



## **Assistant Superintendent of Transportation**

Location: Markham

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Transportation, assists in direct supervision of all aspects of the Transportation section including but not limited to: vacation, holiday and run picks; bus monitor reports; passenger complaints; IBS System; work schedules; daily service; commendations; labor relations.

Prepares and conducts annual performance reviews of Bus Operators.

Prepares documentation for issuance and handling of discipline; monitors absenteeism program and prepares daily operation reports including payroll exception tickets.

Other duties as assigned or required.

### Qualifications:

Qualified candidate must have Bachelor's Degree or equivalent, five (5) years experience in transit operations management and must be at least 21 years of age.

Transportation, planning, math & analytical skills are required.

Other transit experience and labor relations experience preferred.

Must have, or be able to obtain, a valid Commercial Driver's License, class B.

Candidate must have: excellent verbal and written communication skills; problem solving skills; knowledge of safety and training; customer relations expertise; computer skills; ability to maintain confidentiality and ability to be decisive and accurate.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=401](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=401)

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**Coordinator of Public Outreach**

Location: Arlington Heights

Office: External Relations

Department: Marketing & Communications

**Job Description:**

Under the direction of the Department Manager, Marketing, or designate, responsible for the coordination and implementation of Pace's customer-facing outreach.

Sets up speaking engagements with organizations across the six-county region.

Develops and executes messaging and presentations.

Coordinates production and delivery of promotional materials.

Liases with Pace's outreach contractors.

Other duties as assigned.

**Qualifications:**

Qualified candidate must have a Bachelor's Degree or equivalent and a minimum of two years' experience in customer service or external outreach.

Understanding of northeastern Illinois' public transit system a plus.

Computer skills including Microsoft Office required.

Must possess excellent organization skills including writing, oral and interpersonal skills.

Must have a good work history and a valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=710](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=710)

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### **Receptionist**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### **Job Description:**

Under the direction of the Department Manager, Human Resources, the Front Desk Receptionist fills a critical gatekeeper role for Pace Headquarters. The position requires communication skills to serve Pace customers in a courteous and professional manner. Duties include greeting customers, job applicants, vendors, and other visitors; answering in-coming calls and directing them to the appropriate individual/department; receiving and directing clients, mail and packages to appropriate individual/department; selling Ventra passes and maintaining proper accounting of transactions; handling reduced fare card applications, taking customer pictures, and mailing all information to the RTA. Provide route schedules as requested. Other duties as assigned.

Qualifications: Qualified candidate must possess excellent communication and interpersonal skills, 3-5 years experience in customer service as a switchboard operator or in a call center environment is preferred. Must display professional demeanor at all times. Qualified candidate must have a good work history. Apply online at [http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=721](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=721)

### **Vanpool Part-time**

Location: Arlington Heights

Office: Revenue Services

Department: Vanpool Program

Job Description: Under the direction of the Vanpool Division Manager or designate, responsible for the day-to-day operational support for the Vanpool Program. Responsibilities include, but are not limited to: reviewing, entering, sorting and filing reports. Data entry and oversight of various data collection. Assist with van movements, vehicle site inspections and compliance reminders. Other projects and duties as assigned.

Qualifications: Qualified candidate must be at least 21 years of age, have excellent written/verbal communication skills and strong organizational skills. Must have good computer skills primarily Word and Excel. Must have a valid driver's license, with good driving record. Previous customer service experience preferred. May be subject to working outdoors year round. Apply online at [http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=714](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=714)

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**Secretary I**

Location: Chicago, Illinois

Job ID: 27699

Facility: ADVOCATE MEDICAL GROUP

Department / Unit: Advocate At Work-Admin

Status-FTE: Part-Time B - 0.5

Shift: Day

High school or equivalent

1 year of clerical/secretarial experience

Typing 35~50 words per minute

Basic computer skills preferred word processing, data entry

Not applicable

To perform routine secretarial and clerical duties.

These duties may be somewhat repetitive but may require the use of some judgment.

Accountabilities:

Performance of routine secretarial and clerical services in support of department activities.

