



**Job Title: Student Intern**

Agency: Workers Compensation Commission

Closing Date/Time: Wed. 11/25/15 11:59 PM Central Time

Salary: \$1,346.00 - \$2,848.00 monthly Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BBR Bid ID#: IWCC-50-15-0026

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the supervision of the manager of the workers compensation insurance compliance division, for a period not to exceed four years while actively enrolled in college, on a full or part time basis performs support work the compliance division which also arguments the student's major Business Management. Participates in training which provides general knowledge of programs philosophies and objectives of state government, the Illinois Workers' Compensation Commission and the Insurance compliance division in particular. Participates in on the job training which provides the intern with practical experience in procedures for verifying insurance coverage for a particular accident date, determines non-compliance period. Corresponds with employers and attorneys regarding non-compliance issues with emphasize on areas related to the area of Business Management. Completes work assignments involving research, analyzes and preparation of reports. Assists investigators in the preparation of case files for informed settlement conference. Assists in preparing case file for hearings before the commission by organizing material sorting evidence and completing necessary documentation. Participates in staff meeting, conference and training seminars which will provide additional awareness of current practice in the area of regulation and enforcement.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires the ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and general public.

Work Hours & Location/Agency Contact: Monday through Friday; 8:30 AM - 5:00 PM (Hours may be decreased depending on student's class schedule)  
Illinois Worker's Compensation Commission, 100 W Randolph, 8th Flr, Chicago, IL 60601

How to Apply: Send Applications to: Illinois Worker's Compensation Commission Human Resource Department.100 W. Randolph Suite 8th Floor Chicago, Illinois 60601 Faxed copies will not be accepted.

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## **Sales Associate**

Job Order ID Number - 1037329

Company Name: Boy Scouts of America

Job Location: Chicago, IL 60607

### Description

Description: Job position includes presenting, selling, and stocking scout shop merchandise

Essential job function: Make sales to customers in a friendly and efficient manner, receive and stock merchandise, safe guard cash, daily housekeeping, and recommend orders for stocking.

Promote the store through council contact and attendance at roundtables, scout shows, etc, professional manner used in satisfying customer complaints, communicate via phone with customers and other stores, perform other duties as assigned by management.

Physical activity includes helping to unload trucks and stocking of merchandise to include lifting, climbing, balancing, pushing, pulling, stooping, kneeling, crouching, reaching and grasping.

Customer related activities include speaking and hearing. Mental demands include reading, detail work, confidentiality, problem solving, language, stress training, math, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, all with constant interruptions.

Must be able to move up to 75 lbs occasionally, and be on your feet for extended periods of time. Will be operating an electronic cash register and other basic office machines, Microsoft Word and Microsoft Excel

### Job Responsibilities:

- Provides excellent customer service in the store and on the phone.
- Processes customer orders
- Maintains a stocked, organized, and clean store.
- Opens and closes the store as directed by management using the prescribed policies and procedures.
- Safeguards BSA monies and merchandise.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/1037329>

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## **Inventory Taker**

Job Order ID Number 1318104

Company Name: Allied Inventory Co

Job Location: Chicago, IL 60659

### Description

Perform physical inventory counts at automobile dealers, industrial warehouses and stockrooms.

Successful candidates will perform an important role in inventory accuracy for Allied Inventory Company's clients.

Each assignment will present the opportunity to demonstrate attention-to-detail and apply other skills during each key inventory step.

Each successful candidate must demonstrate capability to perform a variety of key tasks related to inventory count accuracy.

*PLEASE READ JOB DESCRIPTION AND REQUIREMENTS BEFORE APPLYING. NOTE: This is a PART-TIME, AS-NEEDED position.*

We are seeking candidates who have availability to work weekends (Saturday and Sunday), as well as other days of the week. Our inventory counting is generally performed with an early morning start time, most frequently on weekends.

