



Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of

Closing Date/Time: Mon. 12/14/15 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: RC042 Bid ID#: 16-024

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Requires working knowledge of construction and maintenance tools, equipment and materials. Requires elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Requires the ability to understand and communicate effectively with co-workers and supervisors. Ability to follow oral and written instructions including blueprints and design layouts in order to successfully accomplish position responsibilities. Requires to ability to lift and carry 80 pounds, .i.e., heavy boxes, supplies, etc. Ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires ability to tolerate exposure to a variety of chemical cleaning agents, fumes from fuel, etc. Requires possession of an appropriate valid driver's license. Must acquire a Common Access Card issued by Dept. of Defense for computer access.

SALARY RANGE: \$3,371.00 - \$4,826.00/Monthly

LOCATION: General Jones Armory, 5220 Cottage Grove, Chicago, IL 60651

WORK SHIFT: Daytime in Accordance with Base Operations, Monday-Friday

Contact the State Personnel Office at 217/761-3633; DSN 555-3633 for additional information.

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 Protection Specialist

Agency: Children & Family Services
Closing Date/Time: Tue. 12/15/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1533067-334273

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. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hrs: Monday-Friday 8:30 AM to 5:00 PM
Location: DCFS Glen Ellyn Office / Supervisor: D. Smith
800 Roosevelt Road Building D #10, Glen Ellyn, IL 60137
SUBMIT BIDS TO: Lora Busse-Fleck
DCFS Aurora Regional Office, 8 E. Galena Blvd, Aurora, IL 60506
Phone: 630.801.3575 Fax: 630.801.3530
Email: Lora.Busse-Fleck@illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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: Clinical Laboratory Phlebotomist

Agency: Human Services
Closing Date/Time: Tue. 12/15/15 4:00 PM Central Time
Salary: \$16.35 - \$20.22 hourly
\$1,308.05 - \$1,617.93 biweekly
\$2,845.00 - \$3,519.00 monthly
\$34,140.00 - \$42,228.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-82/94124

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Laboratory Supervisor, performs technical phlebotomy duties for a laboratory subject to the provision of the Illinois Clinical Laboratory Act; Draws blood samples from patients; labels samples acquired; prepares samples for tests and/or transportation. Is primarily responsible for the obtaining of blood samples and shipment of same and typically do not conduct tests on the samples

Minimum Requirements:

Candidate must be certification eligible as a phlebotomist. Requires working knowledge of the principles and practices of venipuncture techniques. Requires one year experience in the practice of phlebotomy. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Laboratory Dept. 6:30a - 2:30p Mon - Fri

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
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: Health Information Associate

Agency: Human Services
Closing Date/Time: Tue. 12/15/15 4:00 PM Central Time
Salary: \$19.59 - \$25.12 hourly
\$1,474.62 - \$1,890.92 biweekly
\$3,195.00 - \$4,097.00 monthly
\$38,340.00 - \$49,164.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-82/94125

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience or completion of high school and three years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of departmental codes and all rules and regulations as related to health information records, of medical psychological and psychiatric terminology, of federal and state statues regarding confidentiality and release of information, of personal computers, hardware and software applications, of jurisprudence and state laws governing use of health information records in court actions. Requires ability to establish and maintain effective working relationships with staff, patients and the general public. Requires the ability to analyze and interpret health information records. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Hours 7:00am to 3:00PM Mon-Fri
Medical Records Department
Valarie Laird/Human Resources
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: Office Coordinator - Opt 2

Agency: Public Health
Closing Date/Time: Wed. 12/16/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDPH 06-16-0051

