



### **Temporary Sign & Shelter Technician**

Location: Melrose Park  
Office: External Relations  
Department: Sign & Shelter

Job Description: Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region. Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory. Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc. Must possess a valid driver's license, good driving record and be capable of heavy lifting. Must be able to keep good records of work performed and complete work orders. Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park. May be required to work occasional evenings and weekends. Must be able to work independently with minimal supervision. Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at <http://www.pacebus.com/sub/about/employment.asp>

### **Bubba Gump Shrimp Co.-Navy Pier - Chicago, IL**

Is looking for Bright, Outgoing, Enthusiastic people with an Energetic Personality to come and work with us!

SERVERS....HOSTS....RETAIL SALES ASSOCIATES

Weekend, night & holiday availability a must!

High Volume...Fun Environment...Make Great Money...Make Great Friends!

We are looking for some great personalities with lots of positive energy to go above and beyond the call of duty and take great care of our guests!

Apply in person daily:

Bubba Gump Shrimp Co.

Navy Pier, 700 E. Grand Ave., Chicago, IL 60611

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

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## **Part Time Promotions Assistant**

ESPN

**Role Rundown:** The Part-Time Promotions Assistant will assist the Promotions Manager and Promotions Director in the execution of Station events and promotions and will have responsibilities that include: hanging banners at station sponsored events, setting up and running basic sound system equipment, handing out prizes, tent and stage set up and break down, driving station vehicles (including Cargo Van with Trailer) and other activities to ensure a smooth and successful event. The Part-Time Promotions Assistant will interact with listeners at sporting events, promotions, and other events while representing the station in a professional manner.

**Responsibilities:** Update department promotional calendars, spreadsheets and event paperwork per the direction of Marketing Director. •Select radio station winners from on-air, on-line, text and on-site contests/sweepstake entries. Contact station prize winners and fulfill prize distribution including appropriate station releases and tax forms. Keep prize winner files and spreadsheet current and up-to-date on a weekly basis. Complete sales promotions one sheets for tracking of promotions, write creative services forms and match information on corresponding calendars.

**Basic Qualifications:** Available to work days, nights, weekends and holidays. Have a good driving record. Able to lift at least seventy-five pounds. Willingness to be a team player.

**Preferred Education -** College degree or equivalent.

**Required Education -** High School Diploma or equivalent.

### **Additional Information**

Imagine a career with an organization that brings smiles to millions every day. Imagine working with people whose passion for what they do is simply indescribable. We are The Walt Disney Company, live with a rich legacy of innovation, entertainment, and lifelong memories. With our vast array of both businesses and professionals, you'll have the opportunity to join a team that's beloved around the world, and to find out how it feels to love what you do. We invite you to discover for yourself why a career with Disney is the opportunity you've been looking for.

ESPN is an equal opportunity employer – Female/Minority/Veteran/Disability. Our goal is to create an inclusive workplace for all.

Job ID: 251409BR-2

Apply online at <http://jobs.espn-careers.com/us/united-states/cross-platform-media-%EF%B9%A0-content/jobid7079728-part-time-promotions-assistant?ss=paid>

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## **Part-Time Front Desk Administrative Assistant**

IFF CDFI - Chicago, IL

The Front Desk Administrative Assistant will provide administrative and operational support to IFF. This includes answering the phone, greeting and announcing guests, internal and external correspondence distribution, meeting set-up, screening potential clients and businesses that contact IFF, office supplies monitoring, office equipment maintenance, facilities coordination and support to other administrative staff.

The Front Desk Administrative Assistant will work Monday through Friday mornings, with a minimum of 20 hours per week.

Education: Bachelor's degree required, preferably in urban planning, public policy, community development, economics, business administration or social sciences. Ideal candidate will have a desire to work in a non-profit and demonstrated interest in our mission.

Experience: Minimum of one year in a similar position.

Availability: Commitment to 20 hours per week.

### Special Knowledge and Skills:

Exceptional interpersonal and customer service skills.

Dependable, flexible; works well both individually and in a team setting.

Ability to manage multiple, diverse tasks and prioritize among them. Ability to thrive in fast paced environment.

Ability to understand and manage complex information and projects.

Ability to maintain confidentiality and can handle sensitive work in a discrete manner.

Strong technical aptitude. Must be proficient in Microsoft Office Suite, particularly PowerPoint and Excel.

Strong organizational skills and attention to detail. Must take high level of initiative on day to day work.