*MUST BE AVAILABLE ON SATURDAYS AND SUNDAYS.*

- \*Minimum age 21 years old
- \*High school graduate or GED
- \*Must read, write and speak English fluently
- \*Neat, legible handwriting required
- \*Must have working cell phone or home phone
- \*Ability to pass basic math test
- \*Ability / skills for accuracy and attention to detail
- \*Ability to work a flexible as-needed on-call schedule
- \*Job requires ability to stand, climb, bend and reach
- \*3-4 hour training session required prior to first assignment
- \*Ability to work both independently as well as with other knowledgeable team members in a professional manner.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/1318104>

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### **Office Cleaners Wanted**

Job Order ID Number - 2351534  
Company Name: OfficeCleanerPro  
Job Location: CHICAGO, IL 60617

#### Description

Description:

Office cleaner Clean office, sweep floors, mop floors, vacuum floors. Dust office, Clean bath rooms and other areas as needed Must have a valid Drivers License and vehicle

Duties: Office cleaner Clean office, sweep floors, mop floors, vacuum floors. Dust office, Clean bath rooms and other areas as needed Must have a valid Drivers License and vehicle

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2351534>

### **Front Office Receptionist - part time**

Kraff Eye Institute - Chicago, IL  
Posted: November 8, 2015

We are looking for a new addition to our wonderful front office team. The candidate should have great people skills, excellent customer service and ability to multitask in a very fast-paced environment of a busy medical practice.

Apply online at [https://localeyesite.com/job/front-office-receptionist-part-time-1108-chicago-il-10800?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](https://localeyesite.com/job/front-office-receptionist-part-time-1108-chicago-il-10800?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

### **Grocery Clerk**

Job Order ID Number: 2656561  
Company Name: Tony's Finer Foods  
Job Location: Chicago, IL 60625

#### Description

Service Deli Clerk Meat Clerk Produce Clerk Bakery Clerk Cake decorator Floral Clerk Barista Cashier Utility Clerk/Bagger Janitor Dairy Clerk

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2656561>

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**Job Title: Unit Clerk - Full-Time Rotating Shift / Rush Hospital**

Shift: 4th (Rotating)

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

Job Number: 2015-2571

**Job Description:**

Unit Clerk - Cardiac/Neurology

**Position Highlights:**

The Unit Clerk performs clerical duties associated with customer service, the patient care record and electronic health record on the inpatient units. The Unit Clerk is directly responsible for the maintenance of the patient care record and its contents as well as coordinating patient activities, services and supplies from ancillary and support areas that directly relate to patient care.

The Unit Clerk is also directly responsible for communication equipment. The Unit Clerk exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies and procedures. This is a full-time 40 hours per week position ROTATING between the day/evening/night and weekend shifts,

**Position Qualifications Include:**

High school diploma or GED equivalent required

Must have knowledge of basic computer and Windows programs

Strong problem solving and communication skills required

Able to write legibly and perform basic mathematical calculations

Able to type 25 words/minute or greater

Able to handle internal and external customer interaction with courtesy, diplomacy and discretion.

Work requires the ability to move throughout the Medical Center

Work requires lifting or carrying objects up to 25 lbs.

Shifts include providing 7 days a week, 24 hours/day, coverage as necessary

Able to respond to and prioritize multiple requests and variable degrees of unpredictability

Work entails coming in contact with patient specimens during processing and transport.

Apply online at

[https://rush.igreentree.com/CSS\\_external/CSSPage\\_JobDetail.ASP?T=20151116152057&](https://rush.igreentree.com/CSS_external/CSSPage_JobDetail.ASP?T=20151116152057&)

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## **Cashier - Wally Park**

Wally Park - Schiller Park, IL

WallyPark Airport Parking is interviewing for Experienced Cashier's RIGHT NOW!.  
Summary of essential job functions -Greet and be available to customer for customer service related issues. -Possess positive customer service skills. -Must be able to answer inquiries about all rates, services and promotions. -Utilize etiquette and professionalism during all customer interactions□" phone or in person. -Accurately process revenue transactions and receive payment by cash or credit card. -Issue receipts, refunds, credits or change due to customers. -Accurate data entry of valet claim ticket data. -Salesmanship skills are required to sell memberships -Ability to prepare necessary accounting reports, cashier shift reports, gas reports, service reports (where applicable) and any other required reports or forms. -Compliance with company rules, policies and standard operating procedures. -Able to troubleshoot in a fast paced environment

We offer: -Potential Tips and Incentives -Full Health, Dental, Vision, Supplemental Insurance available after probationary period -Great work atmosphere

Minimum requirements: HS Diploma or equivalent required. Cashiering experience, 1-2 years or more. Able to calculate and perform basic arithmetic functions in the application of revenue accounting and cash accounting. Must have excellent verbal communication skills and basic computer skills. Must be able to work in a team environment.