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of paraprofessional and complex specialized office support functions; performs difficult and complex typing including a variety of correspondence, reports, letters, lists and survey information, also types technical, statistical and numerical data and editorial effort prior to input. Performs a variety of clerical work that requires choice of procedures and independence of action in disposition of routine matters. Maintains and updates a variety of files.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires the ability to type accurately at 30 words per minute. Requires extensive knowledge of basic mathematics. Requires working knowledge of the logic of computer programs/language. Requires ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Monday-Friday 8:30AM - 5:00PM
Work Hours & Location: Office of the Director
Regional Health Services- Bellwood, 4212 W. St. Charles Rd., Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl., Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-785-2038

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Job Title: Paralegal Assistant

Agency: Healthcare & Family Services
Closing Date/Time: Mon. 12/14/15 11:59 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: GC0052

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a licensed attorney, performs specialized paralegal support services with the Office of the General Counsel, Administrative Hearings for a wide range of Department of Healthcare and Family Services (HFS) programs; performs general docketing function; reviews transcripts, exhibits and Final Administrative Decisions; performs generalized research, writing, scheduling and organizational services for the Bureau of Administrative Hearings; reviews and makes recommendations on various legal issues.

Minimum Requirements: Requires knowledge, skill or mental development equivalent to four years of college with related course work in such areas as pre-legal, medical, premedical, English and statistics. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, work usage and analytical ability in working with information such as would typically be acquired through a professional education. Prefers knowledge or skill in word processing and database programs. Prefers superior organizational and interpersonal skills.

Work Hours & Location/Agency Contact: Work Hours: 8:30 - 5:00
Location: Office of the General Counsel
Administrative Hearings (46), 69 W. Washington, Chicago, IL 60602
Agency Contact: Rhonda P. Corbin, 2946 Old Rochester Rd., Springfield, IL 62703
Work#: (217) 785-9732 Fax#: (217) 782-8889

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 Coordinator - Opt SS2

Agency: Healthcare & Family Services
Closing Date/Time: Fri. 12/11/15 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: CS3244

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level. Requires the ability to travel.

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

Location: Division of Child Support Services
Downstate Operations (55)
Aurora Regional/DuPage Co. Satellite Office
837 S. Westmore-Meyer Rd.
Lombard, IL 60148
(DuPage County)

Agency Contact: Leslie Guennewig, 509 S. 6th Street, 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 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 SS2 - Spanish Speaking/Typing

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Part Time Security Officer - Central Business District - Day Shift / TITAN

ID 2015-1624

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Part-Time

Qualifications:

Education and/or Experience: High School diploma or general education degree (GED) and 1 year prior satisfactory employment. Must be at least 21 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.

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 \$11.50 and \$12.50 per hour based on experience, plus paid time off and paid holidays. Benefits are provided by the local 25 S.E.I.U Welfare Fund. Under this plan, you have health coverage through Union Health Service, Inc(UHS). As long as you are under the care of a Union Health Service physician, you have 100% coverage of expenses at no cost to you. Disability and dental benefits are provided and eye care is also available. To obtain initial eligibility you must first have ten(10) months of contributions made on your behalf. Skills-enhancing training at no-cost to you and opportunities for career growth and promotion from within are available.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1624/part-time-security-officer---central-business-district---day-shift/job?mobile=false&width=897&height=1571&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Security Shift Supervisor - East Loop - All Shifts / TITAN

ID 2015-1623

Eligibility to Work in the U.S. Required Yes

Job Location Chicago

Required Education High School Diploma/GED

Type Full-Time

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. Able to multi-task job-related duties as assigned. Expected to have the flexibility to use any benefit days or paid-time-off during off-peak times. Able to fill all shift supervisor schedules and complete cross-training, as directed. Able to accept a fluctuating schedule per week and accept shift supervisor assignments at varying shift times, as needed. Able to respond, hold-over, or fill any supervisor schedule as needed -- able to be on-call, if necessary and respond to Titan voice messages within 30 minutes. Able to stand outdoors for long periods of time in all weather environments.

Physical Demands: The physical demands are based on the location and contractual requirements 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, sit, and walk 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 location; be able to perform assigned duties regardless of inclement weather.

