



**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

12/30/2015



## Credentialing Assistant

### Position Summary

The Credentialing Assistant provides support and assistance to the Credentialing Specialist with all day to day activities in the credentialing of all LCHC Licenses Independent Practitioners (LIP) and other licensed or certified health care practitioners.

### Required Skills or Abilities

Ability to strongly embrace and personify the mission of Lawndale Christian Health Center

Must have strong attention to detail skills

Excellent guest relation skills

Ability to organize and prioritize work appropriately

Clerical skills acquired either through experience or through academic training

Requires experience and demonstrated abilities for working in a multicultural, fast paced setting.

Ability to collaborate and interact with a diverse group of health care professionals.

### Required Knowledge, Experience, or Licensure/Registration

High School Diploma and one (1) or more years performing office related duties, Baccalaureate degree a plus.

Proficient in Microsoft Word, Excel, Access, Outlook, and the like.

[Interested? Click Here](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Medical Assistant

3860 W Ogden, Chicago, IL, US

Collection of specimens (urine, sputum, biopsy etc.)  
Maintenance and sterilization of equipment and instruments.  
Translate for limited English proficiency patient/clients in the absence of a translator if bilingual.  
Ability to accurately perform tests on specimens collected (e/g/, urine dips and pregnancy tests).  
Responsible for performing other duties required to assist LCHC in achieving its mission.

### Required Skills or Abilities

Excellent guest relation skills (internal and external customers).  
Demonstrates the ability to work unsupervised and establish priorities.  
Ability to work under stressful conditions and in different situations.  
Must be able to adapt to changes or unusual circumstances in a way to promote cooperation and minimize disruption in the work place.  
Must be alert, adaptable, and flexible, able to follow verbal and written instructions  
Good physical stamina in the clinic. Able to be on feet most of the day.  
Conscientious, customer focused, communicates well with others, punctual, and willing to learn other duties / assignments.

### Required Knowledge, Experience, or Licensure/Registration

High School Diploma or its equivalent, RMA Certification Preferred  
Current CPR Certification  
Basic patient care skills; observation and assessment skills a plus  
Satisfactory completion of an accredited medical assistant training programs a plus.  
Bilingual a plus.

[Interested? Click Here](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Prep Cook

The Prep Cook reports to the Green Tomato Café Chef and is responsible for cooking and preparing a large variety of food according to the daily prep list issued by the Chef.

Responsible for completing side work before and after shift.

Responsible for performing other duties as specified by the General Manager, Kitchen Manager, or Assistant Kitchen Manager.

Responsible for prompt reporting of food shortages, food quality issues, and equipment failures to management.

Responsible for performing other duties as required helping LCHC accomplish its mission.

### Required Skills or Abilities

Requires a basic understanding of professional cooking and knife handling skills.

Requires understanding and knowledge of safety, sanitation and food handling procedures.

Requires experience and demonstrated abilities for working in a multi-cultural setting.

Must be able to take direction and work in a team environment.

Must be able to stand for long periods of time (5 hours or more).

Must be able to work calmly in a fast paced environment with exposure to cold, heat, and water.

### Required Knowledge, Experience, or Licensure/Registration

High School Diploma Required, Previous Prep Cook Experience Preferred, Sanitation Certificate Preferred

[Interested? Click Here](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Health Support Worker 1

### Principal Duties and Responsibilities

Fully explain the scope of maternal and child health, health support services and all programs available, complete intake and enrollment of qualified patients in case management

Provides care coordination of client's medical care including referral, follow-up, advocacy and knowledge of social service programs to ensure comprehensive care

Completes self-audits as defined by program procedures for the purpose of quality assurance and education on performance standards and policies

Works collaboratively with MCH team including coordinators and managers and clinic staff including, site manager, providers and medical staff concerning patient needs & services.

Ability to organize and prioritize work appropriately

Excellent engaging and communication (oral and written) skills

Ability to strongly embrace and personify the mission of the Lawndale Christian Health Center

Flexibility to work at a different LCHC site if necessary

Flexibility to work evenings and/or weekends

Proficient in Microsoft Office products such as Word, Outlook and Excel.

