



Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Fri. 11/13/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1560048-602912

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and office support functions; utilizes independent judgment to respond to inquiries requiring in-depth knowledge of programs and procedures; using a personal computer, works independently to determine appropriate DCFS codes and MARS/CYCIS screens; types a variety of complex data, reports, and correspondence, utilizing independent judgment and a knowledge of legal, medical and social terminology.

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.

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

Supervisor: Gerardo Avila

Work Location: DCFS, 1911 S. Indiana, Chicago, IL. 60616

Agency Contact: April Coats, 406 E. Monroe St., Station 30, Springfield, IL 62701

April.Coats@illinois.gov (217) 557-7430 – phone (217) 785-0395-- 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services
Closing Date/Time: Tue. 11/17/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 01
Plan/BU: RC063
Bid ID#: 1564012-644301

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Contract Administrator- Cook County Day Care Unit, serves as working supervisor, planning, organizing, and evaluating the operation of the Day Care Payment Unit; directs the implementation of policy and procedures related to region-administered day care in Cook county; directs and implements evaluation and quality assurance procedures within the unit; manages and recommends for approval contracts for region administered day care.

Minimum Requirements: Requires a master's degree in social work from a recognized college or university plus three years administrative child welfare experience or a maser's degree in an acceptable human services field from a recognized college or university plus four years administrative child welfare experience.

Work Hours & Location/Agency Contact: Work Hours: Mon - Fri 8:30AM - 5:00PM
Location: 1911 S. Indiana Office, Chicago, IL.
Agency Contact: Teresita Gonzalez
Address: 406 E. Monroe, #440
Springfield, IL. 62701
Fax: 217-785-1765 Phone: 217-524-4391
E-mail: teresita.m.gonzalez@illinois.gov

How to Apply:

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

Option 6 - Health & Human Services

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Job Title: Rehabilitation/ Mobility Instructor (Manual Communication)

Agency: Human Services

Closing Date/Time: Tue. 11/17/15 5:00 PM Central Time

Salary: \$3,341.00 - \$6,853.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BBR

Bid ID#: 10-56-93001 (Contract)

Description of Duties/Essential Functions Benefits Supplemental Questions
This contract position will provide basic instruction in the core classes offered at the Illinois Center for Rehabilitation and Education –Wood Street (ICRE – Wood) in alternative formats such as print on palm, restricted field sign language, tactile sign language, tactile fingerspelling to customers who are Deaf/Blind with the goal of the customer to work towards competitive employment and live independently. Customers will receive training in communication, personal management, home management, adapted activities of daily living, and leisure activities.

Minimum Requirements: Requires a bachelor's degree plus two years of supervised experience in rehabilitation instruction and counseling; Requires ability to communicate in accessible formats with Deaf/Blind customers; ability to evaluate customer aptitude, skill level and interests; ability to interpret what customer says in order to provide services one on one or in a group setting. Will be required to pass the sign language assessment at the advanced level.

Work Hours & Location/Agency Contact: Division of Rehabilitation Services
Illinois Center for Rehabilitation and Education – Wood Street (ICRE Wood)
1151 South Wood Street, Chicago
Hours of Work: 8:00am to 4:00pm

How to Apply: Please submit a CMS 100 with their resume and bid if possible to request for a contract to:

Sherrie Bridges
100 S Grand Ave East
2nd Floor
Springfield, IL 62762
Fax: 217-558-4270

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773.378.5902 fax 773.378.5903
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Job Title: Storekeeper III

Agency: Workers Compensation Commission
Closing Date/Time: Tue. 11/17/15 11:59 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC014 Bid ID#: IWCC-50-15-0024

Description of Duties/Essential Functions Benefits Supplemental Questions
The position is responsible for the collection and distribution of agency-wide incoming and outgoing mail including certified, presort, inter-agency, overnight, USPS mail and Cook County Circuit Court summons packet delivery. The position assists the public by tracking and providing copies of certified mail e-receipts. The position maintains office supply storage and inventory, and fills staff requests for office supplies. The position manages the maintenance of all mailing machines including the folder, inserter and postage meter along with applicable computer software. Receives, issues, stores and delivers USPS, inter-agency and other overnight mail services to all Commission offices statewide. Manages the processing and distribution of pre-sorted court case notices. Directs and supervises the timely transportation of case files and legal documents for Arbitrators and Court Reporters covering remote hearing sites. Supervises subordinate staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires extensive knowledge of store keeping, warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods. Requires two years of supervisory experience. Requires the ability to operate commonly used manual and automated office equipment. Prefers experience working in a mail room, knowledge of USPS rules and regulations and mail room systems including folder/inserter, certified mail, postage and mail machines. Requires ability to use a Personal Computer. Requires ability to manipulate and move up to 25 pounds.
Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM
Illinois Workers' Compensation Commission
HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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

