to 50 lbs repeatedly

Push and pull up to 100 lbs repeatedly

Must be able to pass a motor vehicle report and have reliable transportation

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### **Customer Service Supv**

Location: Chicago, IL

Requisition ID: 838819

Posting Date: 9/1/2014

Shift: Flexible

Status: Part Time

#### **GENERAL PURPOSE OF POSITION:**

THE CUSTOMER SERVICE SUPERVISOR (CSS) IS RESPONSIBLE FOR ENSURING THE HIGHEST LEVEL OF CUSTOMER SERVICE THROUGHOUT THE STORE. AS A LEADER ON THE CUSTOMER SERVICE TEAM, THE CSS WILL ASSIST IN THE SUPERVISION OF CASHIERS AND CUSTOMER SERVICE ASSOCIATES. THIS INDIVIDUAL WILL FOCUS ON IMPROVING THE OVERALL CUSTOMER EXPERIENCE THROUGH INTERACTION WITH CUSTOMERS ON THE SELLING FLOOR. FOCUS OF POSITION:

POSITIVELY DEMONSTRATE THE COMPANY'S CORE VALUES BY DEVELOPING TRUST AND RESPECT AMONG PEERS AND MANAGEMENT, WORKING IN TEAMS AND PARTNERING WITH OTHERS THROUGH COLLABORATIVE WORK ETHICS, AND DRIVING BUSINESS RESULTS BY PLACING A HIGH PRIORITY ON DETAIL AND ACCURACY TO SUCCESSFULLY COMPLETE ALL TASKS

DELIVER EXCELLENT CUSTOMER SERVICE AND DEMONSTRATE A HIGH DEGREE OF PROFESSIONALISM

#### **RESPONSIBILITIES:**

DRIVE THE DELIVERY OF EXCEPTIONAL CUSTOMER SERVICE BY INSISTING ON FRIENDLINESS AND CREATING AHEADS UP MENTALITY ON THE PART OF ALL STORE ASSOCIATES. EXPEDITE FRONT LINES, DIRECT FLOW OF CUSTOMERS, AND ENSURE THAT EACH CUSTOMER RECEIVES OUTSTANDING CUSTOMER SERVICE

Direct Supervisor Job Requirements - Internal Use Only - Must be available to work nights weekends and holidays

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

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## **Receiving Associate**

Location: Chicago, IL  
Requisition ID: 838814  
Posting Date: 9/1/2014  
Shift: Flexible  
Status: Seasonal

### **GENERAL PURPOSE OF POSITION:**

As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

### **MATERIAL HANDLER**

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area. Clear processed garments/cartons to staging areas  
Ensure the truck is unloaded  
Key receive Direct Shipments  
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

### **DIRECT ASSOCIATE**

Help receive and sort direct cartons when they arrive  
Prepare and finish appropriate paperwork for Direct cartons  
Open cartons, sort, hang, and tag products  
**PROCESSING ASSOCIATE**  
Take unprocessed garments from Line Handler. Check, ticket, and hang garments  
Identify errors in garment count and ticketing  
Handle hang sorter cartons and bring to floor staging area

### **LINE HANDLER**

Open boxes, identify items, and debug garments  
Direct unprocessed garments to Production Associates  
Identify "exceptions" and remove from regular assembly line  
Sort cartons as they come off the Nest-a-flex  
Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount.

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### **Cashiers Associate**

Location: Chicago, IL

Requisition ID: 838812

Posting Date: 9/1/2014

Shift: Flexible

Status: Seasonal

#### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements

Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers. Communicate customer requests to management

Enter all media from register into the tally program

Maintain orderly appearance of register area and supplies stocked

Any other tasks as assigned from time to time by any manager

Direct Supervisor Job Requirements - Internal Use Only - Must be available to work nights, weekends and holidays

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

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