



**Seasonal Merchandiser (November-December) - Western Suburbs at Wirtz Beverage Group in Cicero, IL**

**Description**

Drive volume and profit growth in account and support salesperson in merchandising activities. This is a temporary, full time position, 40 hours per week for approximately 2-3 months, and offer the opportunity to apply for full time Merchandiser positions if positions become available. \* Communicate merchandising tactics to accounts \* Pack out shelves, build and refresh displays, place POS, stock cold box \* Coordinate product resets \* Obtain feedback from accounts on effectiveness of consumer programming and report trends to management \* Correct delivery discrepancies \* Coordinate timing of merchandising activities with salesperson and key account manager \* Continual development of industry, channel and brand knowledge \* Other duties as assigned

**Core Competencies:** \* Ways of Working (5) \* Time Management \* Relationship Building \* Problem Solving \* Everyday use and knowledge of Socially Facilitated Selling

**Qualifications:** \* College degree preferred \* Must possess a valid driver's license \* Must be at least 21 years of age \* Must have reliable transportation and proof of auto insurance

**Physical Demands of Job:** \* Carrying and lifting 45-65 pounds \* Immediate reaching to perform various duties \* Overhead reaching to perform various duties \* Standing and walking for periods of time to perform various duties \* Squatting or bending to perform various duties as assigned

We are an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, and other protected characteristics. The EEO is the Law poster is available here. VEVRAA Federal Contractor. We request Priority Protected Veteran & Disabled Referrals

Apply online at [http://www.blackcareernetwork.com/jobs/seasonal-merchandiser-november-december-western-suburbs?sk=2&from=SimplyHired&utm\\_source=simplyhired&utm\\_campaign=simplyhired&utm\\_medium=cpc&rx\\_job=52071731&rx\\_source=simplyhired&rx\\_campaign=simplyhired16&rx\\_group=144&rx\\_medium=cpc](http://www.blackcareernetwork.com/jobs/seasonal-merchandiser-november-december-western-suburbs?sk=2&from=SimplyHired&utm_source=simplyhired&utm_campaign=simplyhired&utm_medium=cpc&rx_job=52071731&rx_source=simplyhired&rx_campaign=simplyhired16&rx_group=144&rx_medium=cpc)

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**Job Title: Public Safety Inspector Trainee**

Agency: Department of Labor  
Closing Date/Time: Wed. 12/02/15 11:59 PM Central Time  
Salary: \$3,195.00 - \$4,097.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 37010 15 1

**Description of Duties/Essential Functions Benefits Supplemental Questions**

For a trainee period of 6 to 12 months receives training to performs safety inspections of state, county and municipal work places for compliance with state regulations and Occupational Safety and Health Act (OSHA) standards. Participates in training to eventually investigate incidents, accidents and fatalities in workplaces; interview employers and employees to gather relevant information; cite violations of health and safety laws and writes detailed inspection reports to document findings. Learns how to develops safety training material and presents such material to a variety of interest groups

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in engineering, physical sciences or related fields. Related work experience in work safety inspection and consultation maybe substituted on a year for year basis

Work Hours & Location/Agency Contact: Hours: 8:30 - 5:00  
Work Location: 160 N. LaSalle Street, C-1300, Chicago, IL 60601  
Contact: Illinois Department of Labor Attention: Ann Pufundt  
900 South Spring Street, Springfield, IL 62704

**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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Food Service Asst. 1-Cafe- Temporary**

Department: Dietary Cafeteria

Shift: 4th (Rotating)

Full/Part: Type 4 (Temporary)

Job Number: 2015-2122

*THIS IS A TEMPORARY POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILABLE FROM 4:00AM TILL 10:00PM.*

Part-time position that is 40 hours every two weeks, and is not eligible benefit-eligible

Position Qualifications Include:

H. S. Diploma or GED required. Foodservice experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Note: On the Job Training Competency will be evaluated

Able to perform as an active team player,

Good interpersonal skills, outgoing personality

Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.

Must be able to tolerate working close to hot equipment.

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=20151123094231&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151123094231&)

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**Job Title: Patient Access Coordinator**

Department: Admitting Department

Shift: 2nd

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Registration

Job Number: 2015-2662

**Position/Company Highlights:**

Work Schedule: P.M. Shift Hours: 2:30 pm to 11:00 pm, include rotating weekends that are mandatory!

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

**Position Highlights:**

Collect and confirm patient demographics and financial information. Obtain, verify and enter into Epic insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma, GED or equivalent required.

Knowledge of medical terminology preferred.

Keyboard experience with a minimum typing skill of 25 words per minute required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to push a Workstation on Wheels for an extended period of time.

Ability to walk or stand an extended period of time, i.e. length of shift.

