



Camp Coordinator (Seasonal) -Nature Job ID: 2017

Closing Date: 03/29/2015

Nature/Camp Coordinator (S)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

TITLE: CAMP COORDINATOR (S) for various Nature programs, including: Under Illinois Skies, Urban Campers, and Nature Oasis Nature Camp Coordinators will engage youth in outdoor, hands-on nature & science exploration. Program curriculum will be provided but candidates must be willing to get dirty and investigate the natural world along-side Chicago Park District youth. Additional responsibilities of the Coordinator include administrative duties: scheduling, confirmation calls, logistics planning and overseeing onsite day-to-day program operation.

CHARACTERISTICS OF THE CLASS:

Under supervision, supervises Camp Counselors and Recreation Leaders who provide recreational activities for children during the operation of day camp activities in the Chicago Park District parks. Performs related duties as required.

EXAMPLES OF DUTIES:

Supervises Camp Counselors and Recreation Leaders responsible for day camp activities at various Chicago Park District parks. Creates curriculum for camp activities. Liaison with Park Supervisors and staff. Liaison with security personnel, lifeguards, police relating to camp activities, public functions and field trips. Ensures the safety and well being of the children.

MINIMUM QUALIFICATIONS:

Training and Experience: Current enrollment at an accredited college or university for a Bachelor's Degree. Bachelor's Degree preferred. 1 - 2 years of experience working with children is required.

Knowledge, Skills and Abilities: Experience working with children is required. The ability to stand, sit, bend and kneel frequently.

UNION: SEIU-Local 73

EEO: Para-Professional

FLSA: Non-Exempt

SALARY: \$22.32 per hour

Apply online at

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Camp Counselor (Seasonal) -Nature Camp Job ID: 2016

Closing Date: 04/05/2015

Nature/Camp Counselor (S)

Date Posted: 3/9/2015

Location: Central Administration - CULTURE ARTS NATURE

TITLE: CAMP COUNSELOR (S) for various Nature Camp programs

Nature Camp Counselors will engage youth in outdoor, hands-on nature & science exploration. Program curriculum will be provided but candidates must be willing to get dirty and investigate the natural world alongside Chicago Park District youth!

CHARACTERISTICS OF THE CLASS:

Under supervision, provides recreational activities for children during the operation of day camp activities in the Chicago Park District. Performs related duties as required.

EXAMPLES OF DUTIES:

Leads camp programs in a variety of Park District parks. Accompanies groups of children on field trips to education institutions, public functions or recreational activities. Supervises children to ensure their safety and well being. Leads and participates in games, drills and agility exercises. Reads to children and teaches simple painting, drawing, songs and similar recreation activities. Brings supplies and equipment necessary for activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Current enrollment at an accredited college or university for a Bachelor's Degree.

Knowledge, Skills and Abilities: Experience working with children is required. The ability to stand, sit, bend and kneel frequently.

Union: SEIU-Local 73

EEO: Para-Professional

FLSA: Non-Exempt

SALARY: \$ 17.85 PER HOUR

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Activities Instructor (Boxing) Carver Park Job ID: 1873

Closing Date: 03/26/2015

Recreation/Activities Instructor (H)

Date Posted: 1/22/2015

Location: Carver Park

Region: South

(Part Time) Up to 27 hrs / week

EXAMPLES OF DUTIES: Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Provides instruction and supervision for Chicago Park District patrons involved in a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced competitive strategies of specialty area. Provides information on the rules and regulations governing competition in specialty area. Performs general administrative duties such as assisting in course registration, collecting fees, answering routine inquiries in person or by phone and routine record keeping. Conducts and attends workshops and in-service training seminars. May work with a special population, including but not limited to senior citizens and populations with physical, sensory and other disabilities.

MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

SEIU-Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY \$17.45 per hour

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Park Supervisor of Recreation Job ID: 2010

Closing Date: 03/19/2015

Recreation/Park Supervisor of Recreation

Date Posted: 3/5/2015

Location: Piotrowski Park

Region: Central

EXAMPLES OF DUTIES:

Supervises staff responsible for teaching, coaching and leading recreation and leisure activities. Plans, develops and supervises athletic and recreation program activities at CPD locations including basketball, baseball, gymnastics, floor hockey and other organized sports. Coordinates and oversees leisure and cultural program activities including table games, preschool classes, seasonal theme parties as well as music, drama, crafts and art craft instruction. Plans, promotes and oversees onsite Park District camp programs. Develops and plans activities, allocates staff, schedules facilities and oversees day-to-day activities of camps. Supervises staff responsible for maintenance as well as general safety at park locations, initiates work order requests and emergency repairs at park facility and other assigned locations. Maintains inventory of equipment and supplies at assigned facility. Maintains variety of records covering course registration fees collected, timekeeping/payroll, accidents and other routine reports. Schedules, organizes and oversees activities at various athletic leagues and tournaments. Schedules and coordinates use of facility by community groups. Ensures that fields and/or other facilities are properly maintained. Works with community and advisory groups to determine recreation and leisure needs, interests and areas for improvement. Publicizes park programs and events through a variety of sources. Recruits, screens and trains volunteers to assist in various park program activities. Develops and enforces rules for safety to staff and patrons at park facility.

DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: Bachelor's degree in Physical Education, Recreation, Leisure Studies, Park Management or related field plus 3 years of recreation supervisory experience required. Bachelor's degree plus one year of experience as a CPD Playground Supervisor also qualifies for this position. Requirement may be temporarily waived for applicants who have total of 8 years or more experience as Instructor/Playground Supervisor, providing (1) and least 2 of these years have been as Playground Supervisor and (2) they agree to complete the required Bachelor's degree within 2 years of their appointment as Park Supervisor. Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Effective oral and written communication skills. Recreation and leisure programming skills. Organizational skills. Ability to effectively supervise the work of others. SALARY: \$62,143.18 per year

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Recreation Leader (H) YEAR ROUND Job ID: 2026

Closing Date: 03/24/2015

Recreation/Recreation Leader

Date Posted: 3/10/2015

Location: Kenwood Community Center

Region: Central

(YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY: \$12.63 per hour

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Shallow Water Attendant (Summer Seasonal) Job ID: 1929

Closing Date: 04/29/2015

Seasonal Only/Shallow Water Attendant (S)

Date Posted: 2/17/2015

Location: Community Recreation - Aquatics

Region: Districtwide

Be sure to review the Chicago Park District Lifeguard Process!

CHARACTERISTICS OF THE CLASS: Under immediate supervision, ensures the safety and supervision of swimmers at Park District water playgrounds and mini pools with a depth of four feet or less. Performs related duties as required.

EXAMPLES OF DUTIES: Guards mini pool area or water playground area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding mini pool and water playground activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and water playground areas clean, safe and attractive.

MINIMUM QUALIFICATIONS: Training and Experience: Completion of at least one year of High School is recommended.

Certification Requirements:

American Red Cross Lifeguarding certificate, or American Red Cross Shallow Water Attendant certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities:

Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention. Ability to pass physical skills test required.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt

2015 SALARY: \$10.75 per hour

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Job Title: Machinist (Rail)

Location: Skokie, IL, US

Job Type: Full - Time Temporary

Department: Rail Operations

SALARY TARGET: \$44.35 PER HOUR

Position Summary

Performs all mechanical work on rail car and non-revenue equipment, parts production and repair.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Required to furnish the essential hand tools used on this job.

Required to perform the physical activities associated with this position.

Required to possess a minimum of five years verifiable experience as a machinist in a recognized machine shop.

PHYSICAL REQUIREMENTS

Required to lift materials weighing up to 50 pounds.

Required to walk, stand, bend, kneel and climb.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be proficient in the use and operation of the various machines and hand tools used in machinist work. Must be proficient in reading and interpreting blueprints.

Required to understand written and oral instructions. Must possess a thorough knowledge of basic arithmetical operations including fractions and decimals

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title: Signal Engineer I
Location: Chicago, IL, US
Job Type: Full - Time Permanent
Department: Power/Signal/Communications Engineering
SALARY TARGET: \$35.95 PER HOUR

Position Summary

Prepares schematic wiring diagrams and engineering drawings of basic existing and proposed elements of the Authority's signal system.