This may include:

Preparation and dissemination of correspondence.

Maintenance of department files.

Apply online at <http://jobs.advocatehealth.com/chicago/healthcare-administration/jobid8229067-secretary-i-jobs>

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## **Stationary Engineer**

Location: Chicago, Illinois

Job ID: 28164

Facility: ILLINOIS MASONIC MEDICAL CENTER

Department / Unit: Facilities

Status-FTE: Full-Time - 1

Shift: Rotate All Shifts

High School Graduate

Three years experience in power plant operations, preferably in a health care setting..

Good Communication skills. City of Chicago Stationary Engineer's License required. Associate will be alone in the boiler room during most of his shift. This requirement supersedes any previous lifting requirement effective 12/17/2014. Ability to lift up to 35 pounds without assistance. For lifts over 35 pounds, lifting equipment is expected to be used or lift with at least one other associate when available. Unique lifting/movement situations will be assessed on a case by case basis. May be required to lift greater than 35 pounds from floor to waist.

Under the direction of the Power Plant Supervisor, the individual in this position is responsible for the operations of the power plant to ensure in constant uninterrupted supply of steam to the Medical Center utilizing the most efficient operation of equipment.

Accountabilities:

Performs all preventive maintenance work on all equipment in power plant and Barr Tower.

Maintain in highest operating efficiency the operations of three steam boilers according to accepted manufacturer and insurance guidelines.

Performs daily rounds in Barr Towers machine room to insure optimum efficient operation of all equipment.

Apply online at <http://jobs.advocatehealth.com/chicago/facilities/jobid8229059-stationary-engineer-jobs>

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## **Medical Assistant Cert\Reg**

Location: Chicago, Illinois

Job ID: 28807

Facility: ADVOCATE MEDICAL GROUP

Department / Unit: Internal Medicine

Status-FTE: Full-Time - 1

Shift: Day/PM

*AMG - Evergreen Center Primary Care 1357 W. 103rd Street, Chicago* Graduate of a medical assistant program or successful completion of the certification/registration exam. Good communications skills. Experience using a keyboard and computers.

Familiarity with equipment used in ambulatory care. Current Medical Assistant Certification/Registration required. Non~certified MAs must obtain certification or registration within four months of hire. Current CPR certification. Ability to travel locally to multiple sites as needed. Ability to work in stressful conditions and difficult situations. Resilient and flexible in a changing environment. May be exposed to hazardous materials and life threatening diseases. Ability to cooperate and work with others. Ability to make sound and timely decisions. Ability to work rotating shifts any day of the week. Ability to perform lifting/transfer activities related to patients as needed, ability to stoop/bend.

The Medical Assistant Certified/Registered will support the physician(s), and other providers in delivering quality health care to ambulatory patients and perform a variety of nursing related tasks to promote continuity of care.

Accountabilities: Risk/Safety Compliance

Funding Our Future: Miscellaneous

Clinical Support/Health Outcomes: Provides support in the delivery of quality clinical care

Patient Satisfaction and Service: Provides efficient, high~quality service to patients who arrive for appointments or who telephone or visit in person to request appointments or information on tests and procedures, bills and charges, referrals, and other matters.

Health Information Management (HIM) and HIPAA standards: A complete and accurate hard copy and/or electronic medical record will be maintained for every individual who is evaluated or treated within the medical group.

Apply online at [http://jobs.advocatehealth.com/chicago/medical-assistant/jobid8287965-medical-assistant-cert\\_reg-jobs](http://jobs.advocatehealth.com/chicago/medical-assistant/jobid8287965-medical-assistant-cert_reg-jobs)

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### **Clerical Assistant**

Location: Chicago, Illinois

Job ID: 29286

Facility: ADVOCATE MEDICAL GROUP

Department / Unit: Business Office

Status-FTE: 0.00 - Cost Per Call - 0

Shift: Day

No experience necessary. Demonstrate excellent communication and interpersonal skills.

Performs varied receptionist and general office duties.

#### Accountabilities:

Compiles materials for reports and/or meetings as requested.