Computer and typing skills (30 wpm) required.

### Required Knowledge, Experience, or Licensure/Registration

Bilingual in Spanish and English preferred

B.S. /B.A. in social work, social/ health sciences, sociology or psychology required.

Experience in related field highly preferred

Valid driver's license and insured automobile

[Interested? Click Here](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Café Cashier

Responsible for helping the GTC team provide every guest with an exceptional dining experience.

Completes side work at the beginning and end of each shift, including drawer counts.

Takes accurate guest orders, processes guest payments, and prepares any drink orders.

Responsible for any shortages or overages on their cash drawer.

Responsible for keeping a clean work area.

Performs other duties as required to help LCHC accomplish its mission.

### Required Skills or Abilities

Requires the ability to do repetitive work without any errors.

Requires experience and demonstrated abilities for working in a multi-cultural setting.

Requires the ability to take direction and work in a team environment.

Must be able to stand for long periods of time.

### Required Knowledge, Experience, or Licensure/Registration

High School Diploma required, proficient in basic mathematics, basic computer awareness, bi-lingual preferred but not required. Must have cashier experience in a food service environment.

[Interested? Click Here](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Maternal Child Health Administrative Coordinator

### Position Summary

Reports to the Director of MCH and is responsible for providing leadership and oversight to data and reporting in the MCH department. The administrative coordinator will also provide a wide range of clerical and project support tasks for the MCH Health Support Staff. The individual for this position must demonstrate a high level of initiative, autonomy, tact, and judgment.

### Required Skills or Abilities

Requires a comprehensive knowledge of Microsoft excel and the ability to analyze and interpret large volumes of data

Ability to organize and prioritize workload appropriately a must

Requires experience and demonstrated abilities for working in a multi-cultural setting.

Should have a strong commitment to the mission of Lawndale Christian Health Center.

Required to work some evenings

Bilingual – English & Spanish a plus

### Required Knowledge, Experience, or Licensure/Registration

Extensive knowledge of operating computers software including Microsoft Access and Excel, Outlook, PowerPoint. Cornerstone and Foxfire experience a plus

Desire to work with maternal and child health programs. Requires knowledge in program coordination. Advanced computer skills necessary

Must be a dependable employee with excellent attendance & tardy record

Bachelors degree required, MSW, MHA or MPH preferred

[Interested? Click Here](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Clinical Coding Specialist

Responsible for ensuring accurate and/or improved coding of LCHC claims and specifically for Medicare claims. Will be called upon to review other coding practices and give input on EMR form design and creation.

Review patient medical records and assign codes to diagnoses and procedures performed

Answer coding questions from Patient Accounting and Medical Staff

Serve as a resource for Providers to sharpen their coding knowledge

Review specified claims for improved coding opportunities

Required Knowledge, Experience, or Licensure/Registration

Understanding of insurance basics

Understanding of medical coding and billing terminology

Working knowledge of LCHC's practice management system (Centricity from GE)

Working knowledge of LCHC's Electronic medical record system (Centricity from GE)

Certified Public Coder (CPC) accreditation or similar degree from AAPC or AHIMA

Working knowledge of CPT, HCPCS, ICD-9 and ICD-10

Ability to review coding for Pediatrics, Family Practice and Internal Medicine patients

3-5 years of coding experience

[Interested? Click Here To Apply!](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS



12/30/2015



## Development Associate

### Position Summary

The Development Associate is responsible for assisting the Development Department with all departmental activities, with a focus on prospect research for new funding opportunities, grant writing, grant continuation, and departmental administrative support. Duties include, but are not limited to: selecting, researching and authoring grant proposals; management of the grants support material and records; and organizing & submitting reports to funders. The candidate will be responsible for assisting in departmental administration including: maintaining the departmental calendar; gift processing and donor database management; drafting individual donor correspondence; volunteer coordination; and occasional event support.

### Required Skills or Abilities

Ability to strongly embrace and personify the mission of the Lawndale Christian Health Center.

Excellent communication skills both oral and written.

