



ADM ASST Full Time Days-1505057552

West Suburban Medical Center

JOB SUMMARY

Provides diversified administrative and advanced secretarial support for Cardiology Administration and Cardiology Departments. Coordinates with other clinical departments including Nuclear Medicine, Emergency Services, Cardiovascular Surgery.

Works independently on special projects and does preparatory work to conserve executive's time. May manage or oversee the work of others. Handles matters of routine nature independently and processes confidential information. Provides the highest level of customer service to patients, physicians and other staff.

JOB QUALIFICATIONS

1. High school diploma; BA preferred
2. Three years Administrative Assistant experience
3. Knowledge of medical terminology and transcription preferred
4. Strong word processing skills; 60 WPM
5. Strong skills in database/spreadsheet applications, mail merge functions
6. Excellent verbal and written communication skills
7. Solid organizational skills with the ability to prioritize
8. Ability to handle sensitive and/or personal information in a confidential manner

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: Days

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ft>

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ADM ASST part time days-1505061483

West Suburban Medical Center

JOB SUMMARY

Position is part time, 5 days per week. Provides diversified administrative and advanced secretarial support for Administration. High level proficiency in MS Office and experience taking meeting minutes.

Works independently on special projects and does preparatory work to conserve executive's time. May manage or oversee the work of others. Handles matters of routine nature independently and processes confidential information. Must be detail oriented.

JOB QUALIFICATIONS

1. High school diploma; BA preferred
2. Three years Administrative Assistant experience
3. Knowledge of medical terminology.
4. Strong word processing skills; 60 WPM
5. Strong skills in database/spreadsheet applications, mail merge functions
6. Excellent verbal and written communication skills
7. Solid organizational skills with the ability to prioritize
8. Ability to handle sensitive and/or personal information in a confidential manner

Job: Non-Clinical/Administrative
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: PT1
Shift Type: Days

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Job Title: Support Service Worker

Agency: Human Services
Closing Date/Time: Fri. 12/18/15 4:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-82/93227

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Business Manager and guidance of the Support Service Coordinator 1, serves as a housekeeper for the intake/emergency and residential pavilion, including patient rooms, common areas, nurses station and pavilion offices.

Minimum Requirements:
Requires knowledge skill and mental development equivalent to completion of high school supplemented by six months experience in the housekeeping field. Requires working knowledge of routine tasks commonly found in a housekeeping department. Requires ability and skill in the basic preparation of cleaning solutions, machines and equipment. Requires the ability to lift and/or push up to 60 lbs.

Work Hours & Location/Agency Contact:
Housekeeping
2pm-10pm
Rotating days off

Valarie Laird/Personnel
Madden Mental Health Center
1200 S. First Avenue Hines, IL. 60141
Fax# 708-338-7078

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: Veterans Employment Representative II

Agency: Employment Security
Closing Date/Time: Thu. 12/24/15 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: RCRA 11626

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years college with courses in social or behavioral sciences, business administration or marketing. Requires one year professional experience in marketing, public relations or related experience. Requires other than dishonorable discharge from the Armed Services of the United States. Requires thorough knowledge of veterans' problems and special needs including such areas as readjustment to civilian life and benefits available to veterans, including education, training and provision of vocational guidance counseling. Requires extensive knowledge of the organization, operation and functions of IDES; state and federal labor and employment laws, methods and techniques developed by the agency and federal and state laws affecting veterans. Requires ability to: meet and deal with potential employers to promote IDES; analyze and evaluate effectiveness of services provided to veterans; establish and maintain harmonious working relationships with employers, employees, public officials, representatives of veterans' organizations and the general public; made decisions and initiate action to promote greater areas of Employment Services; follow oral and written instructions; communicate clearly and effectively both orally and in writing; use electronic office equipment such as printer, copier, scanner, fax machine; a personal computer/ laptop and related software programs and the internet to perform assigned duties. Requires ability to travel.

Work Hours & Location/Agency Contact: WORK HOURS: 8:30 am - 5:00 pm Mon - Fri
WORK LOCATION: Waukegan, IL
WHERE TO APPLY: IDES Recruitment & Selection
607 E. Adams St. - 9th Floor, Springfield, IL 62701 Fax: (217) 524-3472

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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Case Manager RN Registry-1505033014

West Suburban Medical Center

Description:

Under the general supervision of the Manager, nurses in the Case Manager role provide clinically-based case management to support the delivery of effective and efficient patient care.

Paces cases from physiological and economic perspectives.

Has overall accountability for the utilization management and transition management for patients within the assigned caseload.

Partners with Social Workers and collaborates with other health care team members to identify appropriate utilization of resources and to ensure reimbursement.

Utilizes criteria to confirm medical necessity for admission and continued stay.