Collects and is responsible for fees for professional and support services, if applicable.

May batch and balance payments and charges at end of work period.

May assist in maintaining a neat and clean patient care area.

Performs other duties as required or assigned.

Performs related duties including but not limited to: photocopying material, answering telephone calls, stocking shelves, bagging and dispensing supplements.

May answer and/or screen telephone calls, provides information and takes messages. Refers unanswered questions to appropriate person or manager.

May process, update and maintain records and files as required.

May greet and receive patients and ascertain their needs directs or escorts to appropriate party.

Apply online at

[http://jobs.advocatehealth.com/chicago/clerical\\_administrative/jobid8324885-clerical-assistant-jobs](http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid8324885-clerical-assistant-jobs)

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## **Cook II**

Location: Chicago, Illinois

Job ID: 29588

Facility: ILLINOIS MASONIC MEDICAL CENTER

Department / Unit: Food & Nutrition Services

Status-FTE: Full-Time - 1

Shift: Rotate All Shifts

High school diploma.

One to two years experience in preparing quantity food items. Good communication skills.

- Able to interpret and follow recipes.
- Ability to work with minimal supervision.
- Working knowledge of kitchen equipment.
- Sanitation Certified Able to access high and low areas.
- Able to maneuver heavy objects up to 75 pounds.
- Exposure to hazardous materials and conditions.
- Able to meet time constraints in a fast ~ paced environment.
- Able to perform cleaning tasks.
- Able to communicate with others.
- Able to safely use kitchen equipment (gas, electric, and steam)

This requirement supersedes any previous lifting requirement effective 08/01/2014. Ability to lift up to 35 pounds without assistance. For lifts over 35 pounds, lifting equipment is expected to be used or lift with at least one other associate when available. Unique lifting/movement situations will be assessed on a case by case basis.

Prepares food items for the cafeteria, cafe, patients and catered events assuring standard of the department are met. Provides direction to Cooks 1 and 2, meeting established food quality standards

### Accountabilities:

Responsible for ensuring that the hot menu items are correctly prepared according to the standardized recipes

Ensures adequate supplies are prepared and available for department needs

Maintains a safe sanitary work area meeting Board of Health regulations.

Other duties as assigned by Supervisor

Adherence to strict deadlines regarding food production for each area of service.

Apply online at [http://jobs.advocatehealth.com/chicago/dietary\\_food-service/jobid8410678-cook-ii-jobs](http://jobs.advocatehealth.com/chicago/dietary_food-service/jobid8410678-cook-ii-jobs)

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### **HIM Clerk I \ Vital Statistics**

Location: Chicago, Illinois

Job ID: 26903

Facility: ILLINOIS MASONIC MEDICAL CENTER

Department / Unit: Health Information Management

Status-FTE: Part-Time B - 0.6

Shift: Night

Secondary Language (Spanish)

High School Diploma or GED

Previous work experience in a medical record department.

Working knowledge of computer software. Basic Typing Skills

Excellent organizational skills. Excellent analytical skills with attention to detail.

Excellent communication skills. Knowledge of Medical Terminology

None Ability to work odd hours and weekends in a 24hr. department. Ability to bend, stoop, and lift up to 50 pounds. Ability to push a cart up to 75 pounds.

Ability to communicate. Ability to multi-task and complete work within short timeframes. Fast paced environment with established time constraints Ability to travel to nursing units None

Retrieval, Release and Destruction of Protected Health Information. Protect patient confidentiality by following HIPAA guidelines when releasing Protected Health Information (PHI) for continuity of care. Retrieval from unit and organization of paper medical records and loose patient documentation. Destruction of paper medical records following the State of Illinois and Advocate Healthcare requirements. Ensure medical record accessibility by using Cerner's chart tracking system. Ensures completeness of medical records in accordance with Accrediting Organization requirements. Accurate and timely completion/submission to the Board of Health Legal Birth Certificates for all infants that meet the requirements at Illinois Masonic Medical Center

Accountabilities:

Responsible for Release of Information, filing, retrieval and processing of paper or electronic medical records, and chart destruction

