



**Title: Entrepreneur Instructor**

Classification: Part-Time Independent Contractor

Hours: 25 hours per week

Days/Time: Normally Monday thru Friday 1:00pm to 6:00 pm

Program Required: National Background Check, CPR/First Aid Training must be obtain in the first month. Mandatory Child Abuse Certificate (agency will assist with helping obtain these requirement.)

Program Description: The Future Teen Entrepreneur Cohort Afterschool program is an entrepreneurial/leadership training program that designed to teach students about entrepreneurship. Through this innovative program, students learn how to start and operate a teen business club at the schools.

Job Summary: The Entrepreneur Instructor duties are to plan, organize and implement the Future Teen Entrepreneur Cohort Afterschool program at sites. Instructor is expected to create a fun, engaging and safe learning environment. We are looking for someone who is passionate for the entrepreneurship program and loves working with young entrepreneur students on projects.

**QUALIFICATIONS:**

- Have experiences in working with youth.
- Must have car to travel to schools and other sites.

**SKILLS:**

- Creative ability to think outside the box, thinks divergently, and creates from scratch
- TRAVEL REQUIRED TO SCHOOLS, CITY TRAINING AND MEETINGS, Must have Transportation.

How to Apply: If you are interest, mail resume and cover letter to Prevention Force Family Center, 4728 W. Madison Street 1 Floor, Chicago Illinois 60644 or email to [Pffcsq@aol.com](mailto:Pffcsq@aol.com). No phone calls please.

The PFFC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, gender, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status pregnancy, childbirth or related medical conditions, medical condition, mental or physical disability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

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**Job Title: Student Intern**

Agency: Workers Compensation Commission  
Closing Date/Time: Fri. 03/20/15 11:59 PM Central Time  
Salary: \$1,346.00 - \$2,848.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: BBR Bid ID#: IWCC-50-15-0001

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the supervision of the manager of the workers compensation insurance compliance division, for a period not to exceed four years while actively enrolled in college, on a full or part time basis performs support work the compliance division which also arguments the student's major Business Management. Participates in training which provides general knowledge of programs philosophies and objectives of state government, the Illinois Workers' Compensation Commission and the Insurance compliance division in particular. Participates in on the job training which provides the intern with practical experience in procedures for verifying insurance coverage for a particular accident date, determines non-compliance period. Corresponds with employers and attorneys regarding non-compliance issues with emphasize on areas related to the area of Business Management. Completes work assignments involving research, analyzes and preparation of reports Assists investigators in the preparation of case files for informed settlement conference. Assists in preparing case file for hearings before the commission by organizing material sorting evidence and completing necessary documentation. Participates in staff meeting, conference and training seminars which will provide additional awareness of current practice in the area of regulation and enforcement.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires the ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and general public.

Work Hours & Location/Agency Contact: Monday through Friday, 8:30 AM - 5:00 PM  
(Hours may be decreased depending on student's class schedule)

Illinois Worker's Compensation Commission  
100 W Randolph, Suite 8-200, Chicago, IL

How to Apply: Send a completed CMS-100 Employment Application to:  
Illinois Worker's Compensation Commission  
Human Resource Department, 100 W. Randolph Suite 8-281, Chicago, Illinois 60601  
Faxed copies will not be accepted. Please do not contact the HR Office.

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**Job Title: Technical Advisor II**

Agency: Juvenile Justice

Closing Date/Time: Fri. 03/27/15 5:00 PM Central Time

Salary: \$3,528.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: MG010

Bid ID#: IDJJ27-00-15-0131

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Assistant Chief Legal Counsel, Senior Public Service Administrator, prepares for and represents the Department and/or Department staff in administrative or quasi-judicial hearings, including prisoner review board (PRB) and employee review hearings, conducts investigations in preparation for hearings, conducts research regarding legal impacts on the Department, advises Department staff on relevant legal issues, summarizes and prepares reports on research findings and hearing results and other matters.

This position is exempt from the bargaining unit.

Minimum Requirements: Requires license to practice law in Illinois, working knowledge of judicial and quasi-judicial procedures and rules of evidence, working knowledge of state and federal law, working knowledge of principles of administration and management, ability to conduct legal research, utilize basic computer programs including Microsoft Office. Requires some in-state travel and possession of valid drivers' license.