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**Job Title: Secretarial Coordinator**

Department: Employee Health Service

Shift: 1st

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

Job Number: 2015-2704

**Job Description:**

Join Rush University Medical Center!

We are seeking a dynamic Secretary Coordinator to join the Employee and Corporate Health Services department at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

**Position Highlights:**

The administrative coordinator/secretary functions as a member of the Employee and Corporate Health Services (ECHS) team, the ECHS director being the team leader. Responsibilities include contributing to the planning, operation and evaluation of unit functions, as it relates to the role of Secretary in the ECHS. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma/GED required

Two or more years of secretarial/office experience in a hospital setting

Excellent interpersonal and communication skills

Strong customer service focus and detail oriented

Ability to be multifaceted to handle numerous job tasks in stressful situations

Computer skills for word processing, data input, and emailing

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**Job Title: Research Assistant**

Department: Communication Disorders

Shift: 1st

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2015-2503

**Job Description:** Here at Rush University Medical Center in Chicago, Illinois, we are committed to advancing scientific medical knowledge through research. We are revitalizing our medical centers with an emphasis on productivity, transparency and accountability. Are you looking to be a part of the exciting, always evolving and expanding new developments in research here at Rush University Medical Center? Are you well experienced in working with a variety of group, single and industry oriented studies? If this describes you, you may be the right candidate for the Research Assistant position in the Communicative Disorders department.

**Position Highlights:**

The successful candidate will be expected to work with other graduate students, and the research coordinator, to collect and manage data on an NIH-funded research project. Design, develop and perform experiments with little supervision.

**Position Qualifications Include:**

The graduate research assistant is required to be accepted by the speech-language pathology or audiology programs within the Rush College of Health Sciences.

Skills in using research software, administering a behavioral research protocol to school-age children, obtaining informed consent and background information from parents. The graduate research assistant should have a good knowledge of the literature pertaining to language disorders, bilingualism, and cognition in children.

Bilingual in Spanish highly desired.

Willingness to travel to off-campus testing sites is also highly desired.

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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**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

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, serves as staff assistant to the manager of the Audits unit in the Bureau of Medicaid Integrity (BMI); manages the Audit Training and Development program to provide for the professional advancement of accountants and medical reviewers in the bureau; contacts more advanced professional staff in the bureau, in private industry, and in educational institutions to coordinate training activities; confers with various bureau staff to identify issues and specific topics and/or professional subjects to be addressed in staff training opportunities; compiles and updates relevant federal and state statutes, policy manuals, informational notices to providers, and related training tools and references; travels to various counties to attend training sessions.

**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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**PATIENT CARE TECHNICIAN- Medical Tele- Saint Joseph Medical Center- FT Days**

Date: Nov 23, 2015

Location: Kankakee, IL, US, 60901-3661

Company: Presence Health

Requisition ID: 7162

Location: Presence St Mary Kankakee

Location Address: 500 West Court Street, Kankakee, IL 60901-3661 United States

Daily Hours: 12

Standard Hours: 36

Employment Status: Full-time

Employment Type: Regular

Shift: Day

FLSA: N

**SUMMARY**

The Patient Care Technician is responsible for assisting in the delivery of skilled, technical care as appropriate to the clinical area, unit and/or department needs, and according to established policies and procedures.

**QUALIFICATIONS**

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

**Education and/or Experience**

Certified Nursing Assistant (CNA) or one year patient care technician experience in a healthcare setting required, but students currently enrolled in an approved nursing school program may be considered.

**Computer Skills**

Knowledge of Microsoft Office software and Meditech.

Bilingual skills preferred.

Certificates, Licenses, Registrations

CPR Certification required.

Certified Nurse Assistant Certification preferred.

Apply online at <https://jobs.presencehealth.org/job/Kankakee-PATIENT-CARE-TECHNICIAN-Medical-Tele-Saint-Joseph-Medical-Center-FT-Days-IL-60901-3661/311154100/>

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**UNIT SECRETARY/CNA- Medical Tele- Saint Joseph Medical Center- PT Rotating Shifts**

Date: Nov 23, 2015

Location: Joliet, IL, US, 60435-8200

Company: Presence Health

Requisition ID: 7144

Location: Presence St Joseph Med Joliet

Location Address: 333 Madison Street, Joliet, IL 60435-8200 United States (US)

Daily Hours: 12

Standard Hours: 24

Employment Status: Part-time

Employment Type: Regular

Shift: Rotating

FLSA: N

**SUMMARY:** The Unit Secretary/Certified Nursing Assistant performs clerical support and patient service functions for the patient care unit. Performs environmental control, revenue reconciliation, inventory management, data entry processing, and troubleshooting issues. Assists in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

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

**Education and/or Experience:** High school diploma or equivalent required.

**Computer Skills**

Must be proficient in Windows-style applications such as spreadsheet and word processing software. Knowledge of order processing systems and keyboard.