Application Instructions: Please submit a cover letter, resume and availability with "Front Desk Administrative Assistant" in the subject line.

This is an hourly position. Please submit pay requirements.

Apply online by clicking [http://www.indeed.com/cmp/IFF-CDFI/jobs/Part-Time-Front-Desk-Administrative-Assistant-ed519b5bd0b5e8b5?sjdu=QwrRXKrqZ3CNX5W-O9jEvRNq1xB3QzwrZTcNK04DwXLRamHKT22StuL8g6ADq9KTtXGzKpBKB9pBE\\_JjFJgMLvqMgwHDYs2QOeoSI6iL1yRfHPH54R3b2Xo2X8d8ZJS](http://www.indeed.com/cmp/IFF-CDFI/jobs/Part-Time-Front-Desk-Administrative-Assistant-ed519b5bd0b5e8b5?sjdu=QwrRXKrqZ3CNX5W-O9jEvRNq1xB3QzwrZTcNK04DwXLRamHKT22StuL8g6ADq9KTtXGzKpBKB9pBE_JjFJgMLvqMgwHDYs2QOeoSI6iL1yRfHPH54R3b2Xo2X8d8ZJS)

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### **Coord Office Rehab**

Location: Libertyville, Illinois

Job ID: 11728

Facility: CONDELL MEDICAL CENTER

Status-FTE: Full-Time - 1

Shift: Day/PM

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

2~3 years related clerical or health care experience  
Proficient in word processing  
Experience with spreadsheets  
N/A Ability to work at a terminal/computer and use a mouse and keyboard throughout the work day.  
Good time management skills.  
Good ability to adjust and prioritize in changing environment.  
Flexible work schedule.  
Good interpersonal skills.

Organizes and coordinates the efficient administrative functioning of the site by performing secretarial and administrative functions. Develops and implements new procedures to better satisfy the needs of clients and staff. Delegates work assignments among other clerical and technical support staff in site of care. Customer service is the main focus.

Accountabilities: Participation in personal development. Coordination and management of administrative functions directly supporting patient care. Coordination and management of administrative functions to support the facility and site operations. Participation in site projects / teams / committees. Delegation and supervision of daily activities assigned to support staff. Performance of other duties as assigned. Performance of all the responsibilities of an Administrative Secretary II. Coordination and management of administrative functions to support the facility and site operations. (Accountability B continued...)

Apply online at

[http://jobs.advocatehealth.com/libertyville/clerical\\_administrative/jobid7150685-coord-office-rehab-jobs](http://jobs.advocatehealth.com/libertyville/clerical_administrative/jobid7150685-coord-office-rehab-jobs)

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**Job Title: Administrative Assistant I - Opt M1**

Agency: Juvenile Justice

Closing Date/Time: Wed. 03/11/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IDJJ27-10-15-0931

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Superintendent of School District #428 (SPSA), serves as staff assistant assisting in the interpretation and installation of procedures effecting statewide educational programs for the Juvenile facilities including the academic, career and technical, and special education programs and operations; conduct studies and investigates problems affecting School District operation; serves as a liaison with management; prepares and processes correspondence which is confidential in nature; establishes and maintains files.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration; requires one year professional experience in a public or private organization.

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

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

Work Location: JRTC 100 W. Randolph Suite 4-200 Chicago, IL 60601

Agency Contact: Ms. Shae Bruce

Public Safety Shared Services, 1301 Concordia Court, Springfield, IL 62794

Phone: 217-557-6015

**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 M1 - Dept Corrections**

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**Job Title: Health Facilities Surveyor II - Opt 2**

Agency: Public Health

Closing Date/Time: Mon. 03/16/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDPH 83691

**Minimum Requirements:**

Requires a bachelor's degree in a human services professional field such as sociology, special education, rehabilitation counseling, or psychology, supplemented by one year of experience working directly with persons with intellectual disabilities and an additional three years of professional experience affording knowledge of the problems and needs of individuals with intellectual disabilities and/or those with related conditions; or a master's degree in a human services professional field, supplemented by one year of experience working directly with persons with intellectual disabilities and an additional one year of professional experience affording knowledge of the problems and needs of intellectual disabilities and/or those with related conditions. Requires one year of experience as a health facilities surveyor. Requires completion of the IID/BSO program for the State and Federal ICF/IID training. Requires valid driver's license and the ability to travel.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week  
Office of Health Care Regulation  
Division of Long Term Care Field Operations 4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources  
535 W. Jefferson St. 4th fl Springfield, IL 62761  
Phone: 217-785-2031 Fax: 217-785-2038

