



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.

Work Hours & Location/Agency Contact:

POSITION 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

800 Roosevelt Road Building D #10, Glen Ellyn, IL 60137 Supervisor: D. Smith

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: Executive I - Opt A1

Agency: Workers Compensation Commission
Closing Date/Time: Mon. 12/21/15 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-50-15-0027

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 A1 - Dept Agriculture

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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: Human Resources Associate - Opt 1

Agency: Employment Security
Closing Date/Time: Fri. 12/18/15 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 01
Plan/BU: RC014
Bid ID#: RCRA 11621

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs complex paraprofessional human resources function for personnel transactions, benefits, recruitment & selection and classifications. Enters employee transactions; responds to inquiries related to state hiring processes and procedures. Provides assistance and information to employees, HRM staff and the public on general personnel matters.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college, or satisfactory completion of an approved training program. Requires extensive knowledge of office practices and procedures; composition, grammar, spelling, and punctuation; and arithmetic computations. Requires working knowledge of human resources programs, rules and regulations. Requires ability to establish and develop written instructions and procedures; operate commonly used manual and automated office equipment, systems and software and perform routine maintenance.

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).

Option 1 – General

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Job Title: Mental Health Recovery Support Specialist II

Agency: Human Services
Closing Date/Time: Fri. 12/18/15 4:00 PM Central Time
Salary: \$4,476.00 - \$6,124.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-82/93750

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Region Executive Director and the Director, Division of Mental Health Recovery Support Services, serves as the Region Mental Health Recovery Support Specialist (MHRSS), working as a member of the Region Staff. Develops and maintains contacts/relationships with community mental health centers/agencies for the purpose of enhancing recovery-oriented services/service delivery. Address, reviews and resolves identified consumer and/or family issues and concerns. Reviews, analyzes and evaluates consumer study/survey data to identify trends, patterns and outcomes. Represents the Region's "consumer voice" to community groups requesting information. Provides expertise regarding consumer/family service needs and expectations to Region community mental health agencies and hospitals. Serves as member of the statewide Recovery Services Development Group (RSDG).

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and two years of experience performing peer support work within a mental health setting. Must be a current or former consumer of mental health services and willing to do self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

Work Hours & Location/Agency Contact: 9am - 5PM Monday - Friday
Administration Department /Valarie Laird/Human Resources
Madden Mental Health Center, 1200 S. First Ave., Hines, IL. 60141 Fx# 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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Chief Information Officer

Location: Arlington Heights

Office: Internal Services

Department: Information/Technology

Job Description:

Reporting directly to the Deputy Executive Director of Internal Services, the role of the Chief Information Officer is to plan and direct all operational activities of the Information Technology Department, as well as provide direction and support for information technology solutions that enhance mission-critical business operations. The CIO provides vision and leadership for information technology initiatives across all areas of Pace; oversees the development and maintenance of a long-range information technology strategic plan ensuring it aligns with the business objectives of Pace; and directs the planning and implementation of enterprise information technology systems in support of business operations in order to improve public transit service development. The CIO is responsible for the change management of processes required for the support of Oracle E-Business Suite systems necessary for business operations. This individual collaborates directly with the executive management team and decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of Pace. The CIO has responsibility for and manages all information technology assets, including telecommunications, hardware, software and data. In addition, a primary role of the CIO is to administer budgetary compliance and management oversight for multiple information technology projects normally totaling several million dollars annually.

Qualifications:

University degree in the field of computer science or business administration and/or 10-20 year's applicable work experience. Master's degree in either of these fields or Master of Business Administration with technology as a core component preferred. 10-20 year's experience managing and/or directing an IT operation. Proven leadership capable of directing the Information Technology Department for one of the nation's largest public bus transportation companies, the largest provider of paratransit service in the United States, one of the largest vanpool programs in the nation and the regional ridesharing administrator for Northeastern Illinois. Experience in strategic planning and execution.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=720

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Dispatcher /Supervisor Paratransit/Dial-A-Ride

Location: Elgin

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Division Manager, or designate, will perform Paratransit Dial-a-Ride dispatcher and supervisor duties. Dispatch duties encompasses all oversight and assignment/scheduling functions including; scheduling of operators and vehicles, handling passenger incidents, and vehicle breakdowns. Will monitor the performance of Paratransit including Trapeze and coordination of Paratransit and Call n Ride routes and Paratransit Operators as well as other performance measurements.

