



Job Title: Administrative Assistant III

Department: MSP Int Med Admin

Shift: 1st

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

Job Number: 2015-2366

Position Highlights:

Work/Life: 8:30am – 5pm, no weekends or on call

Position Highlights:

Under the direction of the Department Manager the Administrative Assistant III is responsible for assisting the Division Chief of General Internal Medicine and the Division Chief of Hospital Medicine in daily operations in accordance with Medical Staff Bylaws, Rules and Regulations, Joint Commission standards and other regulatory requirements; and hospital policies and procedures.

Works closely with the Department Manager and assumes any responsibilities as may be requested by the Chairman, Vice Chairs and DOIM Directors.

Provides overall administrative support for the Department of Internal Medicine Chairman's suite. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

A High School diploma is required. Bachelor's degree is preferred

Minimum of 5 years administrative experience in a healthcare setting, preferably for senior level leaders.

Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently.

Must possess strong project and time management skills.

Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel.

Intermediate to advanced computer skills in Word, Excel, PowerPoint

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151009123553&

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Warehouse Inventory Supervisor

Chicago, IL
Supply Chain

This position contributes to the success of the Pepsi Beverages Company by supervising the loading of route and transport trucks for a warehouse facility.

Major Tasks, Accountabilities and Key Responsibilities:

Schedule the receiving and delivery of raw materials/finished products in a timely manner

Utilize docks, warehouse layout and route truck loading patterns that minimize loading time

Ensure the optimal inventory levels of full goods are maintained in order to fulfill daily sales needs

Provide timely service to sales department while minimizing warehouse and production costs

Supervise warehouse loaders within the warehouse

Ensure the team is adequately staffed, managed and trained

Maintain the inventory system to aid in production scheduling

Maintain all housekeeping and safety standards

Education and Certifications:

Bachelor's Degree required; Experience in consumer packaged goods or a related industry a plus

Work Experience:

A minimum of 2 years of Operations or Logistics experience

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Demonstrated planning and organization skills

Demonstrated front-line supervisory skills

Skills & Capabilities:

Ability to work a flexible schedule including early mornings, evenings and/or weekends
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

Apply online at <http://www.pepsicojobs.com/en/job-detail?slug=78295BR&cult=en-US>

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Admissions Registrar

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

Fax: (773) 962-0034

Mail: Human Resources Department

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Budget & Reimbursement Analyst

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Description:

The Budget & Reimbursement Analyst performs a variety of financial and statistical functions in order to support the fiscal operations of the hospital. S/he compiles data and information for the Federal and State Cost Reports, including statistics, settlement data and bad debts. S/he helps to prepare schedules for outside auditors for the year-end financial audit.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Accounting or related field

Minimum of three (3) year of accounting experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Clinical Dietitian

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Description:

Assess the patients' nutritional status for maintenance or intervention. Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle. Develops patient educational material for distribution. Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field.

Registered and Licensed Illinois Dietitian.

Minimum 2 year hospital dietitian experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Cook

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Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Custodian

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Description:

The Custodian 1 is responsible for cleanliness and sanitation of assigned areas. S/he is responsible for the care and maintenance of equipment, furniture and fixtures.

S/he performs routine cleaning tasks of repetitive nature following established schedules and using prescribed methods. The Custodian 1 works semi-independently under limited supervision.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Minimum of 2 years of hospital custodial experience is required.

Excellent verbal and interpersonal skills are essential.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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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.

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Dental Clinic Front Desk Coordinator

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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.

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Dental Assistant/Expanded Duties

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Description:

The Dental Assistant performs a variety of patient care, office, and laboratory duties. S/he works chair side with the dentist for examinations and treatments. Dental Assistant duties include performing dental treatment room disinfection, preparing and maintaining dental instruments, supplies, and equipment; collecting and recording patient health histories; taking X-rays, dental charting; prepare casting models and inventory control and management and any authorized or prescribed services or procedures for which dental assistant is considered competent by the supervising dentist. The Expanded Duties include prophylaxis, fluoride treatments, application of pit and fissure sealants, monitor patient while nitrous oxide is being administered

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program

Dental Assistant certification (optional but preferred)

Expanded Duties certification

Minimum of 3 years of experience as a Dental Assistant/Expanded Duties

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Mental Health Worker

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Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings.

The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies. S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Patient Care Technician

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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

"A Tradition of Caring" since 1904.

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.

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Ultrasound 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 Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data. S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology

A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Vehicle Return Associate in Chicago Illinois United States

Your passion for helping customers with their needs - whether it's directing customers as they return their rental car ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the rental vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait - makes you an important part of our Avis Budget Group Team .