Strong administrative and project management skills.

### Required Knowledge, Experience, or Licensure/Registration

A bachelor's degree and at least two years of administrative experience, preferably in development, non-profit, or project management.

Experience in proposal writing, grant writing, and management of grants submission.

Knowledge of fundraising information sources

Knowledge of basic fundraising techniques and strategies

[Interested? Click Here To Apply!](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Complex Care Coordinator

The Complex Care Coordinator is responsible for working as part of a care team to provide care management services for patients with high medical needs and patients of various risk groups. The Complex Care Coordinators will coordinate with the Population Health Nurse, the Population Health Social Worker, providers, other staff (including pharmacy, behavioral health, and spiritual care), and community agencies regarding patient care/care management for patients in specifically defined patient populations in order to facilitate and implement a comprehensive, multi-disciplinary approach to manage health conditions, utilization of resources, patient self-care, and the implementation and evaluation of a care plan as it applies to non-clinical needs.

### Required Skills or Abilities

Demonstrates excellent communication skills and is able to communicate clearly to patients, staff, and community agencies

Strong ability to multi-task and work well in a fast-paced, team environment

Demonstrated problem-solving skills

Demonstrated effective interpersonal relationship and customer service skills

Strong organizational and time management skills

Embraces and personifies the mission of Lawndale Christian Health Center, by performing work in a whole person way, providing for the physical, emotional and spiritual needs of staff members and patients

### Required Knowledge, Experience, or Licensure/Registration

Bilingual in English and Spanish preferred

B.S./B.A. in social/health sciences, nursing, or related degree preferred

Two or more years of relevant experience preferred

[Interested? Click Here To Apply!](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:  
James R. Thompson Center  
100 W. Randolph, Suite 3-300  
Chicago, IL 60601-3220  
(312) 793-3565 (voice)  
Illinois Relay Center

(800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing

Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m. (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicate Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.)

\*\*\*NOTE: A government-issued photo ID is required in order to enter the JRTC building.

GET MORE INFO: <http://work.illinois.gov/default.htm>

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## CNA

### Position Summary

Under the supervision of the Coordinator and the guidance & support of the License Practical Nurse, the Certified Nursing Assistant (CNA) will provide direct care such as bathing, dressing, grooming, helping participants use the bathroom (toileting), and transfer of participants. The CNA is delegated the authority, responsibility, and accountability necessary for carrying out assigned duties and responsibilities. The CNA is responsible for providing assistance to participants with the broad spectrum of program activities including activities of daily living.

### Required Knowledge:

Knowledge:

Customer and Personal Service: Knowledge of principles and processes for providing customer and personal services. This includes needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management: Knowledge of business and management principles involved in strategic planning, resources allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Public Safety and Security: Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and Lawndale Christian Health Center and all its affiliations.

Cultural Sensitivity: Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history origins.

Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules or composition, and grammar.

Knowledgeable of the aging process, dementia, chronic illness, developmentally delayed, elderly and frail.

### Experience, Licensure/Registration:

Certified Nursing Assistant Licensed by State of Illinois.

Certified Nursing Assistants shall have a high school diploma or general education diploma (GED), or 2 years of prior documented experience working in programs for the elderly, or demonstrate continued progress towards meeting the educational requirement of a general education diploma by current registration and evidence of successful completion of course work.

CPR and First Aide Certification

Clear criminal background checks (fingerprinting)

State of Illinois (required by law) Certification through Health Care Worker Registry of the Illinois Department of Public Health) that is administered by the State of Illinois.

[Interested? Click Here To Apply!](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Registration Representative

### Position Summary

The Registration Representative position is responsible for a variety of administrative tasks essential for the efficient care of patients at Lawndale Christian Health Center, including handling incoming calls, scheduling appointments, and registering patients. Upon completion of training, the Registration Representative will be assigned to a Care Team to assist in taking care of that Care Team's population of patients. Staff are required to document their work in the practice management system, attend to patients in a timely and professional manner, and keep their work areas in good order. This position reports to the Site Manager.