Production of accurate Birth Certificate documentation for submission to the State of Illinois

Integrity, accuracy and timely entry of documentation deficiencies into the Hospital integrated computer system

Other duties as required

Apply online at [http://jobs.advocatehealth.com/chicago/him\\_medical-records/jobid8124845-him-clerk-i\\_vital-statistics-jobs](http://jobs.advocatehealth.com/chicago/him_medical-records/jobid8124845-him-clerk-i_vital-statistics-jobs)

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## **Customer Service Associate**

Location: Chicago, Illinois

Job ID: 26706

Facility: SUPPORT CENTERS

Department / Unit: Health Advisor

Status-FTE: Full-Time - 1

Shift: Day/PM

Work Hours: M- F 10:30AM -7 PM and will rotate a Saturday (9- 2PM) every 3-4 weeks

THIS IS AN INBOUND CALL CENTER ENVIRONMENT

HS diploma and 1~2 years experience general office experience or contact center, customer service or sales experience.

Customer service skills/training

Typing speed 35 WPM

Basic problem solving skills

Basic knowledge of Internet navigation

Good communication skills including verbal and written.

Self directed. Good time management

Accurate and attentive to details.

NA Speaks English fluently, enunciates and uses proper grammar.

Good customer service skills (Patient, caring, excellent listening skills, ability to keep calm during high stress situations, uses proper voice tone (empathy, enthusiasm, courtesy) able to listen to the unasked questions as well as asking probing questions in order to provide the appropriate response.

Preference may be given to a bilingual (English~Spanish) candidate.

Provides consistent, high quality, customer care and service excellence to consumers responding to Advocate Health Care's system wide and site promotions for physicians, services, events and screenings. Has entry level knowledge of Advocate Health Care hospitals, medical groups, home health services and outpatient centers. Listens, responds and recommends appropriate physician, product or service. Offers to broker a first patient appointment when applicable. Handles routine service inquiries via multiple channels of access (telephone, web service, internet, facsimile and/or correspondence.) Completes assembly and fulfillment process to support programs and services offered by HealthAdvisor Department. Provides accurate data entry support for various HealthAdvisor programs, including payment updates.

Accountabilities: Customer Care and Service Excellence; Data Entry; Customer Service Review (Quality Monitoring); Fulfillment and Mail Assembly

Apply online at <http://jobs.advocatehealth.com/chicago/customer-service/jobid8378594-customer-service-associate-jobs>

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## **LEVY RESTAURANTS**

Levy is currently hiring for the following positions:

Concessions - Servers, runners, stand workers, bartenders, Supervisors, Barback, Cook

Banquets - Porter

Chicago Stadium Club - Hostess, Server Bartender, Server Assistant

Ketel One - Hostess, Bartender, Server

Theater Box - Hostess, Barback

BMO Harris Club - Server, Barback, Hostess

Suites - Supervisor, Runners, Dessert Attendants

Sanitation

Warehouse - Op-Tech

Culinary - Cook, Dishwashers, Porters, Carvers

Levy Restaurants is currently hiring for the following positions at the Oak Brook and Michigan Ave. Blackhawks Retail locations:

Retail - Sales Associate, Retail Warehouse Associate, Supervisor

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/jobs> or you can fax your resume to 312-455-7515.

*No phone calls please.* EOE in a Drug Free Workplace

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**Job Title: Engineering Technician V Utilities Coordinator**

Agency: Transportation  
Closing Date/Time: Tue. 10/20/15 4:30 PM Central Time  
Salary: \$5,015.00 - \$9,155.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: IPR#40581

Description of Duties/Essential Functions Benefits Supplemental Questions  
This position is accountable for the supervision and overall direction of the Utility Unit in the Project Support Section of the Bureau of Design. The incumbent is responsible for researching and discovering utility conflicts and investigating and coordinating utility adjustment to facilitate district highway improvements on the state-maintained highway system, issuing permits and drafting utility agreements for reimbursable adjustments.