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 2 - Qmrp**

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**Job Title: Investigator**

Agency: Executive Inspector General \*

Salary: \$3,333.50 - \$6,667.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 2

Bid ID#: 00000-315

**Minimum Requirements:**

- bachelor's degree in criminal justice, law enforcement, public or business administration, or a related area of study or demonstrated knowledge, skill, mental development, and experience equivalent to four years of college; or four years of professional investigative experience in law enforcement or a related field;
- knowledge of investigative techniques, practices, and concepts;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to handle and resolve ambiguous situations and issues;
- knowledge of Illinois statutes, rules, and regulations concerning conflicts of interest and malfeasance;
- strong analytical, organizational, and problem solving skills;
- high personal ethical standards due to content of work materials;
- flexibility to work independently as well as in a team environment;
- valid driver's license and ability to travel in the course of work, including overnight travel;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and other applications; and
- ability to communicate clearly and concisely, orally and in writing, and the ability to interact professionally with others.

**PHYSICAL FACTORS:** Duties are generally performed in an office setting and typically includes: • sitting for extended periods of time; • using personal computer, photocopier, facsimile, telephone, and teleconference equipment; • handling and transporting documents weighing up to 30 lbs.; and • standing, reaching, and bending at the waist or bending of the legs.

**Work Hours & Location/Agency Contact:** 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

**How to Apply:**

Applicants should select the employment tab on our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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**Job Title: Administrative Assistant I - Skokie, IL location**

Department: Rush Neurobehavioral Center

Shift: 1st

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

Job Number: 2015-0365

**Job Description:**

Are you an organized, well-rounded, proficient Administrative Professional that lives in the Skokie IL area?

**Position/Company Highlights:**

Work/Life: Typical hours: 8:30 - 5pm, no weekends or on call!

**Position Qualifications Include:**

High School diploma required.

1-3 years of previous administrative experience required, medical terminology knowledge essential.

Training in Epic Cadence, and electronic medical records is a major plus.

Excellent organizational abilities are essential to successfully navigate systems and varied responsibilities.

Strong oral and written communication skills are required, as this person will often be the first point of contact for patients.

Must be able to work independently and as a member of a team, and be able to maintain focus in a busy front office environment.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, and PowerPoint.

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**Job Title: Building Maintenance Worker**

Department: Engineering & Maint

Shift: 1st

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

Job Number: 2015-0154

**Job Description:**

H.E.L.P UNION VACANCY ANNOUNCEMENT

BUILDING SERVICE WORKER/DAY SHIFT

**Position Responsibilities:**

The Building Maintenance person will apply a general knowledge of the Electric, Electronic, HVAC, Plumbing, and Carpentry trades. Should be able to repair and/or replace components and/or equipment within the confines of a room. Should be capable of solving various problems, but is not expected to perform troubleshooting functions completely independent of technical assistance. Duties are of maintenance and repair nature. The Building Maintenance person will exemplify the Rush mission, vision and values and act in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School diploma or GED required. A minimum of three (3) or more years of experience required with a general working knowledge of Electronics, Electric, HVAC, Plumbing and Carpentry Ability to read and interpret blueprints, diagrams, schematics, service manuals, and instructions as necessary to complete all work assignments required. Able to operate power tools (hand drills, rodders, etc.) required. Ability to read, write, and communicate effectively in performance of a job assignment as well possesses the physical strength and dexterity to effectively perform work assignments required. Strong team player, pro-active, self-motivated. Multi-skilled in repairs and preventive maintenance required. Owns a complete set of hand tools necessary for the trade.

ALL APPLICANTS MUST submit a resume to be considered.

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**Job Title: Community Outreach Coordinator**

Department: Psychiatry Admin  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Specialty: Psychiatry  
Job Number: 2014-2555

**Position Qualifications Include:**

High School Diploma/GED required, Associates degree preferred  
2 - 5 years of relevant military work experience required.  
Experience working with military rank structure, military families, protocols and culture preferred. Strong preference for honorably discharged veterans, Military Reserves, or veteran family members (mother, father, brother, sister, or son/daughter).  
1-3 years of experience in community relations, community outreach or participation in marketing events preferred and experience in relationship-building with military organizations, veterans associations, and other targeted non-profit organizations, preferred. Experience using social networking (including Facebook and Twitter) as related to service member and veteran engagement preferred.  
Excellent verbal and written communication and presentation skills.