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS

Required to possess a Bachelor's Degree in Electrical Engineering or a combination of education and approximately 1-3 years experience relating to this position.
Valid Illinois Driver's License.

PHYSICAL REQUIREMENTS

Light physical effort required.

Subject to prevailing weather when traveling the Chicago Metropolitan Area when conducting field inspections, investigations and infrastructure assessments of shops, garages, yards, terminals and elevated subway and ballasted track areas adjacent to electrified contact rails and moving vehicles.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title: Coordinator, Rail Janitor

Location: Chicago, IL, US

Job Type: Full - Time Permanent

Department: Rail Customer Facilities Maintenance

SALARY TARGET IS \$59,878.04.

Position Summary

Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Coordinates and oversees the activities of Rail Janitors and work groups assigned to rail janitorial services.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree preferred, high school diploma or GED required. Must have approximately 5 years experience in a position that would familiarize one with the facilities, appropriate cleaning methods, procedures and materials. Prior supervisory experience preferred. Must be available for emergency calls 24 hours a day, seven days a week. Required to carry a pager at all times.

PHYSICAL REQUIREMENTS

Extensive amount of stooping, bending, kneeling, standing, walking and climbing. Lifts, carries and maneuvers materials weighing up to fifty (50) pounds.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have experience with collective bargaining agreements and with union contract provisions governing Rail Janitors. Must possess good customer service skills. Team player, reliable, dependable, able to multi-task and work under pressure and meet deadlines. Proficient in Microsoft Word and Excel, PowerPoint preferred. Must have excellent verbal and written communication skills.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title: Engineer II -Electrical

Location: Chicago, IL, US

Job Type: Full - Time Permanent

Department: Infrastructure

SALARY TARGET IS \$55,000.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Electrical Engineering or a related field, plus three (3) years of experience related to this position or an equivalent combination of training and experience, provided the degree requirement is met. Must be an Engineer intern, having passed the Fundamentals of Engineering Exam. Valid Illinois Driver's License.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer key boards. Light physical effort. Walk track on elevated structures, in subway tunnels and at grade conditions, after proper safety training.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of Electrical Engineering principles, methods, and techniques.

Working knowledge of electrical components, methods, and techniques.

Working knowledge of municipal codes and ordinances as applied to the design, development, repair and maintenance of electrical equipment.

Good research, attention to detail, and problem solving skills.

Good verbal and written communication skills.

Good critical thinking skills to assess how one change can affect the entire project.

Intermediate skill using Auto Cad to create drawings for permitting.

Intermediate skill using personal computer, engineering applications, and data management software. Ability to negotiate and resolve conflict.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title: Mental Health Administrator I

Agency: Human Services

Closing Date/Time: Wed. 03/25/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062

Bid ID#: 10-72-89216

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to (1) A Master's Degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, (2) three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for the mentally ill or developmentally disabled and successful completion of an approved training program or (3) three years progressively responsible supervisory experience in or applicable to the care, treatment and development of the mentally ill or developmentally disabled and successful completion of an approved training program.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 AM -5:00 PM Monday through Friday

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive, Park Forest, IL 60466

CONTACT: Alice M. Chambers

Human Resources Representative

Ludeman Center

114 N. Orchard Dr.

Park Forest, IL 60466

(708) 283-3015

How to Apply:

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

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Job Title: Office Assistant - Opt 2

Agency: Corrections

Closing Date/Time: Fri. 03/27/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-1058

Description of Duties/Essential Functions Benefits Supplemental Questions

Under the general supervision of the Health Care Unit Adm., Sr. Public Service Adm., performs difficult and complex clerical typing duties involving the preparation of memos, letters and reports; establishes and maintains files; monitors tickler files; answers phone; opens and distributes mail.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 am to 4:00 pm, Mon through Fri, Days Off Saturday and Sunday,
LOCATION/AGENCY: IDOC/STATEVILLE CORRECTIONAL CENTER P.O. BOX 112 JOLIET, IL 60434