**Work Hours & Location/Agency Contact:**

Work Hours: Monday through Friday 8:30am-5:00pm

Work Location: 3825 Campton Hills Rd, St. Charles, IL 60175

Agency Contact: Ms. Shae Bruce / Public Safety Shared Services

1301 Concordia Court, Springfield, IL 62794 Phone: 217-557-6015

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

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**Job Title: Records & Registration Coordinator**

Department: RUO Registrar

Shift: 1st

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

Specialty: Registration

Job Number: 2015-0485

Job Description: We are seeking an experienced and highly motivated Records & Registration Coordinator for our Office of the Registrar.

Position Qualifications Include:

Minimum of an Associate's degree required. Bachelors preferred.

Minimum 2-4 years' experience.

Experience working in a university environment particularly in a Registrar's Office setting preferred.

Experience with Student Information Systems and the ability to develop process and utilize technology to increase efficiencies.

Extremely detail oriented possessing a high degree of accuracy with all work performed.

Proficiency in Microsoft Office applications (Word, Access, Excel).

Strong interpersonal skills with a superior commitment to customer service.

Exceptional ability to multi-task in extremely fast-paced and rapidly changing environment. Strong commitment to professional development and keeping current on best practices of Registrar Office functions. Values and exhibits a strong commitment to Rush's Diversity goals and objectives.

Proactively resolves conflict and barriers in a strategic and diplomatic manner.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150312094355&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150312094355&)

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### **Accounting Technician I**

Location: Arlington Heights

Office: Internal Services

Department: Finance

#### Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential.

Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=488](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488)

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### **Building Maintenance Person**

Location: Melrose Park

Office: Revenue Services

Department: Maintenance

#### **Job Description:**

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

#### **Qualifications:**

Qualified candidate must have at least three (3) years experience in comparable field.

Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=514](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=514)

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### **Contract Carrier Maintenance Specialist**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### Job Description:

Under the direction of the Department Manager, Maintenance & Technical Services, or designate, responsible for fleet inspections and fleet inspection letters, correspondence letters and monthly reports for Contract Carrier/Paratransit properties.

Provides technical support for these Contract Carrier/Paratransit properties. Responsible for analyzing of warranty and warranty related items from these properties.

Monitors Contract Carriers/Paratransit properties in the day-to-day operation/rules/regulations. Handles all emergency calls and related investigations for these properties, and assists personnel in matters relating to their facilities.

Assists in new bus acceptance and inspections. Assists senior inspectors on engine/transmission related items as well as bus renovation projects and retrofit campaigns.

Assists with matters relating to maintenance in the Vanpool Department. Fills in for the maintenance specialist in his absence. Other duties as assigned.

#### Qualifications:

Qualified candidate must have 3 to 5 years progressively responsible "hands-on" experience in bus maintenance or a related field.

Extensive, in-depth working knowledge of all diesel coach systems, shop procedures and equipment. Good verbal/written communication skills.

One to three years administrative experience preferred. Must be at least 21 years of age and posses or be able to obtain a valid CDL license along with appropriate endorsements. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=300](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=300)

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## **Operation Administrator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

### Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=655](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655)

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**Receptionist at Untitled in Chicago**

*111 W Kinzie St Chicago, IL*

Job Type: Part Time

Shift: Morning

Neighborhood: River North

**Job Description**

Untitled is seeking a receptionist! Duties would include answering phones, making reservations, and assisting office managers in day to day duties.

Must be available from 10am-6pm 3-4 days per week

Apply online at <https://www.shiftgig.com/jobs/Chicago-IL/receptionist>

**Part-Time Administrative Assistant**

Location: Arlington Heights

Office: Internal Services

Department: Administration

**Job Description:**

Serves as assistant to the Department Manager of Administration.

Assists with various administrative projects including data entry into the new energy management system, coordinating the scanning/filing of utility bills for the Accounting Department, organizing/scanning the purchasing card expense reports and data entry for fleet mileage logs.

Handles records management work requests, monitors footprint service tickets and assists with other duties as required.

**Qualifications:**

Associate's degree required. Bachelor's degree preferred. 1-2 years of administrative work experience required. Intermediate skill level for Word, Excel and Outlook.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=669](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=669)

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## **Receptionist/Customer Assistance Facilitator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### Job Description:

The Receptionist/Customer Assistance Facilitator is responsible for operating the Chicago Office switchboard, assisting internal and external customers and for providing support to the Paratransit and Vanpool Departments in accordance with Pace policies and procedures. This position is essential to achieve the goals of the Paratransit department as well as the mission of Pace as an organization.