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Job Title: Technical Advisor Advanced Program Specialist

Agency: Revenue
Closing Date/Time: Mon. 11/16/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC010
Bid ID#: DOR 11334

Minimum Requirements:

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois. Requires 3 years professional experience in the practice of law. Requires thorough knowledge of common law and of the State and Federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures. Requires extensive knowledge in the field of law with which primarily concerned. Requires working knowledge of principles of administration and management, including organization, controls and techniques used dealing with management and procedural problems. Requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Revenue
Legal/Property, Sales & Excise Tax Litigation Office
100 W Randolph, Chicago, IL Cook County

Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702
217-558-0987 217-782-9925 Fax

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Technical Advisor II

Agency: Children & Family Services
Closing Date/Time: Fri. 11/13/15 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: RC010
Bid ID#: 1503017-030096

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors, and staff.

Minimum Requirements: Requires graduation from a recognized law school; requires the possession of a valid license to practice law in Illinois; requires travel.

Work Hours & Location/Agency Contact: WORK HOURS: Mon-Fri, 8:30am-5:00pm
WORK LOCATION: IDCFS
Office of Legal Services, 2245 W. Ogden Avenue, 3rd Floor, Chicago, IL 606012
Supervisor: F. Seals

Contact: Lorne Garrett
IDCFS, 2245 W. Ogden Avenue, 3rd Floor, Chicago, IL 606012
Phone: 312-633-3412 Fax: 312-633-3965
Email: Lorne.Garrett@Illinois.gov

How to Apply: EMPLOYEES SEEKING PROMOTION MUST: (1) POSSESS A CMS PROMOTIONAL "A" GRADE FOR THE TITLE OR (2) APPLY FOR A PROMOTIONAL GRADE BY SUBMITTING YOUR CMS 100B TO THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES DURING THE POSTING PERIOD. IF BIDDING ON A VACANCY IN A DIFFERENT TITLE (LATERAL OR VOLUNTARY REDUCTION), YOU MUST PRE-QUALIFY FOR THAT TITLE BY SUBMITTING A CMS-100 EMPLOYMENT APPLICATION WITH YOUR BID FORM OR YOUR BID WILL BE REJECTED.

SPECIAL REQUIREMENTS: All other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card directly to the Agency Contact listed above prior to the end of the posting period.

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Job Title: Technical Advisor III

Agency: Children & Family Services

Closing Date/Time: Fri. 11/13/15 5:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: 1500007-000067

Minimum Requirements: Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years professional experience in the practice of law; preferably requires five years professional experience in the practice of law; requires possession of a valid driver's license and ability to travel; requires thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions; requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; requires extensive knowledge in the field of law with which primarily concerned; requires ability to plan, lay out, and review work relating to complicated legal problems; requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees, and the general public; requires litigation skills; requires skill and ability in analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports, or decisions; requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature.

Work Hours & Location/Agency Contact: WORK HOURS:

Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: 17 N State St Chicago, IL SUPERVISOR: Sadzi Oliva

AGENCY CONTACT: Kara Bandelow

406 E. Monroe, Station 373, Springfield, Illinois 62701

Kara.Bandelow@illinois.gov

Phone: 217-557-1757 Fax: 217-524-3970

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Vocational Instructor - Opt C

Agency: Human Services
Closing Date/Time: Tue. 11/17/15 11:59 PM Central Time
Salary: \$3,447.00 - \$4,491.00 monthly
\$41,364.00 - \$53,892.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-ICRE-93461

Minimum Requirements:

Requires two years of training and experience in a wide variety of computerized embroidery machines, sewing and the use of multiple machines including serger, juki and straight sewing machines. Requires experience in training all skill levels in the use of these machines. Requires extensive knowledge of the practices, methods, tools and materials of computerized embroidering. Requires experience and the ability to work with students with severe physical disabilities and to use accommodations and assistive technology to enhance student's learning and capabilities in the area of computerized embroidery. Requires ability to maintain discipline, safety and an effective learning environment. Requires ability to use the tools, materials and equipment associated with computerized embroidery and instruct all skill levels in their proper use. Requires ability to prepare reports and evaluate training progress using suitable performance measures.