Will operate the base radio and Trapeze coordinating pick ups and drop offs and notify proper authorities of emergencies, breakdowns, or upon Paratransit Operator's request complete, NTD, month end DAR reports. Will act as liaison with Corporate Paratransit staff. Will maintain appropriate dispatch paperwork and answer phones and field calls. Will assist with Revenue Services projects and perform other duties as assigned or required.

Qualifications:

Qualified candidate must have a minimum of a high school education/GED. Must have at least five (5) years experience in transportation or equivalent. Must be 21 years of age and possess or be able to obtain a valid Class "C" Commercial Driver's License with Passenger Endorsement. Must possess good written and verbal communication skills, extensive knowledge of Paratransit service, experience in Paratransit operations, and knowledge of the service area.

Must also have supervisory ability, excellent interpersonal skills, ability to make quick, accurate decisions and be proficient in the use of computers with focus on Trapeze and Microsoft Windows. The performance of these duties may be required at any time of the day and night, and any day or night of the week. Management experience preferred. Qualified candidate must have a good attendance and work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=521

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Job Title: Mental Health Technician Trainee I

Agency: Human Services
Closing Date/Time: Wed. 12/16/15 5:00 PM Central Time
Salary: \$2,577.00 - \$3,454.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 20
Plan/BU: RC009 Bid ID#: 10-75-94145

Minimum Requirements: Requires elementary knowledge of nursing care, first aid and personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled patients. Requires physical ability to pass CPI training; requires physical ability physically restrain patients to prevent them from hurting themselves or others; requires physical ability to conduct unit rounds; requires physical ability to respond to facility-wide emergencies; requires visual and hearing acuity levels to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation. Requires ability to write clear & cohesive statements in the clinical records. Requires mental ability to exercise good judgment in all human interactions & patient care activities. Requires ability to develop and maintain harmonious working relationships with direct care staff. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Work Hours & Location/Agency Contact:

2 positions 6:30 am -3:00 pm, Rotating Days Off
18 positions 2:45 pm - 11:15 pm Rotating Days Off
Note: Work location and shift assignments will be made based on operational needs and are subject to change.
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 phone: 815-939-8221 (fax: 815-939-8560).

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: 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: Work Hours & Location:

Monday-Friday 8:30AM - 5:00PM
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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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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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

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: Public Service Administrator - Opt 6

Agency: Children & Family Services
Closing Date/Time: Thu. 12/17/15 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 1548033-481407

Description of Duties/Essential Functions Benefits Supplemental Questions Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare services to children and families; directs the team within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives and refers instances requiring potential disciplinary action to Area Administrator.

Minimum Requirements:

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact:

Work Days & hours: Monday – Friday 8:30am to 5:00pm
Work Location: DCFS-6C0102, 1701 S. 1st Ave., Maywood, IL 60153
SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison / Bureau of Operations - Cook
1911 S. Indiana, 10th Floor, Chicago, Illinois 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: Public Service Administrator - Opt 8T

Agency: Juvenile Justice
Closing Date/Time: Thu. 12/31/15 3:30 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: GB063
Bid ID#: IDJJ-27-10-15-0966

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Assistant School District Superintendent (SPSA), plans, develops, coordinates, and administers educational program at facility. Functions under broad latitude of independence guided preponderantly by Agency policies/procedures in program development, contractual commitments, staff appointment; works congruently with School District, facility administrators in program design, major revisions, long term commitments, space needs, other design or operational needs/problems. Implements policies and procedures.

Minimum Requirements:

Requires a Master's degree with graduate credits as specified by the State Teacher Certificate Board and a valid Administrative Certificate with the General Administrative Endorsement (Type 75), prefers three years of educational administrative experience; requires working knowledge of laws, policies and directive relative to educational leadership and the Illinois Learning Standards for School Leaders.

Work Hours & Location/Agency Contact:

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

How to Apply: CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION (REVISION 10/2014), SCREEN PRINT OF PEL FROM ISBE WEBSITE, CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE, AND BID FORM, IF A CURRENT STATE OF ILLINOIS EMPLOYEE, BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

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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: 2
Plan/BU: RC023
Bid ID#: 10-81-94082-94083

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:

Day Shift: 7am - 3pm
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: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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).

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Job Title: Revenue Collection Officer I

Agency: Revenue
Closing Date/Time: Mon. 12/14/15 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 11466

Minimum Requirements:

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program; requires ability to travel, often keeping irregular hours in the conduct of collection activities; requires access to an automobile and possession of a valid Illinois driver's license for the operation of a motor vehicle 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 West 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:

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 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: 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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