This includes but is not limited to: answering all incoming calls and either directing the call to the appropriate Paratransit staff person or researching/answering basic inquiries; preparing and/or assisting in the preparation and distribution of correspondence; coordinating meeting rooms; assisting Paratransit managers and staff in the management of various projects (including supervising of interns and temp staff); assisting with office supplies inventory; coordinating servicing of all office equipment; assisting with vendor and petty cash box procedures; assisting with organizing Pace office functions communicating notices to staff as required by management; and other duties as assigned.

### Qualifications:

Qualified candidate must have at least two years (2) years of experience as a receptionist or a relevant customer service related position. Candidate must have strong customer service skills, verbal communication skills, organizational skills, and computer skills.

Candidate must have the ability to work with multiple managers/staff; assist internal and external customers; and have the ability to manage a busy and rigorous phone activity. Candidate must have the aptitude to work with various computer programs, including Microsoft Word, Excel and Trapeze.

Experience with these programs is strongly preferred. Applicant must have a word history and possess a current valid driver's license and a good driving record.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=701](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=701)

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**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services  
Salary: \$4,377.00 - \$6,581.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: Kankakee Investigations 2014

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 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. Must be able to speak and write Spanish at a colloquial skill level. 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: Mon-Fri 830a-5p  
Vacancies are located at: 505 S. Schuyler Kankakee, IL 60901

Contact: LORA BUSSE-FLECK  
NORTHERN REGION  
8 E. GALENA BOULEVARD , AURORA, ILLINOIS 60506  
FAX: (630) 801-3530

**How to Apply:**

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

Option SS - Spanish Speaking

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**Job Title: Corrections Leisure Activities Specialist I**

Agency: Juvenile Justice

Closing Date/Time: Wed. 03/25/15 4:00 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#: IDJJ27-17-15-2599

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years with a Bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphics, color and design, therapeutic recreation music, theater or speech and communications; Requires working knowledge of the methods, techniques and purposes of leisure activities. Requires elementary knowledge of leisure activities programs and skills development tailored to individual needs. Requires working knowledge of arts and crafts instruction. Requires elementary knowledge of corrections regulations, policies, and proper channels of communication as applied to the leisure time programming. Requires elementary knowledge of the attitudes, problems and behavior of individuals and groups in a correctional security setting. Requires ability to prepare pertinent records and reports. Requires ability to stimulate interest of institution residents in leisure time activities. Requires ability to carry out leisure activities, and teach leisure skills. Requires ability to work effectively with individuals and groups.

**Work Hours & Location/Agency Contact:**

WORK HOURS: Monday, Thursday, Friday and Sunday 12:00 p.m. - 8:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m. DAYS OFF: Tuesday and Wednesday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago 136 North Western Avenue, Chicago, Illinois 60612

Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

**How to Apply:**

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

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**Job Title: Corrections Food Service Supervisor III**

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/24/15 4:00 PM Central Time

Salary: \$4,649.00 - \$6,970.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CU500

Bid ID#: IDJJ27-17-15-2027

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires three years institution food preparation experience such as could be gained as a CFSS I or CFSS II or supervisory experience in a large scale food service operation; requires completion of a pre-service orientation training course within six months of employment; requires extensive knowledge of institutional rules and regulations and requirements for the control of residents; requires the possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health; requires extensive knowledge of large scale food service procedures and practices; requires extensive knowledge of preparing, serving and acquiring goods on a large scale food service; requires an ability to maintain satisfactory working relationships with other employees and residents; requires the ability to lift and carry boxes/containers of supplies and commodities, merchandise, and/or equipment, weighing up to 50 pounds.

Work Hours & Location/Agency Contact: WORK HOURS:7:00 a.m. - 3:00 p.m. Monday through Friday DAYS OFF: Saturday and Sunday  
LOCATION / AGENCY: Illinois Youth Center - Chicago  
136 North Western Avenue Chicago, Illinois 60612  
CONTACT: Olivia Robles, Human Resource Rep.  
Illinois Youth Center - Chicago  
P.O. Box 12247 Chicago, Illinois 60612  
Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

**How to Apply:**

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

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**Job Title: Commissioner Assistant**

Agency: Commerce Commission

Closing Date/Time: Wed. 04/15/15 5:00 PM Central Time

Salary: \$3,928.00 - \$8,182.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: MC-12 Bid ID#: 31-1501

