



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



District Office
4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903

Oak Park Office
816 S Oak Park Ave,
Suite A
Oak Park, IL 60304
TEL: 708-445-FORD
(3673)

Springfield Office
239-E Stratton Office
Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502

12/27/2015



Patient Services Representative

Howard Brown Health - Chicago, IL
JOB TITLE: Patient Services Representative
DEPARTMENT: Patient Services
REPORTS TO: Manager, Patient Services
FLSA STATUS: Non-exempt (Hourly)

HOWARD BROWN HEALTH is an innovative health and human service organization focusing on the gay, lesbian, bisexual and transgender community. Howard Brown provides a unique network of programs and services to the community, addressing the medical, social and research needs of its clients. To learn more about our Howard Brown Health, please see our web page at www.howardbrown.org.

POSITION SUMMARY:

Under direction of the Patient Services Manager, the Patient Services Representative provides a variety of reception services for clients, patients, and visitors including: greets and directs all visitors, collects and records client/patient payments, assists in obtaining all third party payer information, conducts financial assessments, answers and directs phone calls, schedules appointments, calls clients to confirm their appointments, calls clients when schedules change to reschedule clients; ensures that all client/patient services rendered are entered into the data base on a daily basis. Performs daily check-in and check-out procedures accurately and efficiently for all clients/patients seen at Howard Brown Health. Maintains and retains a customer service attitude at all times to ensure patient satisfaction.

Working Conditions: Some Saturdays and evening hours required. Space is limited and must be shared for most appropriate usage.

Knowledge, Skills and Abilities: High school diploma. Experience in medical records and/or medical data entry required. Computer literacy required. Excellent oral and written communication skills. Spanish speaking and experience in CPT and ICD-9 coding desirable.

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12/27/2015



Patient Serv Specialist - Radiology

Community First Healthcare of Illinois Inc. - Chicago, IL

Performs all reception functions including coordinating and routing patients in preparation for diagnostic imaging procedures performed within the Radiology department.

REQUIREMENTS: 1+ to 3 years prior hospital or physician business office or comparable work experience preferred. High School diploma or GED from an accredited school required. Working knowledge of medical terminology and basic anatomy required. Ability to speak and write English to the extent necessary for safe and efficient performance of the job.

Position available: Full-time, 12:00pm-8:30pm, occasional week-ends

Community First Medical Center is located at 5645 W. Addison, on the Northwest side of Chicago. We offer a comprehensive benefit and PTO (paid time off) package

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Medical Secretary

The Medical Secretary reflects the mission, vision, and values of Northwestern Memorial, adheres to the organization's Code of Ethics and Corporate Compliance Program, and complies with all relevant policies, procedures, guidelines and all other regulatory and accreditation standards. The Medical Secretary supports the medical director, and others as required, by performing an array of clerical and clinical support functions, including coordinating the retrieval of data/information, recording data/information in charts, files or databases, transcribing dictated notes, communicating with customers and staff as directed including registrations and scheduling, ordering supplies and tests, filing, and making copies.

In addition, the Medical Secretary ensures files and records are accurate and held confidential, coordinates department meetings and provides telephone coverage. When needed, the Medical Secretary also acts as a runner, delivering material to various hospital departments.

Qualifications

Required:

- High school diploma with a minimum of 2 years relevant work experience.
- Proficiency with Microsoft Word.
- A minimum of one year's secretarial experience.
- If duties to include transcription, at least 2 years' experience with Dictaphones and medical terminology course completion or 2 years' experience in medical transcription.