Salary & Benefits: Compensation is \$14.00 to \$15.00 per hour based on experience, plus paid time off, group medical and dental benefits, 2x paid holidays, and 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/1623/security-shift-supervisor---east-loop---all-shifts/job>

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Unarmed Security Officer - Hyde Park - All Shifts

ID 2015-1618

Eligibility to Work in the U.S. Required Yes

Job Location Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

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. Valid PERC, driver's license, state ID.

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 \$11.00 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/1618/unarmed-security-officer---hyde-park---all-shifts/job>

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Residential Security Officer - West Loop - Overnight Shift

ID 2015-1613

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

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 \$12.00 and \$14.00 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/1613/residential-security-officer---west-loop---overnight-shift/job>

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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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Job Title: Registered Nurse II

Agency: Human Services
Closing Date/Time: Tue. 12/15/15 4:00 PM Central Time
Salary: \$5,293.00 - \$7,303.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 3
Plan/BU: RC023
Bid ID#: 10-81-94079-94080-94081

Minimum Requirements:

Position requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Position also requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact:

Night Shift: 11pm - 7am Elgin Mental Health Center - Forensic Treatment Program

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Fax: 847-429-4933

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: Revenue Collection Officer Trainee

Agency: Revenue
Closing Date/Time: Mon. 12/14/15 5:00 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#: DOR 11467

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collection Officer I; completes assignments of increasing difficulty under close supervision of a higher level collector.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires willingness and ability to travel frequently have access to an automobile and possess a valid Illinois driver's license and/or has access to utilize public transportation.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M.– 5:00 P.M.
Work Location: Illinois Department of Revenue
Collection/Field Compliance
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:

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Job Title: Revenue Special Agent Trainee

Agency: Revenue
Closing Date/Time: Tue. 12/15/15 5:00 PM Central Time
Salary: \$3,803.00 - \$5,580.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 11120

Minimum Requirements: Requires completion of four years of college with major coursework in accounting, law enforcement, business administration, pre-law or related areas; up to two years of police investigative or law enforcement experience may be substituted on a year for year basis for the college training. Requires elementary knowledge of the criminal justice system as it relates to investigation; requires ability to prepare written investigative reports and requires the ability to understand and follow oral and written instructions. Employees in this position must be able to actively participate and graduate from an accredited police academy during the training period. Requires a successful completion of the firearms qualification course during the first twelve months of employment. Employees in this position will be required to travel frequently. Requires a valid, appropriate driver's license. Requires physical ability to perform duties enumerated above.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M.– 5:00 P.M.
Work Location: Illinois Department of Revenue
Tax Enforcement/Criminal Investigations
9511 Harrison Ave., Des Plaines, IL Cook County

Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110, Springfield, IL 62702
217-558-0987 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: Statistical Research Specialist I

Agency: Employment Security
Closing Date/Time: Tue. 12/15/15 5:00 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#: RCRA 11608

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in Statistics, Computer Science, Mathematics, Economics and related fields; requires working knowledge of data collection procedures, simple logs and inventory document. Requires elementary knowledge of the development and application of research design techniques and their application to social and economic data; interpretation of results and statistical applications; uses of data processing equipment for statistical analysis and report generation. Requires ability to apply research design techniques; apply standard statistical techniques to social and economic data; interpret the results of statistical analysis; perform data collection duties; develop and maintain simple logs and inventory documents; develop and maintain effective working relationships and communication skills with agency personnel. Requires ability to use a PC and related software programs ,such as word processing, spreadsheets, and database software.

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

Work location:
33 South State Street
Chicago, Illinois

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: Storekeeper I

Agency: Human Services
Closing Date/Time: Tue. 12/15/15 4:00 PM Central Time
Salary: \$3,217.00 - \$4,529.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-81-94087

Description of Duties/Essential Functions Benefits Supplemental Questions
Operates and maintains the Central Stores at Elgin Mental Health Center; receives and completes requisitions; processes and ships orders both within and outside the hospital. Operates equipment needed to receive, store and transport goods including but not limited to hand trucks, dollies, forklifts, scales, etc.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school. Requires on year of experience in the keeping of stores and store records.