Work Hours & Location/Agency Contact: 8:00 am - 4:30 pm Monday through Friday
IDHS/DRS/ICRE-Roosevelt
1950 W. Roosevelt Rd.
Chicago, IL 60608
ATTN: Benjamin Davis
312/433-3056 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option C - General/Multiple Areas

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Restaurant Associate

Kmart Corporation
3443 W ADDISON, Chicago IL

Ensures customer care and selling are #1 priority
Completes all required Occupational Safety and Health Administration (OSHA)/Right-to-Know training. Knows the financial goals regarding sales, margin and shrink, and take steps to improve the Restaurant/Pizza Station in these areas. Builds customer relationships by engaging in friendly conversation with all customers, making eye contact, smiling, greeting customers, and assisting customers with inquiries and issues. Possesses knowledge of all areas of the store including specific locations of merchandise. Assists in training restaurant associates and ensures completion of compliance training of all department associates Uses the 4-Step process to train associates: Tell, Show, Watch and Support. Maintains a clean and efficient restaurant and work area and ensuring all associates working in the restaurant understand the importance of cleanliness in the food preparation department. Demonstrates strong product and service knowledge and demonstrate proper procedures in the handling of food. Makes sure to turn on all machines and ensures that they are functioning properly before the store opens. Checks supplies on a regular basis and alert the Restaurant Lead if orders are needed and ensures that add-on sale displays (ex. Cotton candy and popcorn) are replenished as needed. Understands all register functions including how to process all transactions and forms of tender. Follows corporate guidelines relating to Merchandise Claims and Control (MC&C), Known-Loss Merchandise and Open/Empty Packages

Responsible for providing food service according to industry food standards. Replenishes soda and Ice machines as needed and ensures that the soda and Ice machines are cleaned on a continual basis. Knows meets/exceeds the daily and hourly sales goals established for the restaurant/pizza station. Ensures that the proper amount of dough is prepared before store opening to avoid having to make more during peak hours. Keeps an accurate record of customer call-in orders ensuring that they are prepared in a timely manner. Performs other duties as assigned. Ability to have a positive and friendly demeanor. Ability to be cross-trained. Have strong verbal, writing, reading, and arithmetic skills. Ability to understand and follow verbal and written instructions. Demonstrate strong skill set in suggestive selling techniques. Ability to lift and move merchandise, typically a minimum of 20lbs, but could be up to 100 lbs. Ability to perform repetitive standing, walking, bending, lifting, stretching, and reaching. Retail experience or equivalent. EEO EMPLOYER

Apply online at

<http://maxoutreach.com/jobs/Home/FindJob?src=jobboard&fid=161804791&rid=18062>

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Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2361

Closing Date: 11/12/2015

Custodial/Attendant (H)

Date Posted: 10/29/2015

Location: Tilton Park

Region: Central

CENTRAL REGION - TILTON PARK

THIS POSITION IS BUDGETED FOR UP TO 20 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance

Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Recreation Leader (H) YEAR ROUND Job ID: 2362

Closing Date: 11/12/2015

Recreation/Recreation Leader

Date Posted: 10/29/2015

Location: Tilton Park

Region: Central

(YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Admissions

AppleOne
Chicago IL

* Communicating with students via telephone, email and in person to help them make informed decisions by providing ethical, timely, accurate and comprehensive enrollment options and program information

* Identifying students educational goals and partnering with a Financial Advisor to assist students in developing a personalized plan for success including identifying available financial options

* Ensuring a positive student experience by establishing a professional rapport with your students, monitoring their participation and progress throughout the enrollment process, and helping resolve any challenges or issues they may encounter

Apply online at

<http://maxoutreach.com/jobs/Home/FindJob?src=jobboard&fid=172185465&rid=18062>

Customer Service

Kmart Corporation
7325 W 79TH STREET, Bridgeview IL

Provides "World Class" Member Service by surprising and delighting our members every day. Creates feature displays that maximize gross margin dollars. Uses visual merchandising presentation to drive sales. Maintains unit integrity and pricing accuracy to prevent waste. Maintains ordering for maximum sales potential. Trains and coaches direct reports.

EEO EMPLOYER

Apply online at

<http://maxoutreach.com/jobs/Home/FindJob?src=jobboard&fid=161804799&rid=18062>

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ADMIN ASSISTANT, FCM

The GEO Group, Inc.

Chicago IL

The Administrative Assistant position provides administrative and clerical support for a Family Case Management Services Program (FCMSP) office.

Primary Duties and Responsibilities: Greets and communicates with participants, community visitors, and general visitors. Ensures that participants are properly checked in for office visits. Answers the phones and directs calls appropriately. Assists with maintenance of participant case records on the computer system by performing data entry. Assists with file maintenance and other related documentation. May coordinate transportation services for program participants. Performs other duties as assigned.