Desired:

- Some college
- Proficiency with Excel, ACCESS and PowerPoint

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Medical Support Assistant

Department of Veterans Affairs 1,203 reviews - Chicago, IL

These six (6) Medical Support Assistant (MSA) positions are assigned to the Jesse Brown, Chicago, IL VA Medical Center in the Patient Administration Service/ Ward Administration Section within Ward Administration Section, and performs administrative processing duties which support physicians and other clinical staff in the effective operation of all inpatient treatment units, (Medical, Surgical, Psychiatric, Intensive Care, Telemetry and CLC unit); Outpatient clinic to include Emergency Department, and all admission, transfer and discharge processing activities. Â

The Medical Support Assistant (MSA) has the daily responsibility for initiating and carrying out duties associated with patient care and treatments, admitting patients to the ward or unit, handling numerous telephone contacts and giving advice to visitors as well as patients. The Incumbent uses a great deal of time preparing forms and communicating with social workers or physicians and is responsible for making sure patient's transportation to nursing home is by ambulance. Â

Major Duties: Scheduling, canceling, re-scheduling patient's appointments and/or consults; preparing and submitting reports; entering no-show information; preparing for clinic visits; monitoring both inpatient and outpatient appointments for areas of responsibility; obtaining medical information from patients; ensuring encounter forms are completed; verifying and updating demographics and insurance information; establishing and maintaining program files, administrative records, office and medical supplies; receiving and distributing mail and faxes; receiving and placing telephone calls for clinic; resolving simple to moderate problems; and provides coverage for other clerical staff as assigned during their absence.

Work Schedule: Full time - All shifts (8am-4:30pm, 4pm-12am, 12am-8am), off tour including weekends and holidays

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Coach Cleaner

Amtrak connects businesses and communities across the country and we move America's workforce toward the future. We employ more than 20,000 diverse, energetic professionals in a variety of career fields throughout the United States. The safety of our passengers, our employees, the public and our operating environment is our priority and the success of our railroad is the result of our employees.

Are you ready to join our team?

SUMMARY OF DUTIES:

Responsible for cleaning the interior and exterior of train equipment in accordance with FDA and Amtrak Standards and guidelines.

WORK EXPERIENCE:

- Experience in cleaning.
- Must successfully complete training and attain/retain certifications applicable to assigned job.
- Knowledge of commercial cleaning requirements.
- Ability to use cleaning equipment such as vacuums, mops, brooms, dust pans and operate toilet servicing equipment.

PREFERRED WORK EXPERIENCE:

- Experience in commercial cleaning with OSHA approved cleaning compounds and tools.
- Some computer skills. Must have excellent verbal and written communication skills.

Requisition ID: 16021

Posting Location(s): Illinois

Job Family/Function: Mechanical

Relocation Offered: No

Education Requirements: High School/GED

Travel Requirements: None

Employment Experience Requirements: 1 - 3 years of experience

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Full-time Houseman in Gold Coast

Professional in the Gold Coast of Chicago is seeking an experienced, collaborative, and organized and detail oriented full-time houseman who will efficiently assist in cleaning and maintaining a luxe 12,000 square foot residence. The ability to work around the principal's schedule while at the same time working in an efficient manner is important. Applicants need to be honest, trustworthy, team-player mentality to work with household staff (house manager is at main residence majority of the time), pleasant demeanor, adept at organizing and general cleaning, knowledgeable with antiques and artwork and understand the importance of maintaining discretion (confidentiality agreement is required). Typical schedule is on Monday-Friday and every other weekend. Candidate with many years of experience working in a 10,000 square foot or larger home is required. Principal will provide uniform for houseman. Compensation: \$50K+ (based on experience and qualifications), paid vacation and annual bonus (performance evaluation required). Start date is ASAP, but flexible for the right candidate.

Please read the job description carefully and kindly apply with your cover letter, resume, references (email address and phone number), letter(s) of recommendation and professional photo if you feel that you meet ALL of the requirements. Your subject should read: Full-Time Houseman in Gold Coast. We look forward to hearing from you!

REQUIREMENTS:

- Fluent in English, but English is not required as your first language
- Minimum one year houseman experience
- Minimum of two references
- Eligible to work in the United States
- Willing to run extensive background checks
- Driver's license and clean driving record
- Job Type: Full-time
- Houseman: 5 years
- High school or equivalent

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ASSISTANT MEDICAL EXAMINER

Performs autopsies and postmortem examinations to determine cause and manner of death. Collects evidence for law enforcement agencies. Prepares reports of postmortem examination and autopsies. Reviews medical records, police reports and the reports of the toxicologist as required to accurately determine cause and manner of death. At the direction of the Chief Medical Examiner, participates in various research projects with local hospitals and universities. Attends and participates in daily departmental meetings. Directs the staff photographers and x-ray technicians in the preparation of photographs and radiographs. Answers inquiries from relatives and other interested parties, as to the cause and manner of death.