With the patient, family and health care team, creates a discharge plan appropriate to the patient's needs and resources.

Qualifications:

Must have current Illinois RN license.

Must have 2 year of acute care experience.

Case Mgmt experience preferred.

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT2Y

Shift Type: Days

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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CLERK / Registry-1505043629

Description:

Front desk reception duties. Answer telephone courteously and professionally. Schedule appointments.

Qualifications:

HS diploma or equivalent. Excellent customer service experience.

Job: Imaging and Radiology

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT2Y

Shift Type: Flexible

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

COOK Registry-1505033306

JOB SUMMARY

Prepares high quality, nutritious meals for patients and the dining room in a cost efficient and sanitary manner.

JOB QUALIFICATIONS

1. High school diploma or GED or five years comparable experience
2. Two years previous high volume institutional cooking experience required.
3. Must be able to work from recipes
4. Basic math skills required
5. Strong organizational skills
6. Ability to read write and speak English.
7. Ability to work under time constraints
8. Certified in Food Service Sanitation by the State of Illinois and City of Chicago.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT2Y

Shift Type: Rotating

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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DIETARY ATTENDANT I / Registry-1505052807

Description:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Job: Maintenance, Food Service, Housekeeping and Security
Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center
Job Type: PT1

Shift Type: Flexible
If other shift, specify: mostly pm shifts 4:45pm-8pm

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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ED CLINICAL GREETER-1505058995

Description:

Greets Emergency Department patients presenting to ED triage area.

Identifies patients in need of immediate care by visual assessment at time of registration.

Prioritizes patient registration by severity of complaint.

Monitors waiting area for changing patient conditions and alerts triage RN the need to re-evaluate patients.

Contributes to the efficient operation of the ED by answering phones as needed.

Qualifications:

Completion of HS Diploma or equivalent.

Must hold a current Illinois Paramedic License or successful completion of the national registry exam.

CPR certification required and PHTLS, ACLS & PALS certification required within 90 days of hire.

Good interpersonal, organizational and critical decision making skills required.

Job: Laboratory and Clinical Technicians

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: 12 Hour Midday

Shift begin time: 10:00 AM

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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ENV SERVICES AIDE I Part Time Days-1505055988

Description:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or it's equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT1

Shift Type: Days

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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ENV SERVICES AIDE II Full Time Nights-1505055978

Description:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Minimum one (1) years experience as a housekeeping specialist, or its equivalent. Previous hospital experience preferred.

One (1) to three (3) months of on-the-job training and experience in order to acquire a thorough knowledge of safety procedures, treatment of carpet and floorings; infection control, isolation disinfection procedures and fabric cleaning techniques.

Completion of a high school diploma or its equivalent.

The physical ability necessary to frequently lift and carry moderate weights, push loaded carts and operate cleaning equipment.

The physical ability required for constant standing and walking.

The ability and manual dexterity to operate various floor machines and equipment.

Ability to read, write, and communicate in English and the ability to perform simple arithmetic calculations.

Interpersonal skills necessary to occasionally interact with all levels of hospital personnel.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: Nights

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MONITOR TECH / Part Time nights-1505022810

Description:

Provides competent monitoring of cardiac rhythms. Obtains EKG strips from all patients on telemetry at least once per shift and captures any changes, to include rhythm, rate of ectopy. Documents accurate and legible notations on log book, computer worksheet and on the trend. Prints, validates and files the trend report of the telemetry surveillance on each shift.

Qualifications:

HS diploma required. Additional training in a medically related field preferred. Evidence of a documented training program in arrhythmia recognition and basic CPR.

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT1

Shift Type: 8 Hour Night

Shift begin time: 11:00 PM

Shift end time: 7:30 AM

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

Inventory Specialist-1505033230

Description:

Reporting to the OR Supply and Equipment Supervisor; performs duties associated with inventory, receiving, distributing and storing of supplies, pharmaceuticals and equipment in the OR. Participates in the management of supply and equipment inventory to assure cost effectiveness.

Qualifications:

See Job Description

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT2Y

Shift Type: Days

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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MONITOR TECH/Full Time Nights-1505022802

West Suburban Medical Center

Description:

Provides competent monitoring of cardiac rhythms.

Obtains EKG strips from all patients on telemetry at least once per shift and captures any changes, to include rhythm, rate of ectopy.

Documents accurate and legible notations on log book, computer worksheet and on the trend.

Prints, validates and files the trend report of the telemetry surveillance on each shift.

Qualifications:

HS Diploma required and additional training in a medically related field preferred.

Good oral and written communication skills are required.

Evidence of a documented training program in arrhythmia recognition and basic CPR.

Job: Nursing

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: 8 Hour Day

Shift begin time: 7:00 AM

Shift end time: 3:00 PM

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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SECURITY OFFICER I-1505060141

West Suburban Medical Center

Description:

Under general supervision but according to established procedures, Patrols Hospital areas, assists with combative patients, locks and unlocks Hospital areas, and performs similar related duties in order to provide a safe and secure Hospital environment for patients, employees and visitors.

Qualifications:

Level of knowledge equivalent to that ordinarily acquired through completion of high school, and/or equivalent

Six to twelve months of on-the-job training and experience in order to acquire a thorough knowledge of Hospital areas and facilities.

Interpersonal skills necessary to regularly communicate with visitors, patients and various levels of Hospital personnel and to assist staff with calming hostile and disturbed patients.

Physical ability required for regular periods of standing and walking.

Physical ability necessary to occasionally lift or restrain patients.

Occasionally confronted by combative, hostile, emotionally disturbed or intoxicated individuals.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: 8 Hour MIDDAY

Shift begin time: 2:00 PM

Shift end time: 10:30 AM

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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TRANSPORTER Registry-150505557

JOB SUMMARY

Responsible for the safe, courteous movement of people and equipment within the hospital.

JOB QUALIFICATIONS

1. High school diploma preferred.
2. One year experience in patient contact in a hospital and/or healthcare facility.
3. Ability to read, write, and speak English.
4. Knowledge of personal computers

Job: Non-Clinical/Administrative
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: Temporary
Shift Type: Varied

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

UNIT SEC Part time pm's-1505059438

Description:

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit.

Qualifications:

This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

Job: Non-Clinical/Administrative
Primary Location: IL-Oak Park
Hospital/Facility: West Suburban Medical Center
Job Type: PT1
Shift Type: Evenings
Shift begin time: 5:00 PM

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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Job Title: Child Protection Specialist

Agency: Children & Family Services
Closing Date/Time: Mon. 12/28/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1547045-473748

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact:

Work Hours: Sunday - Wednesday 7:30AM - 6:00PM
Location: 1755 Lake Cook Rd., Deerfield IL 60015
Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, IL 60616
Phone: 312-328-2509 Fax: 312-328-2510 Email:
Tracey.Hardrick@Illinois.gov

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

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Job Title: Executive I - Opt W7

Agency: Workers Compensation Commission
Closing Date/Time: Tue. 12/22/15 11:59 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IWCC-50-15-0028

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program.

Requires extensive knowledge of the principles and practices of public and business administration.

Requires ability to develop and manage a small agency function program.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM
Illinois Workers' Compensation Commission
100 W. Randolph Street, 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).

Option W7 - IL Workers Comp Comm

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Job Title: Human Services Casework Manager

Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: 10-92-94335

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Will FCRC, 45 E. Webster St. , Joliet, IL 60432
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
217-557-0347 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 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: Lottery Regional Coordinator

Agency: Lottery
Closing Date/Time: Mon. 12/28/15 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: LOT 11548

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, plans, directs and supervises a staff of Lottery Sales Representatives in promoting Lottery activities, in an assigned geographical region; coordinates and administers Lottery operations and programs with a designated region of the State; provides assistance and advisory services to sales retailers; investigates and resolves problems and complaints related to accounts receivable and other accountability issues and discrepancies; monitors and analyzes sales records; compiles and prepares a variety of management reports; travels to visit business organizations and meet with sales staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires three years progressively responsible professional experience in marketing, sales or a promotional field. Requires working knowledge of the State Lottery law, rules, regulations, agency policies and procedures. Requires a valid, appropriate driver's license and the ability and willingness to travel; requires automobile liability insurance coverage.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M.– 4:30 P.M.
Work Location: Illinois Department of Lottery / Sales/Region 6
586 Territorial Drive Unit A, Bolingbrook, 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 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 Assistant - Opt 2

Agency: Human Services
Closing Date/Time: Wed. 12/23/15 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-94330

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

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 alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Southeast FCRC
8001 S. Cottage Grove
Chicago, IL 60643

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
217-557-0347
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 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
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Administrator Iv - Opt 1

Agency: Lottery
Closing Date/Time: Tue. 12/22/15 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: LOT 11535

Minimum Requirements:

Requires Knowledge, skill and mental development equivalent to completion of two years of study at a secretarial/business college and two years of office experience; or completion of high school and four years of Office Assistant experience; or four years independent business experience. Requires working knowledge of the agency's program policies and operations. Requires working knowledge of office procedures and programs. Requires extensive knowledge of elementary mathematics and grammar. Requires ability to direct and supervise the work of a non-professional office staff. Requires ability to operate manual and automated office equipment. Requires a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.
Work Location: Illinois Department of the Lottery
Finance/Budget & Accounts Payable/Check Writing & Claims
9511 Harrison Street
Des Plaines, IL
Cook County

Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-558-0962 217-782-9925 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 1 - General

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