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following :

- High school diploma or equivalent
- At least 1 year of prior Customer Service experience
- Good communication skills

Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must!

Willingness to learn and help others

Motivation and dependability

Compensation & Benefits:

We provide you:

Competitive pay

Medical, Dental, Vision & 401K

Full training to learn the business and enhance your professional skills

Paid vacations, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer

Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/3699B794091F430DA0EBAF9BB08E184C/job/>

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Job Title: Boiler Safety Specialist

Agency: State Fire Marshal

Closing Date/Time: Fri. 10/23/15 5:00 PM Central Time

Salary: \$8,005.74 / Month

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC008

Bid ID#: 50-50-SFM15-015

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs technical duties of an inspectional and consultative nature in the administration of the Illinois Boiler and Pressure Vessel Safety Act.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires five years of practical experience in the construction, maintenance, repair or operation of high pressure boilers as mechanical engineer, operating engineer, or boilermaker. Requires Certificate of Competency as boiler inspector by qualifying for and successfully completing the examination by the National Board of Boiler and Pressure Vessel inspectors.

PLEASE NOTE: THE SELECTED CANDIDATE MUST RESIDE IN COOK COUNTY WITHIN 90 DAYS OF HIRE.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:30am to 4:00pm, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal, Cook County Field Office

AGENCY CONTACT: Lloyd Peterson

Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277, Springfield, IL 62794

PHONE: 217-557-6015

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Fri. 10/23/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1549013-493335

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Days & hours: Monday – Friday 8:30am to 5:00pm

Work Location: DCFS-6D0550, 15115 S. Dixie Hwy, Harvey, IL 60426

Supervisor: J. Robinson

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax: 312/328-2510

Email: Tracey.Hardrick@illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Correctional Counselor II

Agency: Corrections

Closing Date/Time: Fri. 10/23/15 4:00 PM Central Time

Salary: \$4,338.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-82-15-0328

Position Number: 09662-29-82-420-28-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in behavioral or social sciences; requires one year of professional experience in corrections, behavioral, social sciences or a related field; requires working knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency, criminology and corrections; requires working knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems; and requires working knowledge of research techniques and the writing of professional reports.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative
Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Phone: (815) 727-3607 extension 6693

Email: Diana.wysocki@doc.illinois.gov

Fax: (815) 727-0838

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Human Resources Associate - Opt 1

Agency: Corrections

Closing Date/Time: Fri. 10/23/15 4:00 PM Central Time

Salary: \$3,371.00 - \$4,793.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-150030A

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Human Resource Representative, performs highly complex and confidential para-professional duties for the Stateville Reception & Classification Center; prepares and submits personnel transactions and documents; answers questions, compiles information and data for statistical reports; maintains personnel files; processes and submits insurance transactions to Central Management Services.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program; requires extensive knowledge of office practices and procedures; requires extensive knowledge of composition, grammar, spelling and punctuation; requires extensive knowledge of arithmetic computations; working knowledge of human resources programs, rules and regulations.

Work Hours & Location/Agency Contact: WORK HOURS: 7:00 a.m. to 3:00 p.m., Monday through Friday, Days Off Saturday and Sunday
LOCATION/AGENCY: Stateville Correctional Center, P.O. Box 112 Joliet, IL 60434
CONTACT: Jamille Kent, Human Resources Rep, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815)727-3607 ext. 5693 fax# (815)727-0838 e-mail Jamille.Kent@idoc.illinois.gov

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Mental Health Technician I

Agency: Human Services

Closing Date/Time: Fri. 10/23/15 5:00 PM Central Time

Salary: \$2,781.00 - \$3,517.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 07

Plan/BU: RC009

Bid ID#: 10-72-93063-93069

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision performs beginning level duties on a unit in the direct care of individuals, i.e. bathing, personal hygiene, heavy lifting, heavy carrying and pushing of wheelchairs; participants in the implementing of individuals habilitation plans.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires successful completion of a comprehensive training program at the mental health technician trainee level.

Work Hours & Location/Agency Contact:

WORK LOCATION: Elisabeth Ludeman Center 114 N. Orchard Dr., Park Forest, IL 60466

WORK HOURS: 6:10 AM-2:10 PM OR 2:00 PM-10:30 PM Rotating Days off

AGENCY CONTACT: Alice M. Chambers

Elisabeth Ludeman Center, 114 N. Orchard Drive, Park Forest, IL 60466
708-283-3015

How to Apply:

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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