**Certificates, Licenses, Registrations**

Certified Nurse Assistant program certification and CPR certification required.

Apply online at <https://jobs.presencehealth.org/job/Joliet-UNIT-SECRETARYCNA-Medical-Tele-Saint-Joseph-Medical-Center-PT-Rotating-Shifts-IL-60435-8200/311153900/>

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**Job Title: Executive I - Opt H7**

Agency: Human Services  
Closing Date/Time: Fri. 12/04/15 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-91-91747

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as Client Employment and Training Coordinator for the assigned geographical area. Organizes, plans, executes, controls and evaluates the Welfare-to-Work (WTW) Program in Family & Community Services. Directs activity in making and tracking referrals for clients; reviews progress of participation. Establishes and maintains relationships with local employers and employment contractors. Markets the Welfare-to-Work Program in the assigned geographical area.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year administrative experience in a public or business organization.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Mid-South FCS, 1642 W 59th St, 2nd floor, Chicago, IL 60636  
Please submit CMS 100 (revised 10/2014) applications and bid form to:  
Bureau of Employee Services  
Lisa Horsley, 100 South Grand Ave East, 3rd floor, Springfield, IL 62762  
FAX: 217-524-2116

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 H7 - Dept Human Services

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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  
Illinois Youth Center - 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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**Seasonal just-in-time team member / TARGET**

job id 5405485

date posted 11/18/2015

location cicero, il – united states

Description: Maintain a clean, great-looking store Neatly arrange items on shelves Work with the store team to quickly to resolve guest concerns \* High energy, friendly team members Critical support during the holiday season Target merchandise discount Competitive pay Flexible scheduling \* Target merchandise discount. Competitive pay. Flexible scheduling.

Qualifications: High energy, friendly team members Critical support during the holiday season Target merchandise discount Competitive pay Flexible scheduling \*

Apply online at <https://jobs.target.com/job/-/-/1118/1068358>

**Disney Store: Sales Associate (Seasonal)**

Company: Walt Disney

Location Chicago, IL

Source: Walt Disney

Basic Qualifications

- \* Must be available a minimum of two (2) days during the week and open availability on Saturday and Sunday
- \* Able to work a flexible schedule that meets the needs of the business, including overnights, evenings, holidays, weekends, and call-in shifts
- \* Job may require lifting boxes that weigh up to 45 lbs. and climbing a ladder
- \* Must be able to submit verification of legal right to work in the United States
- \* Must be at least 18 years of age

Preferred Qualifications \* Previous experience in specialty retail or service industry

Required Education \* High School Diploma or equivalent

Additional Information

This position is with Disney Stores USA, LLC.

Apply online at <http://www.simplyhired.com/job/disney-store-sales-associate-seasonal-job/disney-consumer-products/cas4fqv/kj?cid=bbmvskngmcfresawiaqssackipmrlm>

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**Job Title: Human Services Caseworker**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements: Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor , Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**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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## **Legal Assistant / Paralegal**

Kollias & Giese, P.C. - Wheaton, IL

\*Must be available to work until 6:30pm Monday through Friday\*

-Some college or paralegal certificate preferred but not required

-Pay dependent on experience; please include salary requirements when applying

Tasks include:

-Drafting pleadings, discovery requests and correspondence to clients and opposing counsel

-Scheduling motions; docketing orders and important dates

-E-filing in Cook, DuPage and surrounding collar counties

-Preparing notices of motion, notices of deposition, and certificates of service

-Setting up new files on server, law management software and hard copies

-Organizing and preparing discovery responses

-Setting appointments, running conflicts checks and managing attorney calendars

Must have excellent typing and grammar skills; strong work ethic; good communication and organizational skills

Candidates should send an email stating salary requirements and hours of availability, and attach a resume. The subject line of the email should clearly state 'Application for Legal Assistant Position.'