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

The Commissioner Assistant aids the Chairman with research, analysis, and development of issues and opinions relating to the industries regulated by the Illinois Commerce Commission (ICC); conducts research projects, prepares reports and economic based studies; assists the Chairman in drafting dissenting and concurring opinions; provides expert advice, analysis and research on a variety of issues related to the regulation of energy, telecommunications, water, and the transportation industries; plans and conducts extensive and complex research to determine if economic and policy analyses provided by utilities, industry, and consumer advocates support a proposed action before the Commission; confers and advises the Chairman on controversial problems of statutory interpretation and compliance; assists in the preparation of case summaries, questions, alternative orders, reviews and critiques orders, testimony, staff reports and/or filings and otherwise provides policy analysis to assist the Chairman; researches and drafts letters, memoranda, speeches, articles and legislation as requested by the Chairman; acts as a liaison between the Chairman and Commissioners, ICC staff, governmental agencies, and industry parties; monitors trade and academic literature in order to keep abreast of issues and trends in utility regulation; establishes and maintains a regulatory policy research agenda for the Chairman, as required or directed; and serves as representative of Chairman and/or the Commission at meetings, as required.

**Minimum Requirements:** The successful candidate will be a law school graduate with academic standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

**Work Hours & Location/Agency Contact:** 8:30 a.m. to 5:30 p.m., Mon through Fri  
160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett / HR Analyst Illinois Commerce Commission, 527 E. Capitol Ave.,  
Springfield, IL 62701 217-557-4206 [cbarrett@icc.illinois.gov](mailto:cbarrett@icc.illinois.gov)

**How to Apply:** Submit a cover letter, resume, and CMS-100 by April 15, 2015 to:  
Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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### **Patient Care Technician**

Location: Libertyville, Illinois

Job ID: 17087

Facility: CONDELL MEDICAL CENTER

Status-FTE: Part-Time B - 0.5

Shift: PM

Recognized for its quick treatment of heart attack patients, Advocate Condell holds full accreditation from the Society of Chest Pain Centers. In addition, Advocate Condell is accredited by the Joint Commission as a Primary Stroke Center. The hospital also features the only dedicated pediatric emergency department in Lake County. With the addition of a new patient tower that opened in 2011, Advocate Condell is the only hospital in Lake County to offer all private adult patient rooms. High school graduate or equivalent.

CNA certificate or completion of first semester of Clinical Student Nursing Orientation. Good written and verbal communication skills. CPR Ability to frequently stoop, bend, push, pull, climb, lift and demonstrate manual dexterity for extended periods of time. Ability to lift and assist with the movement of heavy patients and/or equipment, (with assistance.) Ability to adapt to changes in work assignments and environment. Possible exposure to infectious waste and disease. Ability to stand and walk for a long period of time (stand and/or walk 80 percent of time sit 20 percent of time, depending on assignment (able to kneel and bend.) Able to work at a pace sufficient to complete assigned workload daily. Ability to assist in evacuation of patients in the event of fire or other disaster. This requirement supersedes any previous lifting requirement effective 04/20/2014. Ability to lift up to 35 pounds without assistance. For patient lifts of over 35 pounds, or when patient is unable to assist with the lift, patient handling equipment is expected to be used, with at least one other associate, when available. Unique patient lifting/movement situations will be assessed on a case~by~case basis.

To assist in providing quality care to patients in a manner which is patient focused and technically appropriate. The Patient Care Technician works under the direct supervision of the Registered Nurse in accordance with accepted standards practice within the guidelines of the Illinois Nursing Practice Act and the Mission and Philosophy of the Advocate Healthcare.

Accountabilities: Perform tasks related to maintaining the integrity of patient care standards and efficient unit operations. Participate in the admission and discharge process of all patients under the guidance of the Staff Nurse. Provide general patient care duties that are specific to the patient population and as directed by the Staff Nurse. Perform tasks related to the nutritional needs of the patient.

Apply online at <http://jobs.advocatehealth.com/libertyville/nursing-assistant/jobid7202465-patient-care-technician-jobs>

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**Job Title: Juvenile Justice Chief of Security**

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/24/15 4:00 PM Central Time

Salary: \$6,698.00 - \$9,894.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR704 Bid ID#: IDJJ27-17-15-1450

Minimum Requirements: Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of three years' professional staff experience involving the care of youth in a Juvenile Justice Facility, and providing for the safety, security and well being of youth and staff. \*Candidates must be over the age of 21. Requires thorough knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors. Requires thorough knowledge of rules and regulations, post assignments, and specific procedures for carrying out work assignments. Requires extensive knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns. Requires extensive knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires ability to prepare reports of unusual happenings, accidents or violations of rules by employees and youth. Requires ability to remain current on all institution rules and regulations.