Physical Demands: Dependent upon location, cashiers might have to stand or sit for prolonged periods. The cashier should be able to operate a computer keyboard and mouse.

*\*Hiring is contingent on passing Drug screening, background and Predictive Index Â® testing processes\**

Notice: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Apply online at

<http://www.indeed.com/viewjob?jk=73df56e6b7c7df3b&q=Valet+Parking&l=Chicago%2C+IL&tk=1a492rsnd18ju6p9&from=web>

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## **Laborer - 1500015H**

Job Summary: Candidate's primary responsibilities include; maintenance, troubleshooting, and mechanical repairs at a Crushed Limestone Quarry / Production facility. The position requires candidate to effectively diagnose and make mechanical repairs to various types of production equipment used in a rock quarry crushing facility with limited supervision. The candidate performs equipment inspections and identifies potential and existing conditions (wear, alignment, function, etc.), monitors performance as directed and makes adjustments / repairs as required. This position is represented by a labor union and is subject to the terms and conditions of the current Local 681 Laborer's Collective Bargaining Agreement.

### Qualifications

Education: Education: High School Diploma or equivalent

Experience: 1-2 years of cutting and welding experience is preferred

### Knowledge, Skills, and Abilities:

Must be able to work in a heavy industrial environment, exposed to weather elements, some noise; etc. Must have working knowledge of the hazards and risks common to equipment maintenance and have good hazard recognition skills

Ability to establish effective working relationships. Must have good analytical, problem solving skills and decision making skills. Must be able to cut, weld and fabricate

Must be able to climb ladders; lift plant components up to 50 pounds, work at heights of up to 100-feet; and move in a variety of body positions. Must be flexible in shift assignments and working overtime. Must be available to work 2nd or 3rd Shift

Ability to understand and follow verbal and written instructions and effectively communicate verbally and in writing. Must have a valid Driver's License with acceptable driving record. Preferred knowledge and understanding of OSHA and MSHA rules and regulations. Must be punctual, dependable, initiate self-directed able to use time efficiently. Must be safety conscious, respond to inquiries promptly and follow through to ensure injury prevention. A valid driver's license is required.

Job: Plant Operations

Primary Location: Illinois-McCook

Organization: GM - IL

Schedule: Full-time

Job Posting: Nov 16, 2015, 1:19:17 PM

Apply online at

<https://vulcanmat.taleo.net/careersection/2/jobdetail.ftl?job=66431&src=JB-10000>

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### **Full Charge Bookkeeper/Accountant**

Poppies Dough, Inc Gourmet Bakery - Chicago, IL

POPPIE'S DOUGH Inc is a Gourmet Bakery manufacturing company making high end bakery and pastry products. Our customers include many prestigious and celebrity accounts. Including food service customers, airlines, hospitals, universities, hotels and sports teams. Be on the management team, and an integral, important team member where your ideas are heard and implemented. Poppies Dough is growing and expanding. We are a well established company with very high standards, and excellent reputation.

Be part of the upper management team, reporting directly to the President/CEO. Your ideas and suggestion will be heard and implemented. Make an impact and be a vital team member of a great company.

Responsibilities include;

- \*Bookkeeping \*Supervise a team of 3 \*full cycle of accounting duties
- \*accounts payable. \* vendor and expense invoices \*general ledger accounts debited or credited accordingly \*process employee time sheets, \*run payroll checks
- \*prepare monthly and quarterly tax returns \*reconciling monthly bank statements
- \*journal entries are prepared and entered fixed assets and depreciation
- \*trial balance run to verify that general ledger accounts are in balance.
- \*analyze trial balance and make any necessary adjustments
- \*CPA firm will approve the finished trial balance
- \*balance sheet and income statement and financial statements completed at end of the month \* keep a cash-flow statement \*job-cost reports or sales reports.
- \*over see accounts payable and receivable \*preparing bank deposits.
- \*supervise employees, organize work flow \*wear many hats
- \*working with and in conjunction with purchasing, inventory and human resources

Excellent salary, health benefits, including vision and dental.