\*Benefits available for full-time position only

Apply online at [http://www.indeed.com/cmp/Kollias-&-Giese,-P.C./jobs/Legal-Assistant-6b2b7b2608ff3e81?sdu=QwrRXKrqZ3CNX5W-O9jEvcIg0N9Fq40V4VNl37SoGobKGckIwYseUaJmioUh3fszMkpzWkSDLUOG6\\_8\\_PiaxugvwvBmgWwRuTOTa\\_aUPZvg](http://www.indeed.com/cmp/Kollias-&-Giese,-P.C./jobs/Legal-Assistant-6b2b7b2608ff3e81?sdu=QwrRXKrqZ3CNX5W-O9jEvcIg0N9Fq40V4VNl37SoGobKGckIwYseUaJmioUh3fszMkpzWkSDLUOG6_8_PiaxugvwvBmgWwRuTOTa_aUPZvg)

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**Job Title: Management Operations Analyst II**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 12/07/15 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 1508014-085967

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a master's degree in business or public administration, with coursework in areas such as organizational theory, and operations research; requires extensive knowledge of the application and conduct of management studies; requires three years progressively responsible professional experience in management operations analysis; a strong base in social work practice as demonstrated by a bachelor's degree in social work or a related human services field, supplemented by a master's degree in social work or a related human services field, is preferred; experience in working with and counseling families and children in child welfare services, child protective investigations, or child welfare licensing services and an understanding of the dynamics of abuse and neglect are preferred; working knowledge of DCFS rules and procedures is preferred; requires ability to analyze problems and develop systems of action, requires ability to present ideas clearly, both orally and in writing; requires ability to work closely with staff and management professionals in planning and developing assignments and conducting management studies; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact:  
Mon-Fri 8:30a-5p 1911 S. Indiana, Chicago, Illinois 60616  
Agency Contact: Vanasha Little / Office of Employee Services  
JRTC, 100 W Randolph 6-100, Chicago, IL. 60601  
Phone: 312-814-122 Fax: 312-814-1224  
Email: [Vanasha.Little@illinois.gov](mailto:Vanasha.Little@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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### **STAFF NURSE- NICU**

Location: Sinai Children's Hospital, Chicago, IL

Required Education: Associate's Degree

#### Job Details:

Sinai Children's Hospital, with a Level 3 Perinatal Center designation, is very proud of its 31 bed Neonatal Intensive Care Unit. Our team of nurses, neonatologists and pediatricians, our own social worker, our own pediatric pharmacist and dietician, chaplain and a host of resources available on consultation provides care to the many high-risk babies that are born at Mount Sinai Hospital. Our pediatric nurse educator provides education throughout the year including our own annual skills fair. We have our own nurse-physician neonatal transport team and frequently go to other hospitals to bring back infants requiring the high level of care that we provide. Our Neonatal Intensive Care Unit is a great place to practice complex nursing skills for a unique population of infants and their families. We support breastfeeding and our lactation consultants make calls on this unit as well. Our nurses teach CPR and other skills that might be required of our families whose infants are ready to be discharged home. Our nurses have started and maintained an infant massage program that is enjoyed by our parents and their babies. If you love the high-risk aspect of nursing in a friendly, family-centered environment, you could be a strong fit for our unit. We strongly prefer bilingual (Spanish-speaking) nurses who have a baccalaureate degree in Nursing.

#### BENEFITS:

Tuition Reimbursement; Certification Differential

403 b with Matching Contributions; PTO

Medical / Dental / Vision

Continuing Education

Clinical Ladder

Bi-lingual Differential

Minimum Requirements: Graduate of an accredited school of nursing. Successful completion of Hospital and Departmental orientation programs. 1 year of nursing experience within area of desired practice. Currently licensed as a Registered Professional Nurse in the State of Illinois. CPR, ACLS, NRP

Schedule: Call/Registry

Hours: 7p-7a

Apply online at

[https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp\\_job\\_details.cfm&cJobId=101140&source=Indeed.com](https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=101140&source=Indeed.com)

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**Job Title Cashier**

Requisition ID 669593BR  
Business Stores - Kmart Hourly  
Job Function Customer Service  
Employment Category Seasonal  
Sears Req Type Hourly

Job Description: Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Location Address 1 7050 S PULASKI, CHICAGO, IL 60629  
Store/Unit 04235  
Country United States  
Employing Entity Kmart Corporation  
EEO/EOE Footer EEO EMPLOYER

Apply online at

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=1452355&PartnerId=455&SiteId=185&codes=IND&codes=IND>

**Downtown Associate**

Potbelly Sandwich Shop - Chicago, IL  
Position: Potbelly Associate  
Want to be psyched about where you work??

As one of our hourly Associates you will get the experience of a lifetime. Customer Service is our forte so you must like to make people REALLY happy. We also sell A LOT of sandwiches so you need to like to work in a fast paced environment as well. If you're looking to show off your sandwich making skills, meet awesome people on a daily basis, have something to do in between your classes, or just make some extra cash (did I mention we pay really well?), then Potbelly is the place for you. Sound good? Specifically, we are looking for our shop located at:  
Address, City

Local candidates only: Chicago, IL 60603  
Required education: High school or equivalent

The best way to apply is to visit [www.potbelly.com](http://www.potbelly.com) or stop by a Potbelly shop!

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