CONTACT: Jamille Kent, Human Resources Rep, Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email

Jamille.Kent@doc.illinois.gov

How to Apply:

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

Option 2 – Typing

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Job Title: Senior Public Service Administrator - Opt 1

Agency: Veterans Affairs

Closing Date/Time: Thu. 03/26/15 4:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: 34-00-15-89255

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college, with coursework in business or public administration. Requires four years of administrative experience in business or public organization. Requires ability to exercise judgment and discretion in developing, implementing, and interpreting department policies and procedures. Requires public speaking acumen or experience and professional presentation skills. Requires ability to analyze administrative programs and adopt effective courses of action. Requires discharge under honorable conditions from military services.

Work Hours & Location/Agency Contact:

Work Hours: 8:30am-5:00pm Monday-Friday 1 hour unpaid lunch

Location: Illinois Department of Veterans' Affairs

James R. Thompson Center

100 W. Randolph Street, Suite 5-570, Chicago, IL 60601-3219

Contact : Illinois Department of Veterans' Affairs

Human Resources, 833 S. Spring Street, Springfield, IL 62704

Phone: (217) 785-4574 Fax: (217) 557-7235

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 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Support Service Worker

Agency: Human Services
 Closing Date/Time: Sun. 03/22/15 5:00 PM Central Time
 Salary: \$2,700.00 - \$3,641.00 monthly
 Job Type: Full-Time
 Location: Kankakee County, Illinois
 Number of Vacancies: 6
 Plan/BU: RC009
 Bid ID#: 10-75-10-75-87210

Minimum Requirements:

Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Work Hours & Location/Agency Contact:

JOB#	ASSIGNMENT	SHIFT	DAYS OFF
1	Detail Pool	6:30 am – 3:00 pm	Rotating Days Off
2	Detail Pool	6:30 am – 3:00 pm	Rotating Days Off
3	Detail Pool	6:30 am – 3:00 pm	Rotating Days Off
4	Detail Pool	6:30 am – 3:00 pm	Rotating Days Off
5	Detail Pool	6:30 am – 3:00 pm	Rotating Days Off
6	Detail Pool	6:30 am – 3:00 pm	Rotating Days Off

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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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: Support Service Coordinator I

Agency: Human Services

Closing Date/Time: Mon. 03/23/15 4:00 PM Central Time

Salary: \$17.83 - \$24.97 hourly

\$3,102.00 - \$4,344.00 monthly

\$37,224.00 - \$52,128.00 annually

Job Type: Full-Time

Location: Livingston County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-67-89200

Description of Duties/Essential Functions Benefits Supplemental Questions
Supervises subordinates in the performance of kitchen and dining room tasks; conducts inventories and inspections of food and equipment; maintains records and prepares food reports and orders; supervises and participates in the preparation of food.

Minimum Requirements:

Requires one year experience in one of the Support Service functional areas to which assigned; requires thorough knowledge of procedures to carry out responsibilities assigned to area, and working knowledge of methods applied to management; requires ability to instruct others in procedures used in area; requires skill in the operation and maintenance of all machinery and equipment found in area; requires ability to coordinate section, within an area, with other operations of the area; requires ability to advise subordinates and schedule work activities.

Work Hours & Location/Agency Contact:

HOURS OF WORK: 5:00 a.m. - 1:00 p.m. Every Other Weekend Off

Other Days/Shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center

134 W. Main Street, Dwight, IL 60420 815-584-3347

For questions, contact Human Resources

How to Apply:

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

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Job Title: Technical Advisor 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 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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Busperson (Job Number: HOT0157H)

Work Locations: Conrad Chicago 521 North Rush St Chicago 60611

A Busperson with Conrad Hotels and Resorts is responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

If you understand how to provide smart luxury and one-of-a-kind experiences, you may be just the person we are looking for to work as a Team Member with Conrad Hotels & Resorts.

What will I be doing?