Job Type: Full-time

Required experience: Accounting : 5 years

Required education: Bachelor's

Apply online at [http://www.indeed.com/cmp/Poppies-Dough,-Inc/jobs/Full-Charge-Bookkeeper-Accountant-0bbb569ef57af80f?sjdu=QwrRXKrqZ3CNX5W-09jEvdYCwLOj3wp-6rgZDaxa\\_7D1qeRaWqZjdl7uzBuT5xm3HcGEwDqHpMFwisRMExaMA0m6vOARSymOhEPvjZzeedI](http://www.indeed.com/cmp/Poppies-Dough,-Inc/jobs/Full-Charge-Bookkeeper-Accountant-0bbb569ef57af80f?sjdu=QwrRXKrqZ3CNX5W-09jEvdYCwLOj3wp-6rgZDaxa_7D1qeRaWqZjdl7uzBuT5xm3HcGEwDqHpMFwisRMExaMA0m6vOARSymOhEPvjZzeedI)

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**Job Title: Certified Medical Assistant, Dermatology**

Department: Dermatology

Shift: 1st

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

Specialty: Dermatology

Job Number: 2015-2605

**Job Description:**

Certified Medical Assistant, Dermatology

Full Time

Are you a CMA with a passion for patient care who is seeking:  
A full-time position  
Work at one of the top academic medical centers in America  
To build your career

This could be the right full-time, Certified Medical Assistant position for you!

Rush is a health care leader offering world-class innovation, driven by collaboration and committed to accountability and respect, continually striving for excellence in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, NHA, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of two years clinical experience preferred

Ability to multi-task in a fast paced environment

Previous surgical experience preferred

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.

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### **Home Health Aides**

Job Order ID Number: 2489934

Company Name: Dubois~Douglas Inc. Homemaker Agency

Job Location: Chicago, IL 60607

Description: We assist our clients with everyday need of life like cleaning, cooking accompanying them to doctors office, grocery shopping, running errands, etc. Skills: Applicants must be healthy, Compassionate, caring, patience and flexible. Also be a good listener, and be ready to work diligently, comprehending with the needs of our clients . Pass all required criminal background checks. Duties: Cleaning , Cooking, Assisting to the doctors office, grocery shopping, running errands etc.

Apply online at <https://illinoisjoblink.illinois.gov/ada/r/jobs/2489934>

### **Security Officer**

Job Order ID Number 2884329

Company Name AGB INVESTIGATIVE SERVICES INC

Job Location Chicago, IL 60643

Description: Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. Answer alarms and investigative disturbances. Monitor and Authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. Write reports of daily activities and irregularities, such as equipment or unusual occurrences. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. Circulate among visitors, patrons, and employees to preserve order and protect property. Answer telephone calls to take messages, answer questions, and provide information during nonbusiness hours or when switchboard is closed. Warn persons of rule infractions or violations, and apprehend or evict violators from the premises, using force when necessary. Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas. Escort or drive motor vehicle to transport individuals to specified locations and to provide personal protection. Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering. Conduct driving patrol of property. Respond to on-call response at sites other than your assigned post. Active Listening, Reading Comprehension, Social Perceptiveness, Critical Thinking , Sound Judgment and Decision Making Ability, Establishing and Maintaining Interpersonal Relationships, Performing for or Working Directly with the Public, Monitor Processes, Material, or Surroundings , Making Decisions and Solving Problems , Oral/Written Expression

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**Job Title: Administrative Assistant I - Opt N1**

Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 12/03/15 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#: IG0630

**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 one year of professional experience in a public or private organization.

