

State Representative La Shawn K. Ford www.lashawnford.com	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
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STATE REP. LA SHAWN K. FORD'S WORKFORCE DEVELOPMENT

Hot Jobs – Job Alert – Just In

Participant Mentor

Job Type: Full-Time

Location: Chicago, IL

Last Updated: 02/24/2010

BU Salary Schedule 4 \$28,836-\$31,828

Reports to and Evaluated by: Program Manager

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience: Associates degree or the equivalent years of college and three years experience working with hard-to-employ populations with multiple barriers affecting employability. May give credit towards years of experience if attained a degree higher than an Associates degree. Bachelors degree preferred.
- Other Skills and Qualifications: Demonstrated experience utilizing strength-based language and assessment tools. Experience facilitating literacy sessions desired.
- Certifications, Licenses, Registrations: May be required to obtain literacy certification within six months of hire. A valid driver's license is required.
- Background Check: Background check/clearance may be required.
- Language Skills: Fluency in a second language may be required. Effective oral and written communication skills required. Ability to read and interpret documents such as policy/procedure manuals, operating and maintenance instructions.
- Computer Skills: Proficiency in Microsoft Office, Internet Explorer, Outlook/Exchange, and other software routinely used by Heartland Alliance.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

To apply for these positions, please visit:

<http://www.recruitingcenter.net/clients/heartlandalliance/publicjobs>

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Community Health

POSITION: PATIENT CARE ASSOCIATE

GENERAL POSITION DESCRIPTION:

Under general supervision of the Patient Services Coordinator, the Patient Care Associate is responsible for working with patients at the Front Desk, assisting with patient intakes and a variety of other administrative tasks. The Patient Care Associate is responsible for working with prospective patients during the intake process, which includes, but is not limited to; ensuring all eligibility requirements are collected at time of intake, data entry of patient information and meeting with patients at time of intake to discuss roles and responsibilities of both Community Health and Community Health patients.

QUALIFICATIONS:

Candidates should meet the following qualifications:

Must be bilingual in Spanish and English.

Self-starter and highly organized.

Able to work individually as well as within a team.

Customer service oriented.

Bachelor's degree or Medical Assistant certificate preferred with 1 year experience in the health care industry. Applicants with 5 years experience in similar field will be considered.

Microsoft Office proficient, previous experience working with electronic scheduling system.

Must be mature and responsible with good decision making skills.

Ability to work full time with day, evening and weekend hour flexibility.

Interested candidates should submit resumes to (NO PHONE CALLS)

Sara Villanueva, Patient Services Coordinator

Community Health

2611 W. Chicago Avenue

svillanueva@communityhealth.org

www.communityhealth.org

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Janitor

Company: Lincoln College of Technology

Location: 60160

Job Type: Full Time Employee

Career Level: Entry Level

Job Reference Code: TJ07_000175387301

Posted: 2/25/2010

About the Job:

Full-Time Position

Lincoln College of Technology has openings for a Janitorial position.

The work is active and requires lifting, cleaning, garbage detail and other responsibilities.

Send Resume To:

Helen Carver / Lincoln College of Technology

8317 W. North Ave. Melrose Park, IL 60160

Fax 708-345-4065

hcarver@lincolntech.com

Experienced Maintenance Technician

Company: Aerotek Commercial Staffing

Location: Chicago, IL 60804

Salary: 20.00 - 22.00 USD /hour

Position Type: Job Type: Full Time Employee

Posted: 2/25/2010

Large well established manufacturing company in Chicago, IL is seeking hard working individuals with positive attitudes. This is a opportunity pays between \$20-23/hour based on experience and interview. Candidates MUST be willing to work overtime as necessary. Open availability on ALL shifts is preferred.

All qualified candidates should contact John immediately at 630-645-3558. If you do not meet the minimum hiring requirements you will not be contacted.

Required Skills: Stamping, Controls, Maintenance AND Electrical, Drug Test and Background Check

Contact: John Pezza

Address: 2311 West 22nd Street, Suite 101

Oak Brook, IL 60521

Phone: (630) 645-3558

Fax: (630) 645-3530