Work Hours & Location/Agency Contact: WORK HOURS:8:00 a.m. - 4:00 p.m. Monday through Friday DAYS OFF: Saturday and Sunday  
LOCATION / AGENCY: Illinois Youth Center - Chicago  
136 North Western Avenue, Chicago, Illinois 60612  
CONTACT: Olivia Robles, Human Resource Rep.  
Illinois Youth Center – Chicago, P.O. Box 12247, Chicago, Illinois 60612  
Tel. No.: 312-633-5219 x-4080 FAX: 312-633-5229

**How to Apply:**

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

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### **Manager of Paratransit Operations Support**

Location: Arlington Heights

Office: Revenue Services

Department: Paratransit

#### **Job Description:**

Under the direction of the Regional Manager, Paratransit/Vanpool this position supervises/manages the use and development of the various technologies used by Pace Paratransit services and staff. The position supervises/manages the implementation and day-to-day operation of these technologies. Position responsibilities include, but are not limited to: acting as a liaison for the Paratransit Department with vendors and other Pace departments; coordinating the procurement process of Paratransit technologies; developing and enhancing reports; training or coordinating the training of Paratransit and contractor technology users; and assessing and making recommendations about potential software and hardware and other new technologies. In addition, will perform other duties as assigned or as required.

#### **Qualifications:**

Qualified candidate must have a Bachelors Degree in Business or Logistics or related discipline or equivalent work experience; and ten (10) years paratransit or transportation experience, preferably in a public sector environment. Experience with paratransit scheduling/dispatching software, mobile data computers and telephones is preferred. Must be highly proficient in the use of computer software; specifically Microsoft Office Suite, with special emphasis on Excel, Word and Access, along with familiarity of Oracle software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and/or preparation of RFP experience is preferred. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Qualified candidate must have a good work history. Must have a valid state of Illinois drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=696](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=696)

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### **Driver Merchandiser**

Talent Area : Transportation/Driver

Location : Alsip, IL, USA

Requisition Number : HV047345

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.

- Check accuracy and stability of the load.
- Deliver products to customers.
- Merchandise, display and rotate products according to company standards.
  
- Invoice and collect monies due.
- Pick up company property.
- Secure company assets.
  
- Ensure compliance with regulatory and company policies and procedures.
- Settle all accounts daily.
- High School diploma or GED preferred.
- 1-3 years of general work experience required.
  
- 1+ years of commercial driving experience preferred.
- Local delivery experience preferred.
- Prior grocery store and/or consumer products experience a plus.
- Ability to operate a two or four wheel dolly.
  
- Familiarity with DOT regulations.
- Ability to work with minimal supervision.
- Valid Class A CDL license required.
- Driving record within MVR policy guidelines required.
- Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-alsip-illinois-job-1-5199779>

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### **General Laborer**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00031095

Full or Part Time : Regular Employee FT

#### Position Description

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment  
Restock and replenish as appropriate.

Perform general maintenance.  
Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.  
Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.  
High School Diploma Preferred.

0 - 1 year of general work experience.  
Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.  
Demonstrated attention to detail.

Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-niles-illinois-job-1-5187787>

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**Senior Administrative Assistant - Niles, IL**

Talent Area : Administrative/Clerical/Office Support

Location : Niles, IL, USA

Requisition Number : 00030941

Full or Part Time : Regular Employee FT

**Position Description**

Performs standard and advanced administrative duties for primarily the Central Region Public Affairs and FSOP teams.

1. Answer and direct telephone calls, and take messages as appropriate.
2. Create and enter data into spreadsheets and systems.
3. File, fax, handle mail, and order supplies.
4. Create and keep updated presentations and reports.
5. Handle confidential correspondence and files.
5. Interface with external and internal stakeholders and maintain internal and external relationships.
6. Coordinate meetings and travel arrangements, and maintain calendar(s).
7. Process expense reports and invoices.
8. Administer programs, projects and or processes specific to the team, individual or team served.
9. Support executive/leadership communications, media release development and disbursement, and community activations.
10. Processing weekly payroll using Kronos

**EDUCATION LEVEL PREFERRED**

- High School Diploma or GED Required - Some College preferred

**EXPERIENCE REQUIRED** - 2-5 years' experience in automated office environment.

**TECHNICAL SKILLS REQUIRED**

- Excel, PowerPoint and Kronos knowledge preferred - Attention to Detail (Observant)
- Analytical Thinking (Strategic Thinking, Thinking Systematically, Problem Solving)
- Creative Thinking - Teamwork
- Communication Skills (Listening, Speaking, Writing, Inquiring)

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/senior-administrative-assistant-niles-il-niles-illinois-job-1-5174093>

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