Excellent listening skills

Strong relationship building skills both with organizations and individuals.  
Strong teamwork is essential. Strong customer service focus  
Proficiency with Microsoft Office (Excel, Word, and Powerpoint) and Microsoft Exchange is essential. Possession of valid US state driver's license with access to personal transportation. 75% of time will be spent traveling throughout the Chicago Metro area and collar counties. Schedule flexibility is required to support attendance at evening and weekend events as needed

Ability to review and analyze the information from activity reports and work with RHP Director to better direct resources to various outreach efforts

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**Job Title: Gift Shop Sales Associate**

Department: Gift Shop

Shift: 1st

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

Specialty: Customer Service

Job Number: 2015-0119

**Job Description:**

Gift Shop Sales Associate

This is a restricted part-time position with no benefits.

**Position Highlights:**

Provide courteous and efficient service to all customers including patients, visitors, physicians and staff. Exemplify the Rush mission, vision and values and act in accordance with Department and Rush policies and procedures.

**Position Qualifications Include:**

High school diploma/GED required

Working knowledge of registers and charge machines

Good communication and math skills

Effective team player; willing to help wherever needed

Ability to work with a diverse customer population

Ability to work courteously with many interruptions

Physical ability to perform medium lifting (approx. 20lbs)

Works in a timely and professional manner

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Apply online at

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**Job Title: Secretary III-Rush University Division of Student Affairs**

Department: RUO Student Affairs

Shift: 1st

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

Job Number: 2015-0168

**Job Description:** The Rush University Division of Student Affairs is looking for a Secretary III! If you are a customer service/administrative professional with a strong attention to detail and has excellent MS Office experience you may be the ideal candidate for this position!

**Position Highlights:**

Under the general supervision of the Department Manager, the Secretary III provides complex secretarial skills in a fast-paced university environment. The Secretary III handles a variety of office details including receiving visitors, filing, record keeping, processing requisitions, supply orders, routing correspondence, and carrying out special projects as assigned. The Secretary III must possess excellent organization and communication skills. The Secretary III will interact regularly with other employees across departments within the University on behalf of the Division and must be courteous, outgoing, and professional. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High school diploma or GED required.

Two or more years of secretarial/office experience in a university setting.

Excellent computer skills for word processing, data input, and emailing.

Knowledge of Family Education Rights and Privacy Act (FERPA).

Occasional weekend and evening work required.

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Apply online at

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**Job Title: Security Officer**

Department: Security

Shift: 1st

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

Specialty: Security

Job Number: 2015-0199

Full Time

1st Shift

Position Highlights: Under the general supervision of a security supervisor, the Security Officer will provide physical protection for all Rush Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of Rush, Federal, State and local laws and ordinances. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma/GED required

Previous hospital security experience preferred

Valid Driver's (Illinois, Indiana, Wisconsin) license required.

Must have a prior driving record deemed acceptable to Rush based upon the results of a Motor Vehicle Report check conducted by Human Resources.

Must possess and be responsible for maintaining current Permanent Employee Registration Card (PERC) or, if hired Before January 2004,

Must have completed 20 hours firearm training as demonstrated through a certification of successful completion of Firearms Training Course.

Must be eligible to obtain a Firearm Control Card (FCC) within six months of employment. Illinois Firearm's

Owner's Identification Permit (FOID) required..

International Association for Healthcare Security and Safety ("IAHSS") certification required within six months of employment and maintained thereafter.

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**Job Title: Security Officer - 2nd Shift**

Department: Security

Shift: 2nd

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

Specialty: Security

Job Number: 2015-0200

Full Time

2nd Shift

2:30p – 11:00p

**Position Highlights:** Under the general supervision of a security supervisor, the Security Officer will provide physical protection for all Rush Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of Rush, Federal, State and local laws and ordinances. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School Diploma/GED. Previous hospital security experience preferred

Valid Driver's (Illinois, Indiana, Wisconsin) license required.

Must have a prior driving record deemed acceptable to Rush based upon the results of a Motor Vehicle Report

Checked and conducted by Human Resources.

Must possess and be responsible for maintaining current Permanent Employee

Registration Card (PERC) or, if hired Before January 2004,

Must have completed 20 hours firearm training as demonstrated through a certification of successful completion of Firearms Training Course.