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

Work Hours: 8:30 am - 5:00 pm

Location: Office of Inspector General  
Bureau of Medicaid Integrity  
401 South Clinton  
Chicago, IL 60607  
(Cook County)

Agency Contact: Lori Hudgins  
Office of Inspector General/Personnel  
2200 Churchill, Bldg. 1A  
Springfield, IL 62702  
(217) 782-7969 - Fax  
(217) 524-5104 - Office

**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 N1 - Healthcare & Family Svcs**

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**Job Title: Child Support Specialist Trainee**

Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 12/03/15 11:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: CS3226

**Minimum Requirements:**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

\*If you are currently an Office Coordinator within the Division of Child Support Services you must submit a copy of an Open Competitive "A" grade with your bid and CMS100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 - 5:00

Location: Division of Child Support Services /Cook County Judicial Operations (54) Region 5, Team J (Southern), 6201 South Emerald Drive, Chicago, IL 60610 (Cook County)

Agency Contact: Brenda Young, 36 S. Wabash Ave., Chicago, IL 60603

Work#: (312) 793-9807 Fax#: (312) 793-9808

**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: Child Support Specialist I**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 12/03/15 11:59 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: CS3227

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts.

**Minimum Requirements:**

Requires successful completion of the Child Support Specialist Trainee program.

Work Hours & Location/Agency Contact: Work Hours: 8:30 - 5:00

Location: Division of Child Support Services / Cook county Judicial Operations (54) Region 5, Team J (Southern Region), 6201 South Emerald Drive, Chicago, IL 60610 (Cook County)

Agency Contact: Brenda Young, 36 S. Wabash Ave., Chicago, IL 60603

Work#: (312) 793-9807 Fax#: (312) 793-9808

**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: Employment Security Specialist III**

Agency: Employment Security  
Closing Date/Time: Wed. 12/02/15 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: RCRA 11617

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to four years of college with major courses in the social sciences and two years of professional experience in program research, evaluation, or design; or the equivalent to six years of related work experience and four years of progressively responsible professional experience in program research, evaluation of design; requires extensive knowledge of program research techniques and design of operational systems with an emphasis on employment service programs of IDES; bureau program and service goals, activities and operational systems in employment services, including the Illinois Labor Exchange system. Requires working knowledge of state and federal regulations impacting the design or operation of employment service programs; training, public relations and automated system capabilities within the agency. Requires the ability to recognize operational areas needing improvement and to plan and direct appropriate research and procedural changes; effectively communicate both orally and in written form to agency staff, representatives from other governmental agencies, civic organizations and the general public; use a personal computer with related software programs.

Work Hrs & Location/Agency Contact: WORK HRS: 8:30 am - 5:00 pm Monday - Friday  
WORK LOCATION: Harvey Local Office, 16845 S. Halsted, Harvey, IL 60426  
WHERE TO APPLY: IDES Recruitment & Selection  
33 S. State Street - 8th Floor, Chicago, IL 60603

**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 N1**

Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 12/03/15 11:59 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: DuPage County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: CS3214

**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 ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 - 5:00

Location: Division of Child Support Services  
Downstate Administration  
Clerk Advocate Section (50)  
191A South Gary  
Carol Stream, IL 60188 (Dupage County)

**Agency Contact:**

Leslie Guennewig, 509 S. 6th St., Springfield, IL 62701  
Work#: (217) 557-3900 Fax#: (217) 524-3960

**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 N1 - Healthcare & Family Srvs

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**Job Title: Food Services Program Manager**

Agency: Juvenile Justice  
Closing Date/Time: Thu. 12/03/15 3:30 PM Central Time  
Salary: \$6,745.00 - \$9,894.00 monthly  
\$80,940.00 - \$118,728.00 annually  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: VR704  
Bid ID#: IDJJ-27-15-15-0287

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in nutrition, dietetics or food service management, plus three years progressively responsible administrative experience. Requires possession of either: a) Illinois licensure as a Registered Dietitian according to the rules set forth in the Illinois Administrative Code Title 68, Chapter 8, Subchapter b, Part 1245; Dietetic and Nutrition Practices Act; OR b) A Food Services Sanitation Certification issued by the Illinois Department of Public Health.

Requires thorough knowledge of the modern methods of the storage, preparation and service of food, and the sanitary requirements and equipment used in large scale food operations. Requires thorough knowledge of departmental rules, regulations, and policies in regard to dietary series and the security and safety of food services in an institutional setting. Requires thorough knowledge of dietetics. Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services.