EOE AA M/F/Vet/Disability

Apply online at

<http://maxoutreach.com/jobs/Home/FindJob?src=jobboard&fid=161827134&rid=18062>

VEHICLE MECHANIC

Responsible for maintaining and repairing all fleet related vehicles including diesel and gas trucks as well as cars. Individual must have a proven background in the truck and automotive field and be able to work without supervision.

ESSENTIAL DUTIES: Candidate will also perform regular PM's, service calls and be able to troubleshoot and diagnose any malfunctions and repair to manufacturers specifications. Nature of work to include wiring, engines, transmissions, clutches, suspension and steering fuel and ignition systems, brakes, exhaust and HVAC systems.

JOB REQUIREMENTS:

1. High School graduate or equivalent: trade/technical school preferred
2. Minimum of 5 years' experience as a fleet mechanic or equivalent
3. Knowledge of engines and transmission and associated controls.
4. Knowledge of brake and suspensions and automotive wiring
5. Skilled in the use of computers and diagnostic tools

Please apply in person Monday – Friday 10:00am to 2:30pm.

Aramark Uniforms Services

4200 S. Halsted

Chicago, IL

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773.378.5902 fax 773.378.5903

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Job Title: Storekeeper III

Agency: Workers Compensation Commission
Closing Date/Time: Tue. 11/17/15 11:59 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IWCC-50-15-0024

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school.
Requires extensive knowledge of store keeping, warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods.
Requires two years of supervisory experience.
Requires the ability to operate commonly used manual and automated office equipment.
Prefers experience working in a mail room, knowledge of USPS rules and regulations and mail room systems including folder/inserters, certified mail, postage and mail machines.
Requires ability to use a Personal Computer.
Requires ability to manipulate and move up to 25 pounds.

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM

Illinois Workers' Compensation Commission
HR Department
100 W. Randolph St., 8th Floor
Chicago, IL 60601

How to Apply:

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

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services
Closing Date/Time: Wed. 11/18/15 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: CS3201

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 the 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
Aurora Regional Office (55), 280 Indian Trail Drive, Aurora, IL 60505 (Kane County)
Agency Contact: Leslie Guennewig, 509 S. 6th St., Springfield, IL 62701

Work#: (217) 557-3900
Fax#: (217) 557-1676

How to Apply:

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

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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

Option 2 – Typing

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Unarmed Security Shift Supervisor - East Loop - Split Shift Days/Overnights

ID 2015-1608

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview: Titan Security is currently recruiting for Full Time Unarmed Security Shift Supervisor to work at a major Chicago lakefront park. The ideal candidate will possess previous Supervisory experience, a cheerful, energetic and professional demeanor along with excellent interpersonal skills and a focus on customer service. Unarmed Security Supervisor must have good physical conditioning and be able to stand for long periods and work outside in the sun in concert-like conditions with flowers, bees, and large groups of people.

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 3 years prior satisfactory employment as a security officer or directly related experience. Must be at least 21 years of age.

Certificates, Licenses, Registrations: Valid PERC, driver's license as applicable.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$14.00 and \$15.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1608/unarmed-security-shift-supervisor---east-loop---split-shift-days-overnights/job>

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Residential Security Officer - Gold Coast - Overnight Shift

ID 2015-1606

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Temporary Part-Time

Overview: Titan Security Group is currently recruiting for a Full Time Residential Security Officer to work at a residential property located in Gold Coast area of Chicago.

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a door staff professional or in a customer service position. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English.

Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$11.00 and \$11.50 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1606/residential-security-officer---gold-coast---overnight-shift/job>

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Dispatcher - West Loop - All Shifts

ID 2015-1604

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

Overview:

Titan Security is currently recruiting for a Full-Time Dispatch Supervisor/Field Supervisor to work out of the Chicago area office.

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 2 years prior satisfactory employment as a security officer or in a customer service position. Experience in a heavy volume call center preferred.

Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

Computer Skills: Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job.

Salary & Benefits: Compensation is between \$14.50 and \$15.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1604/dispatcher---west-loop---all-shifts/job>

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Seasonal Unarmed Security Officer - Near South Side - Afternoon Shift

ID 2014-1373

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Seasonal

Overview:

Titan Security is currently recruiting for a Seasonal Full Time Unarmed Security Officer to work at residential property located in Near South Side area of Chicago.

Started in 1977, Titan Security is one of the largest privately-held security services providers in the Chicagoland area and we are growing! Join a leading company in one of the fastest growing industries.

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a security officer or directly related experience. Must be at least 20 years of age.

Certificates, Licenses, Registrations: Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

Language Skills: Must have the ability to read, write, speak, and understand English.

Bi-lingual considered a plus.

Other Qualifications: Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

Physical Demands: The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is between \$9.00 and \$10.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1373/seasonal-unarmed-security-officer---near-south-side---afternoon-shift/job>

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