As a Busperson, you would be responsible for setting and clearing dining tables and stocking service stations in the hotel/Es continuing effort to deliver outstanding guest service and financial profitability.

Specifically, you would be responsible for performing the following tasks to the highest standards:

- Set and prepare tables for dining, including, but not limited to, folding napkins, cleaning and placing tableware, serving water, etc.
- Ensure tableware is in good and working condition and report any defects for repair
- Stock, maintain and clean designated food station(s)
- Assist food server(s) with table service, including, but not limited to, serving beverages, breads, etc.
- Retrieve and transport dirty tableware to dishwashing area
- Respond to guest inquiries and requests and resolve issues in a timely, friendly and efficient manner

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Banquet Steward (Job Number: HOT019HX)

Work Locations: Hilton Chicago and Towers 720 South Michigan Ave Chicago 60605

A Floor Steward with Hilton Hotels and Resorts is responsible for transporting and cleaning cooking utensils and service ware in order to provide cooks, buspersons, and food servers with appropriate equipment for guests' dining experience. Also requires cleaning of physical surroundings. Actively participate in the hotel's team effort to exceed guests' expectations.

What will I be doing?

As a Steward, you would be responsible for transporting food carts to and from the kitchen to the banquet functions and servicing the food functions. Specifically, you will be responsible for performing the following tasks to the highest standards:

- Remove and sort dishes and silverware, scrape excess food, and stack dishes orderly. Rinse, organize and keep cook area clean. Manually feed dishes through dish machine, remove and stack dishes and silverware at completion of cleaning cycle.
 - Following proper procedures, prepare machine for cleaning and operate machine manually. Visually inspect all dishes and silverware for cleanliness. Store equipment in the appropriate storage areas and in the correct manner.
 - Maintain all areas of food and beverage, sanitize with adherence to city, state, and hotel standards. Keep all areas clean and safe from hazardous materials and garbage. Pick up garbage, breakdown boxes and send to recycling room. Clean out garbage cans and gondolas, relinw with trash liners.
 - Operate burnishing machine and manually feed silverware through machine. Visually inspect all silverware for proper finish. Use proper chemicals for silver maintenance.
- In Addition:
- Perform general/routine cleaning tasks using standard hotel cleaning products as assigned to adhere to health standards.
 - Assist in plating up for banquet functions when necessary.
 - Use cardboard compactor
 - Clean and dry floors to avoid slip/fall accidents.
 - Separate linen from other debris, keep linen basket lined with clear garbage liners.
 - Perform other duties as requested, such as moving supplies and equipment, and cleaning up spills, plating up and deep cleaning of any food and beverage area, up to and including coolers, ovens, hotboxes, etc

Apply online at https://hilton.taleo.net/careersection/us_external/jobdetail.ftl

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Part-Time Service Agent - LaGrange

Job ID 2014-117517

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment).

The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The starting salary for this position is \$8.25/hr.

This position is located at:

5508 S LA GRANGE RD
COUNTRYSIDE, IL 60525

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old

Must have one year of prior work experience.

Must have a valid driver's license with no more than 1 moving violations and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for 8.25/hr.

Must be willing to work up to 25 hours/week.

Apart from religious observations, must be able to work the following schedule:

Monday - Friday: 3:00pm - 8:00pm

Saturday: 8:00am - 3:00pm

Sunday: 10:00am - 3:00pm

Apply online at <https://us-erac.icims.com/jobs/117517/part-time-service-agent---lagrange/job>

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***Part-Time Service Agent (Car Detailer)- Oak Park**

Job ID 2015-133364

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 25 CHICAGO AVE., OAK PARK IL 60302

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required) Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.) May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 18 years old
Must have 1 year of prior work experience
Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years
No drug or alcohol related conviction on driving record in the past 3 years
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
Must be willing to work for a non-negotiable wage of \$8.25/hr.
Apart from Religious observances you must be able to work one of the following schedules:
Monday - Thursday: 7:00am - 12:00pm every other Saturday: 8:00am - 12:00pm
OR Monday - Friday: 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/133364/*part-time-service-agent-%28car-detailer%29--oak-park/job

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