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

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)  
Work Location: Illinois Youth Center - St. Charles  
3825 Campton Hills Road, St. Charles, IL 60175  
Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative  
IYC - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175  
630-584-0506 630-584-1014 (fax) [susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.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: Health Facilities Surveillance Nurse**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 12/03/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: IG0625

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, conducts preliminary studies of specifically assigned provider types; inspects specifically assigned medical, long term care, and ambulatory care facilities and health maintenance organizations (HMOs); conducts meetings with department consultants; attends and participates in regularly scheduled Quality Review Committee (QRC) meetings; investigates referral complaints of facilities concerning quality of care or existing conditions within the facilities; follows up on QRC recommendations such as sanction activities or letters of concern; gathers information and completes case packages for consultants and the Bureau of Administrative Litigation, the Department of Professional Regulation, the Attorney General's Office, and other agencies in termination or fraud cases in preparation for QRC meetings, hearings, or court cases; travels extensively to conduct inspections and review provider records.

**Minimum Requirements:**

Requires (a) graduation from an approved nursing education program resulting in an Associate or a diploma degree in Nursing and three years of professional nursing experience or, (b) a Bachelor's degree in Nursing and two years of professional nursing experience or, (c) a Master's degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires ability to travel extensively.

Work Hours & Location/Agency Contact: Work Hours: 8:30 am - 5:00 pm

Location: Office of Inspector General / Bureau of Medicaid Integrity

401 South Clinton, 5th Floor, Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins

Office of Inspector General/Personnel, 2200 Churchill, Bldg. 1A, Springfield, IL 62702

(217) 782-7969 – Fax (217) 524-5104 - Office

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: Office Assistant - Opt 2**

Agency: Children & Family Services  
Closing Date/Time: Mon. 11/30/15 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1513090-133216

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs a variety of difficult and responsible clerical functions to support the Licensing Processing Unit, including typing notices, filing, data entry, and mailings associated with the 385 Unit.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alphanumeric sequencing; of office practices, procedures and programs; of grammar, spelling and punctuation; and of basic mathematics; requires ability to follow oral and/or written instructions and to operate commonly-used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

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

Department of Children & Family Services, 911 S. Indiana, Chicago, IL 60616  
Supervisor: Angela Seanior  
Work Hours: Monday - Friday / 8:30 AM - 5:00 PM  
Contact Person: Johnnie Rambo [Johnnie.Rambo@illinois.gov](mailto:Johnnie.Rambo@illinois.gov)  
Mailing Address: DCFS - Licensing Division  
1911 S. Indiana Ave, 9th Floor, Chicago, IL 60616  
Phone: (312) 328-2461 / Fax: (312) 328-2321

**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 2 – Typing**

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**Job Title: Office Associate - Opt 2**

Agency: Children & Family Services  
Closing Date/Time: Mon. 11/30/15 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: DuPage County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1513092 -133516

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the supervisor, performs a variety of complex, specialized clerical support services involving case file maintenance, typing, records processing, and other office support functions.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

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

Department of Children & Family Services  
800 Roosevelt Road, Building, D-10, Glen Ellyn, IL 60137  
Supervisor: Deirdra Davis

WORK HOURS: Monday - Friday 8:30AM to 5:00PM

Contact Person: Johnnie Rambo [Johnnie.Rambo@illinois.gov](mailto:Johnnie.Rambo@illinois.gov)  
Division of Licensing, 1911 S. Indiana, 9th Fl, Chicago, IL 60616  
Phone#: 312.328.2461 Fax: 312.328.2321

**How to Apply:**

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**Job Title: Office Associate - Opt SS2**

Agency: Children & Family Services  
Closing Date/Time: Thu. 12/03/15 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1533064-333059

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, provides full-time Receptionist duties and other clerical services to the unit including telephone and in-person reception, miscellaneous typing, mail logging, sorting and distribution, and related tasks. Translates, both orally and in writing, for Spanish Speaking clients, callers and visitors.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology. Requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30AM-5:00PM.  
LOCATION: 8 E. Galena Boulevard, Aurora, IL 60506 SUPERVISOR: D. Silva

CONTACT: LORA BUSSE-FLECK  
NORTHERN REGION , 8 E. GALENA BOULEVARD AURORA, ILLINOIS 60506  
FAX: (630) 801-3530 PHONE: (630) 801-3575  
EMAIL: [LORA.BUSSE-FLECK@ILLINOIS.GOV](mailto:LORA.BUSSE-FLECK@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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