Minimum Qualifications

Must possess a Doctor of Medicine or Doctor of Osteopathy degree from an LCME or COCA accredited School of Medicine. Board certification in Anatomic, Clinical and Forensic Pathology at time of hire is preferred. Proficiency in Power Point and Microsoft Office® software programs is preferred. If Medical Degree is awarded outside of the United States, applicant must possess certification from the Educational Commission for Foreign Medical Graduates which must be presented at time of interview. Knowledge, Skills, Abilities and Other Characteristics
Must have extensive knowledge of the field of Forensic Pathology/Medicine.

Must be able to perform required duties in highly stressful and emotional situations. Must have the ability to follow standardized techniques and procedures, but must also be able to adapt and make independent decisions where required. Must be skilled in the use of a microscope and the interpretation of histology findings. Must be able to interpret radiographs within the context of forensic pathology practice.

Must be skilled in the use of Power Point and other Microsoft Office® software programs. Must be able to perform autopsy examinations without the assistance of a technician on occasion, and be familiar with specialized autopsy techniques which may be required in certain situations. Must have excellent organizational skills and be able to complete case reports in a timely fashion.

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Lockbox Clerk 2 (PT Weekends)

At U.S. Bank, we're passionate about helping customers and the communities where we live and work. The fifth-largest bank in the United States, we're one of the country's most respected, innovative and successful financial institutions. U.S. Bank is an equal opportunity employer committed to creating a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, disability or veteran status, among other factors.

Processes and deposits checks and invoices received by mail. Reviews checks/invoices for special instructions given by customers and determines the appropriate item handling. Sorts mail, processes accounts, and prepares deposit tickets to meet daily and hourly deadlines. Prepares information for input into the information reporting system. Relays the deposit information by phone to lockbox customers to ensure the individual account needs are met.

Basic Qualifications

High school diploma or equivalent
One to two years of experience in item processing activities
10-key by touch
Preferred Skills/Experience

Basic knowledge of operations, item processing, proof and transit
Demonstrated clerical, reading, writing, and mathematical skills
Ability to collect and organize information
Ability to identify and resolve exceptions and to interpret data
Job

Additional Scheduling Information

Saturday and Sunday (8:00 am - 4:30 pm)

Average Hours Per Week 16

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Patient Service Representative-Full Time-Glenview

Communicates with patients and guests including greeting them upon arrival, confirming identity and providing necessary information related to their visit. Completes check-in/out functions as directed. Confirms and updates patient identification and demographic/insurance information. Completes patient registration as needed.

Obtains patient consents/authorizations. Collects co-payments, past due balances and point of service payments. Posts payments, process billing information and perform end of day cash drawer closing. Keeps waiting area clean and comfortable. Informs patients of any delays or changes in appointment status. Schedules appointments as necessary. May perform other duties as assigned. EOE Minorities/Women/Disabled/Veterans. VEVRAA Federal Contractor.

Qualifications

Required:

- High school diploma or GED equivalent
- Previous experience in a customer service position

Preferred:

- Bachelor's degree
- Previous experience in a healthcare setting
- Working knowledge of medical terminology
- Bilingual

Job : CustSrv-O-Not Patient Care

Primary Location : Glenview

Organization : 4972-NMGMS Ophth(Palmer) Glenview

Schedule : Full-time

Shift : Day Job (1st)

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Phlebotomist (Part-Time)

Perform Phlebotomy, including venipuncture and capillary draws, using appropriate, established procedures.

Procedures may include: 1) Blood cultures, 2) Heel or finger sticks, 3) PKU collection, and 4) Special techniques for difficult venipuncture. Perform EKGs using appropriate, established procedures. Provide instructions to patients regarding collection of various non-blood specimens for laboratory testing. Greet and establish positive first impressions with patients and customers, establishing a role as patient advocate. Work closely with nursing to verify patient orders and collections. Utilize the LIS bar-code labels and draw sheets appropriately. Use manual requisitions and labels appropriately. Label and process specimens according to established protocols and policies.

Qualifications

Required:

Certificate from accredited medical phlebotomy program or equivalent

High School diploma or equivalent

At least 1 year of experience performing phlebotomy on a broad range of patient types in a hospital setting.

Desired:

Current CPR certification

At least 2 years' experience performing phlebotomy on a broad range of patient types in a hospital setting.

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Medical Assistant - Wicker Park

Planned Parenthood Illinois - Chicago, IL

The Reproductive Healthcare Assistant (RHA) I performs the basic duties of a medical assistant such as, maintaining medical records and logs, also performing routine clerical duties, and responding to patient inquiries and needs including fee assessment and insurance coverage, also basic lab work. This position works under the supervision of the Health Center Manager.

Qualifications:

Education: High School Diploma or GED. Certified Medical Assistant or equivalent experience preferred. Additional training and/or education in reproductive health is desirable.

Experience: Previous professional experience with the provision of family planning services is preferred. Previous medical laboratory and/or counseling experience desirable, as well as familiarity with computer databases.

Personal & Professional Qualities: Commitment to the efficient and customer-oriented provision of services, as well as a commitment to the operating goals of Planned Parenthood of Illinois.

Excellent communication skills. Ability to communicate with patients, the public, staff, and volunteers in a professional, warm, and sensitive manner. Bi-lingual ability in Spanish is helpful.

High energy level, organizational skills and attention to detail required. Willingness to participate in a team approach to health care.

Must be willing and able to work a schedule that may include evening and weekend hours, and to work at other PPIL centers if needed.

Planned Parenthood works affirmatively to include diversity among its workforce and does not discriminate in the selection of its staff based on factors including but not limited to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability, income, marital status or any other characteristic protected under federal, state or local law. We encourage diverse candidates to apply for this position.

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School Support Specialist

AUSL (Academy for Urban School Leadership) is a nonprofit school management organization that creates schools of excellence by developing highly effective teachers and transforming educational outcomes for students in the lowest performing schools in Chicago. AUSL's network includes 32 schools serving 18,000 students. AUSL is seeking an experienced full-time School Support Analyst to advance the strategic initiatives of our schools. Under the direction of the Director of School Financial Support, the School Support Analyst will provide excellent support around financial operations, especially related to CPS policies and procedures, to support our network of schools around fiscal and business operations.

Responsibilities:

Exhibit expertise in the Oracle financial system, Kronos and SPS payroll system, iProcurement purchasing system and IAMs internal accounts system to provide professional development training and support to school leaders and business operations staff

Manage and track all AUSL departmental grant disbursements to schools

Qualifications:

High school diploma (or G.E.D. equivalent)

Expertise of CPS fiscal policies and procedures required

Proficiency in Excel, Oracle, iProcurement, Kronos, SPS, IAMs

Mastery in the skill of multi-tasking several high priorities simultaneously

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Executive/Personal Assistant

Family Office Ventures Capital Group LLC - Chicago, IL

Household Director for prominent Chicago family seeks a refined and polished Executive/Personal Assistant with superb administrative and organizational skills to round out his team of household staff in this formal residence. Responsibilities include handling extremely busy phones and emails with grace, aplomb and efficiency

Must-have's include prior experience working with employers/clients, a 5-star hotel or Family Office environment; mastery of MS Office including Word, Excel and Outlook and all Apple products; discretion; long-term intent; calm and calming; an attitude of "no job is too big or too small"; genuine team spirit; and service heart. General schedule is Monday through Friday 9AM-6PM with occasional evening or weekend work if family is hosting an event. Only local-area candidates with excellent verifiable references who can pass a thorough background check will be considered for this amazing opportunity. For immediate consideration, please email your updated resume in Word (not pdf) including reason for leaving under each position and a letter of introduction expressing why you are the perfect candidate for this position.

Required experience: Administrative or Executive Support: 3 years

Required education: Bachelor's

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Manager: Marketing

Description: Collaborates with RSNA departments to achieve marketing initiatives. Researches, creates, implements, manages, and evaluates strategic marketing and communications solutions to support RSNA goals.

Responsibilities Include: Manages the development, implementation and execution of fully integrated, strategic annual marketing plans for assigned Society departments. Meets regularly with departments to assess needs, review plans, and revise as necessary throughout the year. Manages development of key messages that align with the goals, target audiences and brand and manage content of all offline and online communications such as newsletters, direct mail, promotional materials, websites, e-marketing, etc. Seeks out research and education on existing and potential RSNA customers. Identifies the most effective ways to reach target audiences. Helps Assistant Director: Marketing Strategy gather statistics and research for marketing programs and services. Assists in conducting post-analyses of all activities for use in reporting to the organization and informing future marketing recommendations.

Requirements: Bachelor's degree required (concentration in Marketing, Communications, or Business preferred). Minimum of 3-5 years relevant professional experience in marketing environment. Experience in helping develop effective customer-centric marketing strategies. Demonstrated knowledge of marketing process, including research, strategy, needs assessment, planning, promotion, execution, and evaluation. Understands how to use cross-promotion to achieve organization's marketing goals. Strong project management skills. Ability to prioritize. Excellent oral and written communication skills with acute attention to detail. Strong editing and proofreading skills. Strategic thinking ability. Able to apply statistics and data to make strong marketing recommendations. Solid knowledge of social media platforms. Keeps abreast of marketing trends. Highly creative and resourceful. Ability to work under pressure with multiple deadlines. Strong sense of responsibility and commitment to organization's mission. Thrives in fast paced, changing environment. Familiarity with CRM and/or e-blast design tools helpful, but not required.

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Scheduler

Under the supervision of the Central Scheduling Supervisor and Group Leaders, is responsible for the daily duties inherent in the scheduling and pre-registration of outpatient diagnostic testing at the Harvey Main Campus, Tinley Park, Flossmoor, Calumet City and Matteson.

Education/Experience: High school graduate or equivalent is required.

At least 1-2 years of demonstrated clerical and customer service experience as it relates to a hospital environment. Experience in the basic computer software programs. Demonstrated ability to develop others in areas of continuous process improvement, and customer service, Delivery and self-directed team work.

Required/Preferred Skills:

Some Medical Terminology

Knowledge of basic computer software programs

Typing requirement (minimum 25-30 wpm)

Good communication skills

Requires good analytical and problem solving ability

Requires maturity and ability to appropriately represent the department to other internal and external customer strong commitment to the development of staff

Previous experience in a health care environment, preferably, Central Scheduling/Call Center, Physician's office and/or other related health care experience is desired

Bilingual (Spanish)

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Administrative Officer

Department of Veterans Affairs - Hines, IL

The primary purpose of the position is to be the Administrative Officer reporting to Hines Chief of the MSL (Service Line Manager). In addition, the position provides both administrative and technical supervision of administrative positions including Program Specialists and support staff serving different sections of the Medicine Service Line. Directs the personnel management program for the organization, performing or overseeing the full range of human resources requirements. Provides personnel management and administration for a large organization with varied functions and activities with new and changing requirements.

Directs the personnel management program for the office, including matters involving recruitment, promotions awards, position classification, training, disciplinary actions, etc. Provides for the budgeting and financial management for the organization. This includes budget formulation, justification, and execution; financial management; and financial reporting. Provides advice to management and program personnel on budgetary and finance issues. As top advisor to management, provides budget management for major, unstable programs. Manages procurement and contracting for the organization. This includes preparing procurement requests, evaluating proposals for work, acting as COR for procurements, and/or maintaining procurement and contracting records. Provides for the overall administrative management for the organization. This may include interpreting administrative policies, developing implementing or local policies, defining administrative requirements, and/or providing advice to top management on related issues. Performs other related duties as necessary.

Work Schedule: Monday - Friday, 7:30 AM to 4:00 PM

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10 Reasons to Consider Joining the Armed Forces

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, "There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well." (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.



2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.



6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).