



**Job Title: Technical Manager V Intelligent Transportation Systems Program Specialist**

Agency: Transportation

Closing Date/Time: Tue. 04/08/14 4:30 PM Central Time

Salary: \$5,900.00 - \$10,005.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#37612

Description of Duties/Essential Functions Benefits Supplemental Questions  
This position is accountable for the development and administration of Illinois Department of Transportation (IDOT) initiatives related to the planning, development and deployment of multi-modal Intelligent Transportation System (ITS) initiatives.

Minimum Requirements: The following criteria is required:

- A valid driver's license.
- Occasional statewide travel with overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses in business administration, economics, public finance, public administration and/or transportation engineering.
- Five years experience in business administration, economics public administration and/or transportation engineering
- Ability to present technical information to others with clarity and precision
- Knowledge of the ITS project planning process
- Strong Microsoft Excel and Microsoft Word skills
- Ability to plan, organize and execute administrative or technical program requirements

Work Hours & Location/Agency Contact:

Office of Planning & Programming/Bureau of Urban Program Planning/201 W. Center Ct., Schaumburg, IL 8:00 am - 4:30 pm / Monday - Friday

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, April 8, 2014, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.

Applicants will be notified in writing to schedule interviews.

To obtain an IDOT Technical Application (PM1080) visit:

<http://www.dot.il.gov/techapp/COvacancy.html>

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**Job Title: Veterans Nursing Assistant - Certified - PART-TIME**

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$2,893.00 - \$4,043.00 monthly

Job Type: Part-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-cont.

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

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs; prepares and maintains records and reports. Performs routine cleaning and organization of resident units and equipment including: storage areas, beds, closets, bedside tables and furnishings.

**Minimum Requirements:**

In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing." Requires working knowledge of principles or accurate observation and recording; usage, cleaning and storage of equipment; safety rules for transferring residents and utilization of good body mechanics. Requires ability to follow written and oral instructions from licensed personnel; to complete work assignments including required flow sheets and documentation; to maintain courteous, cooperative relationships with residents, families, visitors and staff.

**Work Hours & Location/Agency Contact: Various Shifts and Schedules**

IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli Phone: 815/468-6581 ext 328 Fax: 815/468-1596

**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: Child Support Specialist Trainee**

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 04/04/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2931

**Minimum Requirements:**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years experience performing paraprofessional functions in the Child Support Services program area.

\*If you are currently an Office Coordinator with the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS100 application.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Division of Child Support Services

Cook County - Legal Appeals (53) 36 South Wabash Chicago, Illinois

Contact Person: Brenda Young

Division of Child Support Services

36 S. Wabash Avenue Chicago, Illinois 60603

312-793-9807 Office 312-793-9808 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](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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## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.  
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.  
Ensure that alcohol is consumed in designated areas only.  
Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.  
Conduct inventory of all liquor and bar related supplies.  
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).  
Possess basic food handling training and obtain any local or state mandated certification.  
Success in a high volume bar environment.  
Demonstrated ability to provide superior guest service.  
Have a high aptitude for math and cash handling.  
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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### **Booth Crew Member**

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors. You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

Deliver a comfortable, distraction-free, and picture-perfect entertainment experience  
Monitor film build-up and tear down process for the highest quality  
Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)

Ensure picture-perfect presentations through auditorium and booth evaluations  
Identify picture and sound problems and correct accordingly  
Execute trailer and pre-feature programming  
Assist with other functions and perform other duties as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs  
As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis  
Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels.

We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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## Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE

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### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital  
326 West 64th Street  
Chicago IL, 60621

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email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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**Job Title: Rehabilitation Services Advisor I**

Agency: Human Services

Closing Date/Time: Wed. 04/09/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-41-80189

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the general supervision of the Manager of the Community Rehabilitation/Support Employment Unit, coordinates, develops and administers contacts with service providers for direct services. Provides technical assistance to community leaders, employers, agency contractors and Division of Rehabilitation Services (DRS) field staff involved in Vocational Rehabilitation within the assigned territory.