Work Hours & Location/Agency Contact: Shift: Day 7am - 3pm
Location: Elgin Mental Health Center - Central Stores

CONTACT INFORMATION:

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095 & ext. 2029
Fax: 847-429-4933

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: Winter Technician Trainee

Agency: Transportation
Closing Date/Time: Tue. 12/15/15 4:30 PM Central Time
Salary: \$12.00 - \$12.00 hourly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 15
Bid ID#: IPR#40660

Description of Duties/Essential Functions Benefits Supplemental Questions
These positions provide temporary entry-level non-engineering technical support as needed in an office setting. The Technician Trainee positions are designed to equip program participants with workforce experience on a temporary basis. Duties performed range from assisting in the surveying, inspecting various construction procedures, conducting studies, analyzing data, and ensuring compliance with all Departmental Safety Rules and Regulations.

Minimum Requirements: The following criteria is required:

- Must be 18 years old by December 31, 2015

The following criteria is desired:

- Knowledge of computer software programs such as Word, Excel, Access, PowerPoint, Outlook and Publisher
- Four years High School education
- Ability to work in a group setting
- Strong organizational, leadership and self-motivational skills
- Ability to interact with all levels of departmental staff
- Strong oral and written communication skills

Work Hours & Location/Agency Contact: Dist 1 – 201 W Center Court, Schaumburg

How to Apply: Applicants must submit completed IDOT 2015/2016 Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) in order to be eligible.

Applications should be returned to the Illinois Department of Transportation, Attn: Georgina Syas, 201 W Center Court, Schaumburg, IL 60196, fax: 847/705-4489. To download the Technical Application and to view the entire position description please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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Are you willing to relocate to Springfield?

Job Title: Administrative Assistant I - Opt H7

Agency: Human Services
Closing Date/Time: Fri. 12/11/15 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
\$49,908.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC028 Bid ID#: 10-90-94193

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs various staff functions related to the Policy and Customer Service Unit. Assists in the interpretation of child care policy and procedures; identifies best program practices and identifies problems affecting program implementation. Handles correspondence with interested groups and the provider community regarding the Bureau's position on a variety of child care issues.

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 or completion of an agency approved professional management training program.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Bureau of Subsidy Management
100 S. Grand Ave. East-2nd Floor, Springfield, IL 62762
Please submit applications to: Kelly Kindred / Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
FAX: 217-524-2116 PHONE: 217-557-0347

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 H7 - Dept Human Services

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Kennel Worker

Dog Hotel | Daycare - Chicago, IL

\$10 an hour

Dog Hotel and Daycare is currently hiring for our Bus Driver position.

We are an upscale, luxury boarding and daycare facility located on Goose Island in Chicago.

We love our employees and are growing extremely fast and would love to have you become part of our team if its the right fit!

For our Bus: We service the surrounding areas of Goose Island with pick-up and drop-off service for Daycare Monday-Friday.

We are looking for someone with Split Shift availability between 7am-10am and 2pm-6pm, times will vary a bit depending on the day. You will have a 4 to 5 break mid day.

Here are the MUSTS!

You must LOVE DOGS - that is what we are all about!

You must be extremely responsible and dedicated.

You must live in Chicago and know the city/streets very well.

You must have a clean driving record and criminal record.

Compensation: \$10 per hour initially, opportunity for raises w/ satisfactory performance. Position is Part to Full-Time depending on needs.

Job Type: Full-time

Local candidates only: Chicago, IL

Required experience: Working with Animals: 1 year

Please send all inquires to DOGHOTELSTAFFING@gmail.com with a note as to why you'd be the right fit for our company!

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