Minimum Requirements: The following criteria is required: · A valid driver's license  
The following criteria is desired: · Knowledge and skill equivalent to the completion of three years of college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered · Twelve years of engineering technician experience under the direction of a professional engineer or equivalent with a minimum of three years in a supervisory position · Extensive experience in utility coordination and the resolution of utility conflict · Knowledge of the preparation and processing of utility permits

Strong oral and written communication skills  
Work Hours & Location/Agency Contact: 8:00 am – 4:15 pm / Monday –Friday  
Highways/District One/Bureau of Design/201 West Center Court, Schaumburg, IL

\*THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, October 20, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews

To download an application and to view the entire position description, please visit:  
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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**Job Title: Internal Security Investigator II**

Agency: Human Services  
Closing Date/Time: Wed. 10/14/15 5:00 PM Central Time  
Salary: \$5,146.00 - \$7,849.00 monthly  
\$61,752.00 - \$94,188.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-14-93204

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; or requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; or requires knowledge, skill and mental development equivalent to completion of a master's degree, with major coursework in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or related field; or requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Office of the Inspector General  
DHS Teen Service Site, 1308 W. 105th Street, Chicago, IL 60643  
Please submit applications to: Kelly Kindred / Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762 FAX: 217-524-2116  
Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Executive II - Opt J3**

Agency: Juvenile Justice  
Closing Date/Time: Wed. 10/14/15 4:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: IDJJ-27-00-15-0009

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of the functions of state government and of the character of relationships between the executive branch with the other branches, and between the State and higher and lower levels of government. Requires working knowledge of the principles of government accounting, program budgeting, personnel, statistics, and procurement. Requires ability to develop and manage and supportive agency program. Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, install, and evaluate new and revised methods, procedures, and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services. Requires ability to develop and maintain cooperative working relationships. Requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours: Mon-Fri 8:30 AM to 5:00 PM

Work Location: 100 N. Western Ave., Chicago, IL 60612

Agency Contact: Robert Huck / Illinois Department of Juvenile Justice

1301 Concordia Court, Campus House 1403, Springfield, IL 62702

(217) 557-1030 ext. 3025 (217) 557-1109 - Fax

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

Option J3 - Dept Of Juvenile Justice

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**Title: Desktop Support Technician**

ID: 1023

Department: Information Technology

**Description**

Facilitates the resolution of all user technical support issues including voice, data, and desktop issues.

Provides assistance and recommends solutions to user community. Installs, updates, upgrades, removes software and provides routine hardware and software maintenance.

**Qualifications:**

**Education:** A B.S. in a related field or the equivalent combination of education, experience, and training from which comparable skills can be acquired.

**Experience:**

Minimum of 5 years of experience in Information Technology

Proficient and experienced in supporting Microsoft Windows Operating systems, Mac OS and mobile device technology.

Additional coursework or training in all relevant aspects of support technology including desktop computers is desired.

Ability to learn quickly and to communicate technical issues to non-technical personnel.

Must have strong customer-service background and excellent communication and problem-solving skills.

Must be able to maintain effective relations with users at all levels. Must be able to positively interact with difficult customers.

Must be able to lift heavy computer equipment (not more than 60 pounds).

Designations/Certifications: CompTia A+, MCSE, ACMT preferred

Apply online at <http://sheddaquarium.applicantstack.com/x/detail/a23xwy583gid>



**Job Title: Mental Health Technician II**

Agency: Human Services  
Closing Date/Time: Thu. 10/15/15 4:00 PM Central Time  
Salary: \$2,865.00 - \$3,998.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 10-82/92314

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients. Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

**Minimum Requirements:**

Requires successful completion of an approved training program and one year experience in the care, treatment and development of persons with mental illness.

Work Hours & Location/Agency Contact: EPAR #92314, Intake 4p-12a

Wanda McNeal/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141  
Fax# 708-338-7078

**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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Public Service Administrator - Opt 1**

Agency: Human Services  
Closing Date/Time: Thu. 10/15/15 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: 01  
Plan/BU: CF063  
Bid ID#: 10-72-92951

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires labor relations and contract negotiations experience, requires the ability to analyze administrative problems and adopt an effective course of action. Requires ability to exercise judgment and discretion in developing, implementing and interpreting department policies and procedures. Prefers experience in oversight of the grievance process.