**Minimum Requirements:**

Requires knowledge, skill and mental developmental equivalent to completion of four years of college with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely-related field. Requires minimum two years' experience in a related field.

Work Hours & Location/Agency Contact: 8:30 a.m-5:00 p.m. Monday-Friday  
VR Support/Community Resources 100 West Randolph, Suite 5-300, Chicago, IL 60601

Marc Wade  
100 S. Grand Ave, East, 3rd Floor  
Springfield, IL 62762  
Fax: (217)524-3385

**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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## Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

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### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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## **In-Patient Coder**

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### **Description:**

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement.

Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

### **EOE**

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### **Requirements:**

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

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## Security Officer

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

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## **Certified Registered Nurse Anesthetist**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

The Certified Registered Nurse Anesthetist (CRNA) provides general anesthesia in surgical and obstetric patients at the same time providing professional observations and resuscitation, when needed. S/he is responsible for the welfare of the patient insofar as anesthetic effects are concerned. The CRNA recognizes the physiologic variations in patient's condition and takes remedial measures to relieve unfavorable symptoms. S/he also completes preoperative clinical records accurately.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE "A Tradition of Caring" since 1904.

### **Requirements:**

Bachelor's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Graduate of an accredited school of Anesthesia

Licensed Registered Nurse in the state of Illinois

Certified Registered Nurse Anesthetist in the state of Illinois

Minimum of one (1) year of CRNA experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department

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**Job Title: Child Support Specialist Trainee**

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 04/04/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2929

**Minimum Requirements:**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or eight years of experience performing paraprofessional functions in the Child Support Program area.

\*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" Grade with your bid and CMS100 application.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Division of Child Support Services

Cook County Administrative Operations - Region 6 Team L

36 South Wabash Avenue Chicago, Illinois

Contact Person: Brenda Young

Division of Child Support Services

509 South Sixth Street Springfield, Illinois 60603

312-793-9807 Office

312-793-9808 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](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: Conservation/Historic Preservation Worker**

Agency: Natural Resources

Closing Date/Time: Mon. 03/31/14 5:00 PM Central Time

Salary: \$8.25 - \$8.25 hourly

\$1,345.78 - \$1,345.78 monthly

Job Type: Temporary

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: CW14103

Description of Duties/Essential Functions Benefits Supplemental Questions  
Reoccurring position related to maintenance of site recreation programs such as camping, picnicking, hunting, fishing, trail use and day use.

Minimum Requirements:

Valid Driver's License

18 Years of age at time of hire

Selective Service Number

Ability to work specified work schedule noted below

\*NOTE: Incomplete applications an/or failure to include selective service number and legible copy of valid driver's license will disqualify applicant for employment consideration.

Work Hours & Location/Agency Contact:

Work Hours: Variable Hours

Dates of Employment: 05/01/14 -08/15/14

DES PLAINES GAME PROPAGATION CENTER  
30550 S. BOATHOUSE ROAD WILMINGTON, IL 60481

How to Apply:

Apply at: DES PLAINES GAME PROPAGATION CENTER  
30550 S. BOATHOUSE ROAD WILMINGTON, IL 60481

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**Job Title: Corrections Nurse II**

Agency: Corrections

Closing Date/Time: Wed. 04/09/14 4:00 PM Central Time

Salary: \$34.02 - \$46.27 hourly

\$5,529.00 - \$7,519.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDOC29-28-14-1111

Position Number: 09826-29-82-210-60-01

**Minimum Requirements:**

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional experience; or (c) a master's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles and procedures and theory; requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions; requires thorough knowledge of methods and techniques utilized in developing educational programs; requires current Cardiopulmonary Resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred.

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

WORK HOURS: 7:00am to 3:00pm - Days off will Vary

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

**How to Apply:**

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED CMS-100 EMPLOYMENT APPLICATION, CURRENT STATE OF ILLINOIS LICENSURE AS A REGISTERED NURSE, CURRENT CPR CARD AND COPY OF TRANSCRIPT/DIPLOMA, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. NO FAXES NOR SCANS/EMAILS WILL BE ACCEPTED.