Must be eligible to obtain a Firearm Control Card (FCC) within six months of employment. Illinois Firearm's

Owner's Identification Permit (FOID) required..

International Association for Healthcare Security and Safety ("IAHSS") certification required within six months of employment and maintained thereafter.

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**Job Title: Mental Health Technician II**

Agency: Human Services

Closing Date/Time: Mon. 03/16/15 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10/79 84393 85226

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

**Minimum Requirements:**

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

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

(1) Evenings-3pm-11pm (1) Nights11pm-7am

CONTACT INFORMATION: Summer Doxie / Human Resource Office  
Chicago Read Mental Health Center, 4200 N. Oak Park Avenue Chicago, IL 60634  
fax 773-794-5583

**How to Apply:**

State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Associate - Opt 2 (NRC Rec Office)**

Agency: Corrections

Closing Date/Time: Wed. 03/11/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0388

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Assistant Record Office Supv. (Executive I), performs complex sentence calculations for the Stateville Reception & Classification Records office; researches records; processes court and medical authorization forms; types documents; updates the Offender Tracking System (OTS).

Position Number: 30015-29-82-442-36-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations. Requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Corr 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 - Fax (815) 727-0838 - Email [diana.wysocki@doc.illinois.gov](mailto:diana.wysocki@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](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 2 - Typing

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**Job Title: Public Service Administrator - Opt 1**

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 03/16/15 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: MP1849

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of 4 years of college, preferably with courses in business or public administration or computer science. Requires prior experience equivalent to 3 years of progressively responsible administrative experience in a public or business organization; requires extensive knowledge of public and business administration, principles and practices, agency programs and service objectives, staff utilization and labor and employment development. Requires ability to develop and manage a supportive agency program; requires ability to travel.

Of the three years of required experience, requires a minimum of two years experience with creating and updating reports drawing from databases, and creating complex spreadsheets with formulas in Excel, Access, Business Objects and other comparable data reporting and analysis software.

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

Location: Bureau of Eligibility Integrity

401 South Clinton, 4th Floor Chicago, IL 60601 (Cook County)

Agency Contact: Kim Fitzgerald / Division of Medical Programs

201 South Grand Avenue East, 3rd Floor, Springfield, IL 62763

**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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Teaching Assistant- Community, Systems and Mental Health Nursing**

Department: Community/Mental Health

Shift: 1st

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

Job Number: 2015-0270

**Job Description:**

Rush University College of Nursing is seeking a Teaching Assistant to join the Community, Systems and Mental Health Nursing team!

**General Summary:**

The Teaching Assistant is primarily responsible for assisting undergraduate and graduate nursing students in the mastery of assessment, interventional, and psychomotor skills. In addition, the Teaching Assistant may be involved in the planning and implementation of remedial programs related to clinical and/or didactic material.

The Teaching Assistant also works with students at all levels of the curriculum in utilizing the computer resources, both hardware and software, available in the laboratory.

As needed by the College of Nursing, the Teaching Assistant may be assigned to assist faculty with specific courses in an administrative, instructional, or tutorial role. The Teaching Assistant reports to the Chair, Department of Women, Children and Family Nursing.

**Qualifications:**

Bachelors required.

Master's degree or enrollment in Master's or Doctoral program in nursing preferred.

Previous experience with graduate statistics course and previous research experience desirable.

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**Job Title: Account Technician II**

Agency: Juvenile Justice

Closing Date/Time: Tue. 03/17/15 4:00 PM Central Time

Salary: \$3,371.00 - \$5,041.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-42-2015-0006

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

Under direction of the Business Manager, independently performs technical accounting work in maintaining and establishing a complex, complete set of general account books at IYC Warrenville. Keeps budgetary record's prepares financial obligating documents, financial statements and reports. Maintains a complex set of detailed books comprised of inmate accounts; serves as the payroll clerk; assists with posting receipts to the TIMS; serves as back-up timekeeper.

**Minimum Requirements:** Requires knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience; requires extensive knowledge of accounting techniques; requires extensive knowledge of office methods and procedures; requires working knowledge of state or non-state accounting procedures; requires working knowledge of principles and functions of standard office accounting machines and equipment.

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

IYC Warrenville, 30 W 200 Ferry Road, Warrenville, IL 60555

(630) 983-6213 Fax

Contact: Kelly Meeks

Work Hours: 8AM - 4PM Monday - Friday

Off Days: Saturday and Sunday

**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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