### Required Skills or Abilities

Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among LCHC staff and patients, treating others with kindness and professionalism in all they do.

Some computer skills required (Windows based, experience with Microsoft Office a plus) and telephone operator experience preferred.

Typing speed of 45 wpm.

Knowledge of insurance a plus.

Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness learn from others.

An ability to work independently, take initiative, set priorities in accordance with the needs and mission of the clinic, multi-task, and problem solve in a fast-paced work environment.

Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.

Adequate written and verbal communication skills for communicating coherently and professionally with patients and co-workers.

Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of the Lawndale Christian Health Center.

### Required Knowledge, Experience, or Licensure/Registration

High School Diploma or its equivalent.

Experience in customer service, office work, or a clinical setting

[Interested? Click Here To Apply!](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## **RN - Clinic**

### **Position Summary**

The Clinic Nurse is a registered nurse who uses his/her nursing experience and clinical knowledge to fulfill various roles in the Care Team as per daily assignment by nursing staff supervisor. All nursing staff are required to document their work in the electronic medical record, treat patients in a timely and professional manner and maintain compliance with applicable regulations. Reports to Director of Nursing and Medical Director.

### **Required Skills or Abilities**

Strong patient assessment skills required including ability to triage patients. Ability to use the nursing process to guide patient encounters and care.

Communicate effectively with patients in a manner that protects their confidentiality and is sensitive to their culture and to their physical/emotional/spiritual condition.

Flexibility to adapt to changing or stressful conditions, including unanticipated changes to working schedules or locations.

Good physical stamina and an ability to be standing/active/in motion most of the day. Strength and dexterity to move patients, handle equipment, and move quickly within the clinical area to fulfill job responsibilities.

Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among LCHC staff and patients, treating others with kindness and professionalism in all they do.

Commitment to demonstrating personal integrity through punctuality, honesty, an ability to follow instructions, proper attention to detail in all work matters, and a willingness learn from others.

An ability to work independently, take initiative, and set priorities in accordance with the needs and mission of the clinic.

Clear and concise written and verbal communication skills for communicating coherently and professionally with patients and co-workers.

Conscientious of departmental and organizational policies and procedures, and able to embrace and personify the mission of the Lawndale Christian Health Center.

Strong ability to be a clinical leader in the organization and guide a team of medical support personnel. Ability to delegate appropriate tasks to medical support staff.

### **Required Knowledge, Experience, or Licensure/Registration**

RN Licensure in the state of Illinois

CPR Certification

Clinical experience preferred, preferably in an acute care or triage setting

Knowledge of Spanish is helpful

[Interested? Click Here To Apply!](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

12/30/2015



## Dishwasher

### Position Summary

The **Dishwasher** reports to the General Manager of the Cafe and is responsible for keeping the dish area neat, clean and organized while washing and cleaning kitchen equipment, tableware, pots and pans.

### Principal Duties and Responsibilities

- Responsible for acknowledging and greeting guests as they enter and leave the café.
- Responsible for the prompt cleaning of tables after guests finish their meal.
- Resets tables according to the GTC specifications.
- Responsible for keeping the dining area and side stations clean.
- Delivers food to guest's tables with accuracy and promptness.
- Assists other café staff in ensuring every guest leaves fully satisfied.
- Performs opening and closing side work as required.
- Follows all sanitation and safety procedures.
- Responsible for performing other duties as required helping LCHC accomplish its mission.

### Required Skills or Abilities

- Requires an ability to lift, reach, bend, stoop, and stand for long periods of time.
- Requires experience and demonstrated abilities for working in a multi-cultural setting.
- Ability to take direction and work in a team environment.
- Ability to work calmly in a fast paced environment with exposure to cold, heat, and water for long periods of time.
- Ability to lift 60 pounds on occasion and 35 pounds regularly.
- Must be self-motivated, organized and have a commitment to quality food and guest service.
- Ability to strongly embrace and personify the mission of the Lawndale Christian Health Center.

### Required Knowledge, Experience, or Licensure/Registration

High School Diploma required, Must have experience in a food service environment.