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**Job Title: Executive II - Opt X7**

Agency: State Retirement Systems

Closing Date/Time: Fri. 04/04/14 4:30 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 50-74 4-0009

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires extensive knowledge of Illinois Pension Code, Retirement Systems' Reciprocal Act, State of Illinois Group Insurance Program, Medicare Program and SERS Rules and Regulations. Requires working knowledge of the functions of Illinois state government. Requires ability to develop, install and evaluate new and revised methods and procedures. Requires ability to develop and maintain cooperative working relationships. Requires ability to travel. Requires ability to lift up to 40 pounds. Requires public speaking ability and experience with an emphasis on explaining technical information to large groups (50-200), strong communication skills and the ability to present facts clearly.

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

Location: State Retirement Systems

Michael A. Bilandic Building 160 N. LaSalle, Suite S200 Chicago, Illinois 60601

Hours: Monday - Friday 8:00 a.m.-4:30 p.m.

Contact: Kelley Gray

Phone - 217-785-7017 Fax - 217-557-3943

Email - [Kelley.Gray@SRS.Illinois.gov](mailto:Kelley.Gray@SRS.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](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 X7 - State Retirement System**

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### **Part Time Driver in Chicago Illinois United States**

As a Driver, you will work part time, outdoors transporting our rental vehicles to and from various locations safely. You will assist other Avis Budget Group associates in maintaining a smooth and safe traffic flow throughout check in area and conduct the final inspection ensuring proper vehicle cleanliness; appearance and readiness meet company standards. You will also identify and report any vehicle damage. Excellence is rewarded at every level. From our "best in class" recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

#### **Basic Qualifications/Minimum Requirements:**

- \* Must have a high school diploma
- \* At least 6 months of prior work experience
- \* Valid driver's license and a good driving record
- \* Must be willing and able to work a flexible schedule including nights, weekends and holidays

#### **We provide you:**

- \* \$8.25/hr
- \* Corporate discounts, car rental discounts & much more!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer  
Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Employee Type: Part Time  
Required Experience: 1 Year  
Category: Transportation  
Career Level: Experienced (Non-Manager)  
Required Education: High School/GED  
City: Chicago  
State: Illinois  
Zip Code: 60632  
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/part-time-driver/42770406/job/>

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### **Agency Operator in North Chicago Illinois United States**

Experience all the perks of being your own boss while having one of America's most familiar brands supporting you along the way. Avis Budget Group has exciting BUSINESS OPPORTUNITIES available for entrepreneurial-minded people to operate an Avis Budget Group location.

As an \*Agency Operator you will be responsible for:

- \* Growth and success of an Avis Budget Group location
- \* Staffing your location
- \* Marketing your operation
- \* Promoting world renowned Avis Budget Group "We Try Harder" values
- \* Maintaining a business plan aimed at developing rent-a-car business in your local area
- \* Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

- \* Sales / Marketing experience
  - \* Business ownership experience
  - \* The ability to work independently
  - \* Outstanding Customer Service Skills
  - \* Car Rental/Travel experience preferred but not required.
- \*This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise.

Avis Budget Group is an EEO/AA Employer

Employee Type: Full Time

Required Experience: None Selected

Category: Business Opportunity

Career Level: Manager (Manager/Supervisor of Staff)

Required Education: None Selected

City: North Chicago

State: Illinois

Zip Code: 60712

Country: USA

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/41147276/job/>

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## **Human Resources Representative in Chicago Illinois United States**

Responsibilities will include but not be limited to:

\* Manage full-cycle recruitment to ensure locations are staffed to match anticipated business demands. \* Drive employee retention efforts for assigned territory and locations. \* Advise and coach operations and location managers on various HR-related policies and practices, including worker's compensation, FMLA, and EEO. In addition help ensure locations adhere to and appropriately manage Union Collective Bargaining Agreements. \* Partner with the HR Manager and work closely with management teams to ensure positive employee relations and employee engagement. \* Develops human resources solutions and make recommendations through carefully collecting, reviewing, and analyzing data and facts. \* Partner with HR Manager and HR Director to execute human resources strategies and action plans. This position reports to the Human Resources Manager for the North Central Region (located in Chicago, IL). This position will have HR responsibility for a territory that covers locations in and around Illinois, Wisconsin, and Indiana. Approximately 50%-75% travel required.

Requirements: \* Bachelor's Degree required \* 3-5 years Human Resources experience in a generalist capacity, with experience in union environments .

The successful candidate must possess and/or be willing to do the following:

\* Experience working and supporting a large nonexempt and management employee population over multiple locations both union and non-union. \* Ability to work effectively both as a team player and individually. \* Strong HRIS and computer skills preferred. \* Excellent oral and written communication skills required. \* Proven ability to effectively interface with all levels of management. \* High attention to detail while handling multiple tasks is a must. \* Ability to manage multiple tasks in a very fast paced environment.

We offer a competitive salary, company car (including gas and insurance) and excellent benefits including dental, medical, tuition reimbursement, 401K and more.

Employee Type: Full Time

Required Experience: 3 Years

Category: Human Resources

Career Level: Experienced (Non-Manager)

Required Education: 4 Year

City: Chicago

State: Illinois

Zip Code: 60666

Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/human-resources-representative/36397671/job/>

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### **Vehicle Service Attendant in Chicago Illinois United States**

As a Vehicle Service Attendant, you will work behind the scenes in an outdoor environment to ensure customer satisfaction during the rental pick up process. In this role, you will be responsible for maintaining the cleanliness of our fleet while also performing regular, non-mechanical maintenance tasks such as checking tire pressure, fluid levels and fuel vehicles in a timely and safe manner. If you love working in a fast-paced environment, are detail oriented and possesses good communication skills, this position is for you!

#### Vehicle Service Attendant Requirements:

- \* Must be 18 years of age or older
- \* High school diploma or equivalent or preferred
- \* 6 months of prior work experience preferred
- \* Physical ability to move in and out of vehicles
- \* Effective verbal communication skills to communicate with customers, co-workers and management
- \* Must be willing to work outdoors in all types of weather conditions
- \* Must be willing to work various shifts including weekends, nights, and holidays
- \* Driving experience with a valid Driver's License (as mandated by state and location) and a good driving history
- \* Willing to complete pre-employment testing, drug screen and background check

Get your GO on!

Avis Budget Group is an equal opportunity employer, and is committed to ensuring diversity in our workforce.

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require.

Employee Type: Full Time

Required Experience: None Selected

Category: General Labor

Career Level: Experienced (Non-Manager)

Required Education: High School/GED

City: Chicago

State: Illinois

Zip Code: 60632

Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-service-attendant/29892457/job/>

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### **Courtesy Bus Driver in Chicago Illinois United States**

In our Courtesy Bus Driver position you will transport customers to and from the airport terminal and the rental facility safely. You will greet and assist customers with their inquiries and luggage. Inquire whether a customer is a Preferred or a FastBreak member and announce the arrival of a Chairman customer. Communicate stops and other information over an intercom system. Conduct pre and post-trip inspections and log daily work hours in DOT books. You must have excellent communication skills to be able to announce arrival and departure statements using an intercom system.

#### **COURTESY DRIVER REQUIREMENTS:**

- \* Must be 18 years of age or older
- \* High school diploma or equivalent or preferred
- \* Minimum of 1 year customer service experience.
- \* At least one year of commercial driving experience preferred
- \* CDL class B with Passenger and Air Brakes and Passenger endorsements as mandated by state and location) with good driving history
- \* Valid DOT Medical Certificate
- \* Excellent interpersonal and communication skills
- \* Must be able to work various shifts including weekends, evenings, and holidays
- \* Ability to maintain and project professional behaviors towards customers and associates
- \* Ability to work outdoors in all types of weather conditions
- \* Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

Avis Budget Group is an EEO/AA Employer

Employee Type: Full Time  
Required Experience: 1 Year  
Category: Transportation  
Career Level: Experienced (Non-Manager)  
Required Education: High School/GED  
City: Chicago  
State: Illinois  
Zip Code: 60666  
Country: USA

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/29660314/job/>

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