



**Job Title: 2015 Summer Student Internship Program**

Agency: Capital Development Board

Closing Date/Time: Fri. 05/08/15 11:59 PM Central Time

Salary: \$1,346.00 / Month

Job Type: Temporary

Location: Sangamon County, Illinois

Number of Vacancies: 3

Bid ID#: CDB00069

Description of Duties/Essential Functions Benefits Supplemental Questions  
The Illinois Capital Development Board is accepting applications for the 2015 Summer Paid Internship Program. Please refer to the job postings on the CDB website for specific information regarding each position.

Internships will be available in the following units:

- Art-in-Architecture (1 Springfield)
- Fair Employment Practices (1 Chicago)
- Professional Services (1 Springfield)
- Construction (1 Springfield, 1 Chicago)

<http://www.illinois.gov/cdb/about/Pages/JobPostings.aspx>

Interns will receive a stipend of \$1,346 per month. .

Minimum Requirements: This program is open to students who are at least 18 and are a student or enrolled to attend college in the fall semester.

REQUIREMENTS, KNOWLEDGE, SKILLS & ABILITIES • Must be at least 18 years old, a college student or enrolled in the fall semester • Be well organized, detail oriented and have strong problem solving skills • Exhibit a professional attitude • Have the ability to work independently • Have basic computer skills

Work Hours & Location/Agency Contact: The internship runs from June 1st through August 15th. Standard work hours are 8:30 – 5:00 Monday through Friday, but may vary with operational needs.

Agency Contact: Heather Humphrey, Personnel Administrator  
Illinois Capital Development Board, 3rd Floor, Wm G. Stratton Building  
401 S. Spring St., Springfield, IL 62706 217-782-7222  
[Heather.Humphrey@Illinois.gov](mailto:Heather.Humphrey@Illinois.gov)

How to Apply: Send letter of interest, resume and transcripts or proof of enrollment to the agency contact listed above by close of business Monday, May 11th.

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email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
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**Job Title: Administrative Assistant I - Opt H7**

Agency: Human Services

Closing Date/Time: Mon. 05/04/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: RC028

Bid ID#: 10-75-90043

Description of Duties/Essential Functions Benefits Supplemental Questions  
Conducts audits to determine the efficiency of residential units at the Shapiro Center. Monitors and directs staff involved with the provision of services and support provided at on-campus and off-campus locations for individuals from assigned area. Responsible for follow-up associated with routine and special reports, the assessment of unit operations, and for conducting random reviews to maintain compliance with policies, procedures, rules, regulations, and standards. Prepares reports regarding observations and takes corrective actions when necessary. Reviews all locations of assigned area to ensure all equipment is in good working order, all areas are clean and free of hazardous conditions, all necessary repair work has been completed and that all areas are attractive and home like.

**Minimum Requirements:**

Requires four years of college. Requires extensive knowledge of accreditation, state and federal standards, rules, regulations, and CMS Policies, DHS and facility policies.

Work Hours & Location/Agency Contact: 7:45 am to 4:15 pm Monday through Friday with rotating weekend and holiday coverage. In addition, posting requires the ability to work several early and late shifts per month. Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560 ATTN: PERSONNEL).

**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 H7 - Dept Human Services**

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**Job Title: Hearing & Speech Specialist - Opt B**

Agency: Human Services

Closing Date/Time: Thu. 05/07/15 5:00 PM Central Time

Salary: \$4,983.00 - \$6,880.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC063

Bid ID#: 10-72-89262

Description of Duties/Essential Functions Benefits Supplemental Questions  
Ludeman Center is a 24 hour/7 day a week residential facility, located on a 60 acre campus with 42 residential homes housing approximately 406 people with developmental disabilities. The hearing and Speech Specialist provides Speech and Language services to people who reside at Ludeman Center. They participates as member of interdisciplinary team; conduct assessments of communication disorders and writes reports; utilizes sign language for individuals requiring such mode of communication; conducts staff training classes to teach employees basic sign language.

**Minimum Requirements:**

Requires a Master's Degree from an approved school of Hearing and Speech/Language pathology and an Illinois license in speech/language pathology. Requires ability to use sign language at a colloquial skill level.

Work Hours & Location/Agency Contact: Hours of work: 8:30am ? 5:00pm, 2 early days (6:00am ? 2:30pm) each month, 2 late days (12:30pm ? 9:00pm) each month. Will also work 1 Saturday or Sunday per month.

Work Location: Elisabeth Ludeman Center

114 North Orchard Drive, Park Forest, IL 60466

Contact Person: Alice M. Chambers / Human Resources Representative

114 N. Orchard Drive, Park Forest, IL 60466, 708-283-3015

**How to Apply:**

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

Agency: Human Services

Closing Date/Time: Thu. 05/07/15 4:00 PM Central Time

Salary: \$4,583.00 - \$6,110.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC020

Bid ID#: 10-81-90222

Description of Duties/Essential Functions Benefits Supplemental Questions  
The Elgin Mental Health Center is a 24 hour/7 days per week residential Mental Health facility with mentally ill and Forensic patients. The Maintenance Equipment Operator, a Commercially Licensed driver, transports patients to Court, Clinic and Hospital Appointments. The drivers also deliver to patient units, meals, prescription drugs from the Pharmacy and furniture and equipment to the patient units.

This position also operates mowing equipment, snow plows and vehicles with airbrakes

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school plus one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license - Class B and air brake endorsement.