[Interested? Click Here](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS



## Pharmacy Technician-Liaison

### **Position Summary**

This is a specialized pharmacy technician position. The pharmacy technician is responsible for receiving, processing, clarifying and documenting new medication prescription and refill requests. This includes providing support with prior authorizations and other clinical-clerical duties as assigned within scope of training and certification. The pharmacy technician serves as a liaison between pharmacies, patients' insurance companies, and clinical staff to help patients obtain correctly prescribed medications in a timely manner.

### **Required Skills or Abilities**

Strong customer service and phone skills.

Good interpersonal skills are a necessity, including an ability to work well with the variety of ages, cultures, and temperaments represented among LCHC staff and patients, treating others with kindness and professionalism in all they do.

Commitment to demonstrating personal integrity through punctuality, honesty, and ability to follow instructions, proper attention to detail in all work matters, and a willingness to learn from others.

### **Required Knowledge, Experience, or Licensure/Registration**

High school diploma or its equivalent.

Strong knowledge of pharmaceutical and medical terminology.

1 or more years of experience managing medications, processing prescription requests, and entering relevant data into an electronic medical record or computerized pharmacy system highly preferred.

Illinois pharmacy tech license required.

Pharmacy Technician Certification Board certification preferred.

OIG background check performed.

Knowledge of Spanish is helpful.

[Interested? Click Here To Apply!](#)



12/30/2015



## Group Care Coordinator PART-TIME

### **Position Summary**

The Group Care Coordinator is responsible for implementing all aspects of the centering program to ensure sustainability of group care at Lawndale Christian Health Center.

### **Principal Duties and Responsibilities**

Work with Centering leadership team to start new pregnancy and parenting groups.

Schedule and coordinate in-house facilitator training

Responsible for planning, organizing, and managing resources to ensure program implementation at appropriate LCHC sites.

Responsible for working with site managers to fulfill recruitment goals to ensure adequate clinical productivity.

Meets with Medical Director and Director of MCH on a regular basis to discuss and review productivity, clinical quality indicators, and/or operational issues/concerns.

Develop policies in regards to roles of providers, co-facilitators, maintaining group productivity numbers as well as clinical quality issues.

Conducts bimonthly meetings with the providers/co-facilitators or group healthcare model for continuing education in this model of care.

Conducts and evaluates patient satisfaction and empowerment in regards to group healthcare model of care as compared to our individualized care and determine sustainable evaluation plan.

Maintains communications with and is responsible for complying with the March of Dimes reporting requirements.

### **Required Skills or Abilities**

Excellent verbal and written communication skills.

Requires experience and demonstrated abilities for working in a multi-cultural setting.

Have a strong commitment to the mission of Lawndale Christian Health Center.

Ability to organize and prioritize work appropriately.

Ability to conduct bimonthly meetings with providers who are involved in group healthcare.

Ability to train and equip LCHC staff to be part of providing care in the centering model.

### **Required Knowledge, Experience, or Licensure/Registration**

Experience and training in the group healthcare model preferred but not required.

Group facilitation skills or experience.

B.S. or B.A. in social work, social/health sciences or MSW/MW preferred OR two or more years' experience program development in social services or health care.

[Interested? Click Here To Apply!](#)

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO  
WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS



## **What is the CTA Second Chance Program?**

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

### **How to apply**

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

## **[Click Here For the 13 Designated Agencies](#)**

### **What are the eligibility requirements and qualifications?**

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
  - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
  - Work release center

### **How many Second Chance positions are available?**

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.



**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

**How much does the program pay?**

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

**How is a participant selected?**

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

**Once the referring agency recommends an applicant, what happens?**

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
    - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
    - Completion of all hiring documentation and application inserts
  - Training
    - Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

**Once in the program, what are the expectations?**

- 30-day reviews are conducted throughout the duration by immediate supervisors within their assigned work location

12/30/2015



- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

**What happens when the participant successfully completes the program?**

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

**Who can you call if you have questions?**

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS



## 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.

12/30/2015



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).

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903  
SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFOR.COM](mailto:WORKFORCE@LASHAWNFOR.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS