



Inspection Technician

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description: Under the direction of The Department Manager of Maintenance and Technical Services, receives and inspects all new buses, trucks, cars and equipment from the manufacturer or dealer including dealer prep and warranty service and repairs. Performs building and shop inspections, repairs building and shop equipment including HVAC, plumbing, electrical, air compressors, chargers, bus lifts, jump starting units, etc. Performs equipment and vehicle maintenance and keeps maintenance log. Performs custodial duties including; mopping, sweeping, snow removal and grounds maintenance. Other duties as assigned.

Qualifications: Qualified candidate must possess at least one year previous diesel/gas experience and/or technical training. Must be 21 years of age and have or be able to obtain a valid Class "B" Commercial Driver's License with passenger and airbrake endorsement and successfully pass examination for position. Ability to operate all company equipment required. Must be capable of heavy lifting. This position is safety sensitive. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=432

PHARMACY TECHNICIAN (certified)

West Suburban Medical Center - Oak Park, Illinois
Thursday, February 20, 2014
900556 Pharmacy

Job Specifications:

Level of knowledge normally acquired through the completion of high school. Three to six months on-the-job training in order to become familiar with the internal operation of the Pharmacy. Basic typing skills. Good mathematical skills and an understanding of metric conversion and apothecary weights and measures. The ability to understand and record factual information, i.e., taking phone requests.

Apply online at <http://jobs.westsubmc.com/jobs/958583-PHARMACY-TECHNICIAN-certified-.aspx>

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Environmental Services Aide I

MacNeal Hospital, Berwyn, IL
Department: Environmental Services
Schedule: Full Time
Shift: Days

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=781127

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 68308

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing. Extensive travel required/possession of a valid driver's license

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Work Week

Office of Health Care Regulation

Division of Long Term Care Field Operations - Bellwood Region

4212 W. St Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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: Housing & Transition Liaison

Agency: Aging

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

Job Type: Temporary Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: AGE-14-8

Description of Duties/Essential Functions Benefits Supplemental Questions Oversees all Housing Specialist contract management needs and contract deliverables and identifies management and systemic solutions to new and changing requirements Collaborates with Aging network , Managed Care providers, Housing Specialists, Community Service providers, Housing Authorities, Nursing Home facilities, and other public and government entities to ensure that housing is secured for Colbert Class Members consistent with the requirements of the Colbert Consent Decree. Collaborates with the Statewide Housing Coordinators, Illinois Housing Development Authority (IHDA), housing developers, and community-based housing providers to ensure that there is adequate housing stock available to Colbert Class Members consistent with the requirements of the Colbert Consent Decree. Serves as a liaison between Housing Authorities and such agencies/facilities as nursing homes, social services, and hospitals to coordinate the maximal use of resources and benefits available to Colbert Class Members. Serves as the primary public relations contact resources for all information regarding Housing, meets with community based key stakeholders to discuss transition efforts and issues. Prepares reports on the housing processes, transition outcomes, risk assessments, and critical incidents. Maintains necessary records ensuring confidentiality of clients and their transition to the community and prepares related reports.

Minimum Requirements: Education: Must possess a Master's degree in Urban Development and Planning, or a related field with some related experience in housing or community development. Experience: 5-10 years of experience in housing and community development. Must possess a demonstrated knowledge and understanding of all rules and regulations related to housing as it relates to Aging and persons with disabilities.

Work Hours & Location: Monday - Friday 8:30 - 5:00

160 N. LaSalle Ave., N-700 Chicago, IL

Agency Contact: Illinois Department on Aging Attn: Office of Human Resources
One Natural Resources Way, Ste. 100 Springfield, IL 62702

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

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Job Title: Lottery Sales Representative Agency: Lottery
Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time
Salary: \$3,891.00 - \$5,797.00 monthly Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: LOT 8715

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

Special Requirements: Candidate must live within 25 miles of Territory 101.
Work Hours & Location/Agency Contact: Work Hours: 8:15 A.M. – 4:45 P.M.
Work Location Headquarters: Lottery/Sales/Territory 101
586 Territorial Dr. Bolingbrook, IL (Serves Territory 101 encompassing Forest Park, Maywood, Melrose Park, Oak Park and Bellwood areas)
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
FAX: 217-782-9925 / Phone: 217-782-6239

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 Administrator III - Opt 1

Agency: Children & Family Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1413016-133704

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Licensing Processing Unit Manager, serves as working supervisor for the review and completion of data entry functions associated with the processing of Authorizations for Background Checks; provides information to Department and licensed child care facility staff concerning the status of employees' background checks by accessing the MARS data base and the Automated Background Check System; provides general information and clarification to inquiries regarding compliance with Department rules and procedures.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of two years study at a secretarial/business college and one year of office experience; or completion of high school and three years Office Assistant experience; or three years independent business experience.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday - Friday
Location: 1911 S. Indiana, Chicago, IL Supervisor: Carolyn Bailey
Contact: Zack Booher DCFS - OES
10 Collinsville Ave., Suite 301 E. St. Louis, IL 62201
Phone: 618-583-2193 Fax: 618-583-2059