Work Hours: Monday-Friday 8:30 AM-5:00 PM

Serves in Rotation as A.O.D.

Work Location: Elisabeth Ludeman Center  
114 N. Orchard Drive, Park Forest, IL 60466

Agency Contact: Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
708-283-3015

**How to Apply:**

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

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Administrative Assistant I - Opt E1**

Agency: Public Health  
Closing Date/Time: Thu. 10/15/15 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: IDPH 26-16-0004

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization. Requires working knowledge of agency programs, rules and regulations. Requires ability to establish and maintain effective working relationships with program staff and outside organizations. Requires ability to exercise a high degree of initiative and resourcefulness in the development and completion of work projects. Requires excellent computer skills and experience in word processing and spreadsheet applications (i.e., Word, Excel, PowerPoint). Position is of a highly confidential nature and employee must have a well developed knowledge of confidentiality issues and basic ability to understand written laws and their application.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 8:30AM - 5:00PM  
Office of Policy, Planning, & Statistics  
Division of Patient Safety and Quality, 122 S. Michigan Ave., Chicago, IL  
Agency Contact: Office of Human Resources  
535 W. Jefferson St. 4th fl., Springfield, IL 62761  
Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

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

**Option E1 - Dept Public Health**

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## **Cashier**

posted October 6, 2015  
Pheasant Run Resort and Spa  
St. Charles, IL

Cashier to join our Pheasant Run Team

### RESPONSIBILITIES/DUTIES:

1. Obtain and verify bank and open register.
2. Answers telephone and take reservations when necessary.
3. Help seat guests when necessary.
4. Respond to guest needs and relay comments to supervisor.
5. Process guest checks through register and return proper change.
6. Verify and authorize all charge methods.
7. Run open check report and complete all daily reports.
8. Distribute waitstaff tips added to guest checks.
9. Close out register; count bank and balance, balance credit card and room charges.
10. Place drop in vault.
11. Request change order if needed.
12. Stock desk with credit card vouchers, register paper, etc.
13. Return charge checks to proper department.
14. Punctual and reports to the Restaurant Manager/Assistant Manager on time and in appropriate attire for each shift. Obtains manager's/supervisor's approval prior to punching out.
15. Performs all other related duties as assigned.

Apply online at <http://www.hospitalityonline.com/jobs/762619-cashier>

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### **Front Office Manager (Full-Time)**

posted October 2, 2015

Palmer House a Hilton Hotel  
Chicago, IL

A Front Office Manager will manage Front Office Operations to ensure profitability, control costs and quality standards to ensure total guest satisfaction.

Oversee room reservations, front office systems, supplies inventory, scheduling, forecasting and department budget to maximize revenue.

Compile and prepare financial reports, including: rate and availability calendar. Interview, train, supervise, counsel, schedule and evaluate staff.

Provide leadership and guidance to Front Office staff ensuring consistent quality service is provided.

What will it be like to work for this Hilton Worldwide Brand?

One of the most recognized names in the industry, Hilton Hotels & Resorts offers travelers a world of authentic experiences.

Hilton remains an innovative, forward-thinking hospitality leader by offering best-in-class products, services and amenities to ensure that every guest feels cared for, valued and respected.

From inaugural balls and international award galas to business events and personal moments, Hilton is where the world makes history, closes the deal, toasts special occasions and gets away from it all.

Hilton Hotels & Resorts is one of Hilton Worldwide's ten market-leading brands. For more information visit [www.hiltonworldwide.com](http://www.hiltonworldwide.com).

If you understand the importance of upholding a brand's reputation and what it takes to provide a globally recognized hospitality experience, you may be just the person we are looking for to work as a Team Member with Hilton Hotels & Resorts.

EOE/AA/Disabled/Veterans

Apply online at <http://www.hospitalityonline.com/jobs/761349-front-office-manager-full-time>

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