BIDS MUST BE RECEIVED BY 5 PM ON DATE OF CLOSING

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

Option 1 - General

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Job Title: Office Assistant - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 03/12/14 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1413014-133266

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of difficult and responsible clerical functions to support the unit, including typing filing, data entry, and mailings associated with the 385 unit.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alphanumeric sequencing; of office practices, procedures and programs; of grammar, spelling and punctuation; and of basic mathematics; requires ability to follow oral and/or written instructions and to operate commonly-used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: Schedule: Monday-Friday 830a-5p

Location: 1911 S. Indiana, Chicago Illinois 60616

Contact: Zack Booher

DCFS - OES 10 Collinsville Ave., Suite 301 E. St. Louis, IL 62201

phone: 618-583-2193 Fax: 618-583-2059

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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Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and fueling Company vehicles while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment as directed.

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

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

Qualifications:

Must be at least 21 years of age, and possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

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

Must have knowledge of the service area and the ability to operate all Pace equipment.

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

This is a safety sensitive position. Qualified candidate must be capable of heavy lifting.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429

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Part-time Bus Operators

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

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

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

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

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

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

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

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=145

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1448016-487173

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Work Hours & Location/Agency Contact:

HOURS: Monday-Friday 8:30AM-5:00PM.

LOCATION: 1701 S. First Ave Maywood, IL 60153 SUPERVISOR: K. Leggin

AGENCY CONTACT: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60602 FAX # (312)814-7134

How to Apply:

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

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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS2917

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; establishes and monitors tracking procedures; types letters, forms, records, and other documents; travels to various sites to obtain child support information.

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

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

Location: Division of Child Support Services

Cook County Administrative Operations

Region 6/Clerical Team L 36 South Wabash Avenue Chicago, IL 60603 (Cook County)

Agency Contact: Brenda Young 36 South Wabash Ave. Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Thu. 03/13/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1466002-664387

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Deputy Director, serves as staff assistant, liaison, and statewide administrator for the development, implementation, and enhancement of the IB3/Early Childhood Information System for the Office of Child Well-Being; develops policies and procedures for the IB3/EC Information System; serves as liaison to the Department's Office of Information Technology Services to facilitate coordination with CYCIS, the IA data system, and SACWIS; serves as spokesperson for the Deputy Director on issues relating to the IB3/EC Information System; identifies, develops, and implements needed training related to the use of the IBE/EC Information System within Departmental programs; performs special projects for the Deputy Director; serves as primary liaison to external evaluators regarding data collection and reporting.

Minimum Requirements: Requires a master's degree in social work and three years of administrative child welfare experience or a master's degree in an acceptable human services field and four years of administrative child welfare experience; requires a thorough working and practical knowledge of all aspects of SACWIS, CANS, and databases, as well as the policies and procedures of the Department.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: 1911 S. Indiana Chicago, IL 60616

SUBMIT BIDS TO: VANASHA LITTLE / OFFICE OF EMPLOYEE SERVICES

JRTC/100 W. RANDOLPH, 6-100 CHICAGO, ILLINOIS 60601

PHONE: (312) 814-1222 FAX: (312) 814-1224

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 6 - Health & Human Services

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Job Title: Rehabilitation Case Coordinator I

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

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

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

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

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

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

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Job Title: Rehabilitation Services Advisor I

Agency: Human Services

Closing Date/Time: Tue. 03/11/14 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#: 10-41-71275

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as the Quality Assurance Advisor and Specialist in the DRS Strategic Management. Performs highly responsible work in planning goals and objectives of and conducting quality assurance reviews of all DRS community rehabilitation programs throughout the state. Organizes, plans and implements the Quality Assurance service review system to determine whether administrative requirements and service standards are being met in DRS service delivery programs. Travels in the performance of duties.

Minimum Requirements:

Requires knowledge, skill and mental development 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 preferably in the provisions of services in both the home services and vocational rehabilitation programs. Requires ability to travel.

Work Hours & Location/Agency Contact: WORK HOURS: Mon – Fri 8:30 am – 5:00 pm

WORK LOCATION: Division of Rehabilitation Services

Central Office/Strategic Management

100 W. Randolph, Suite 5-300 Chicago, IL 60601

WHERE TO APPLY: DHS – Bureau of Employee Services

Attn: Eric Mitchell 100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Phone: 217-785-1333 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 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: Staff Development Specialist I (1) position

Agency: Human Services

Closing Date/Time: Thu. 03/13/14 4:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-70-14-0005

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools) educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents. Requires 2 years professional experience in a related field. Requires ability and physically capable of demonstrating techniques used in applying restraints, Part 3, CPR, and various other classes. Requires ability to communicate teaching methods in a classroom venue, and requires ability to perform public speaking in a professional setting. Prefers advanced computer skills.

Work Hours & Location/Agency Contact:

40 hour work week, 8:00 am - 4:30 pm, Monday through Friday

Contact: Betty Vallier

Ann M. Kiley Center 1401 W. Dugdale Road, Waukegan, IL 60085 fax: 1-847-249-0722

How to Apply:

Non-state employees submit a CMS100 application to Kiley and to CMS in Springfield to obtain a qualifying grade for this title. Current state employees should submit a CMS100B promotional application to Kiley and to CMS to obtain a grade for this position. Submit copies of transcripts and/or copy of diploma to obtain credit. Submit forms by COB on 03/13/14. We do not accept resumes. You MUST apply on the forms indicated herein.

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 Worker

Agency: Human Services

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

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: RC009 Bid ID#: 10-72-79278

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Dietary Manager and guidance and direction from the Support Service Coordinator, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning various food service equipment. Loads and delivers food to living areas for persons served. Plates food in proper portions according to regular and diet menu specifications on a tray line. Loads and delivers food containers to living area of persons served. Performs manual cleaning and maintenance work within the food handling area including cleaning and sanitizing pots, pans, cooking utensils, manually and in the dishwasher; cleans food carts, sweeps and mops floors, washes and sanitizes tables, chairs and windows; cleans refrigerators and operates various cleaning equipment including dishwasher, tray washer and pan washer. Lifts and carries food items from cart to freezer and from freezer to shelving and from preparation area to carts for transportation; dates, labels and stores dry stock. Portions food according to pre-established portions prior to setting up tray line. Performs other duties as required or assigned which are reasonably with the scope of the duties enumerated above.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of High School supplemented by 6 months experience in dietary services.

Work Hours & Location/Agency Contact:

Work Hours: To be discussed at the time of interview

Work Location: Ludeman Center / Dietary Department

114 North Orchard Drive Park Forest, IL 60466

Contact: Alice M. Chambers Human Resources Representative

114 N. Orchard Dr., Bldg. 60 (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: Support Service Worker - Housekeeping-Part time

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,647.00 - \$3,570.00 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 direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

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

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Job Title: Health Information Management Clerk 2

Department: Medical Records

Shift: 1st

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

Job Number: 2014-0159

Job Description:

This position represents Health Information Management and RUMC internal and external to the medical center, accurately following all applicable federal, state and local guidelines for the processing of patient information. Responsible for retrieving patient records/documents for user and maintaining the record in the order designated by the department and hospital.

Position Qualifications Include:

High school/GED required

Medical terminology required

College courses in accounting, healthcare or secretarial courses preferred.

Prior office, healthcare, or Health Information Management experience highly desirable.

Advanced math, spelling, and alphabetizing skills.

Demonstrates attention to detail and accuracy.

Proficient in computer use and software applications such as Windows ,Word, Excel, Access

Proficient in using copier and fax machine

Minimum typing skills of 15-20 wpm.

Must have legible penmanship

This position requires the ability to move and walk in various areas of the medical center.

Ability to transport charts, paper, records and items throughout the medical center.

Ability to concentrate in a fast pace environment.

Ability to lift up to 50 lbs.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140303112939&

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Job Title: Mental Health Worker - Per Diem (Geropsych)

Department: JRB 8 South

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Specialty: Psychiatry

Job Number: 2013-1739

Job Description:

Are you looking to bring your interest in Adult Psychiatry to a leading academic medical center?

If so, you may be the right candidate for our Per Diem Mental Health Worker!

Position Highlights:

Our 18-bed-Gero-Psych unit strives to promote the highest level of functioning, improve coping abilities and provide education and support to patients with depression, severe anxiety and/or restlessness and memory loss.

Position is rotating shifts, restricted part-time

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the assessment & treatment of patients, and participate in group sessions.

Duties include taking vital signs, bathing patients, and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications Include:

Bachelors degree in behavioral sciences or related field

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140303113424&

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Job Title: Technical Security Coordinator

Department: Security

Shift: 1st

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

Job Number: 2014-0218

Principal Duties and Responsibilities:

Maintains familiarity with the performance capabilities and limitations of all Medical Center security systems. Programs systems databases when appropriate

Works with Medical Center Engineering and Information Systems departments; oversees the reliability of the systems and systems point, coordinates/orders the prompt repair, documents repair history and makes certain that problem areas of the system are restored

Maintains all records, discs and other means of data and information storage; backs-up and retrieves all data as needed or scheduled

Administers parameters of access control system, creates access profiles and badges

Trains all designated Security personnel in the use and monitoring of all electronic security systems

Creates written procedures for security and access control systems

Conducts scheduled system tests, maintains system status reports and distributes custom reports to appropriate Rush departments

Knowledge, Skills and Abilities:

Four-year degree preferred in a technical field or Criminal Justice

One to two years of experience in IT or Security with systems management experience

Ability to assess and solve complex issues with technical systems

Above average technical skills strongly preferred

Must be capable of using department and system technology; skills include using menus, creating pathways and backing up data

Must be able to work collaboratively with other key departments at the Medical Center such as Engineering and Information Systems

Prior experience working in a large medical center environment is a plus

Apply online at

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