Work Hours & Location/Agency Contact: Shift: To Be Determined

Location: Elgin Mental Health Center

CONTACT INFORMATION: \Human Resource Office

Elgin Mental Health Center, 750 S State Street, Elgin, IL 60123

Fax: 847-429-4933

**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: Support Service Worker**

Agency: Human Services

Closing Date/Time: Thu. 05/07/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-81-84029-84030

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

This position provides general housekeeping duties for the patient units in the Forensic Treatment Program.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

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

Shift: 7:30am - 3:30pm

Location: Elgin Mental Health Center (Forensic Unit)

**Contact:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**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: Maintenance Equipment Operator**

Agency: Human Services

Closing Date/Time: Mon. 05/04/15 5:00 PM Central Time

Salary: \$4,583.00 - \$6,110.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC020 Bid ID#: 10-75-90176

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year's experience in performing a variety of semiskilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment, including vehicles with manual transmissions. Requires a valid commercial driver's license-Class A or Class B with a "P" (passenger) endorsement. Requires working knowledge of automotive and related machinery and equipment. Requires ability to make routine reports. Requires ability to use tools and perform semiskilled manual work. Requires ability to follow oral or written instructions. Requires skill in the operation of maintenance or other automotive equipment.

Work Hours & Location/Agency Contact: Transportation, Relief Shift/Swing (hours and days off subject to change based on operational needs). Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

To apply, candidates must be deemed qualified or have submitted an application to the Department of Central Management Services, 500 Stratton Building, Springfield, Illinois 62706 to receive a qualifying grade prior to the closing of the posting period. Candidates are responsible for obtaining a qualifying grade from CMS.

**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: Mental Health Technician II**

Agency: Human Services

Closing Date/Time: Fri. 05/08/15 4:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 3

Plan/BU: RC009

Bid ID#: 10/79-85227.85228.85229

**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:** Multiple Shifts Rotating Days off

**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:** Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. 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](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: Pharmacy Tech II**  
Department: HDM-Prof Bldg Pharm  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs/PP)  
Specialty: Retail Pharmacy  
Job Number: 2015-0760

Job Description:  
Pharmacy Tech II - Part Time

The Pharmacy Technician II under the direction of the Pharmacy Technician Manager and/or Pharmacy Unit Manager and under the general supervision of registered pharmacists, performs duties such as prescription data entry, labeling, preparing and filling of medication orders for patients of the retail pharmacy. Such medication orders are prepared up to the point of final checking and dispensing by registered pharmacists.

Qualifications Include:

High School Diploma or GED

Valid State of Illinois Pharmacy Technician license

Valid PTCB Pharmacy Technician Certification (CPhT)

Two or more years of directly related pharmacy experience

Ability to work a part time schedule

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

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150427110637&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150427110637&)

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### **P/T Driver/ Clerk**

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications: Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=542](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542)

### **Accounting Technician I**

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description: Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing. Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders. Invoice processing includes checking for correct pricing, proper authority to expend funds, etc. May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing. Some analysis work is required. Other duties as assigned or required.

Qualifications: Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system. Experience working in Oracle is a plus. Good communication skills are essential. Data entry and/or spreadsheet experience is required. Qualified candidates must have a good work history.

Apply online at

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

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### **Part-Time Servicer (6)**

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for 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. Other duties as assigned or required.

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

#### Qualifications:

Qualified candidate 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 endorsements, have knowledge of service area and the ability to operate all company equipment. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=665](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665)

### **Host/Hostess at Vinyl in Chicago**

121 W Hubbard St Chicago, IL

Job Type: Part Time

Shift: Afternoon, Night

#### Job Description

Hello! We are looking for a hostess at our venue on Hubbard St. With summer season approaching, business is getting busier and busier. We are looking for someone who is approachable, comfortable with people as well as the area. Also, someone who is able to answer all phone calls regarding reservations, carry out orders, or any other general questions a customer may have. Ideally, Monday - Saturday from 3 pm (we open at 4 pm) until about 10 or 11 pm depending on how busy we are. Please let us know if you are interested in this position. Thank you and we look forward to hearing from you!

Apply online at [www.shiftgig.com/jobs/chicago,%20il/host](http://www.shiftgig.com/jobs/chicago,%20il/host)

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**Part-time Retirement Benefits Assistant**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

**Job Description:**

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately 1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist.

Other HR duties as assigned.

**Qualifications:**

Qualified candidate must have a High School Diploma and 1-2 years prior office experience.

Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience.

Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=689](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=689)

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**Insurance Manager**

Location: Arlington Heights

Office: Internal Services

Department: Finance

**Job Description:**

Under the direction of the Chief Financial Officer, the Insurance Manager will be responsible for directing, managing, administering and coordinating the Agency's corporate property and casualty insurance needs.

This will include the placement of new and renewal insurance policies, the establishment of insurance requirements for the purchase of goods and services and for developing and maintaining systems to keep current the required evidence of insurance on file throughout the life of all agreements.

This position will also prepare and submit insurance applications, review and interpret the term and conditions of insurance policies, manage policy audits and coordinate insurance company inquiries and inspections.

**Qualifications:**

Qualified candidate must have a Bachelor's Degree in Business.

In addition, an Associate in General Insurance (AINS) designation or an Associate in Risk Management (ARM) designation is preferred.

Ten years of experience in working with commercial property and casualty insurance and five years experience working with transit risks is preferred.

The candidate must be accurate, detailed oriented and have a good work history.

The candidate must have an intermediate knowledge of Excel and the ability to work independently.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=706](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=706)

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**Job Title: Support Service Coordinator I**

Agency: Human Services

Closing Date/Time: Mon. 05/04/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-75-90185

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs first level supervision associated with support services at Shapiro Center, including responsibility for supervising performance of routine duties of support service workers in the assigned work area. Is considered a working supervisor who is able to perform as well as instruct subordinates in all duties of a support service worker. Complies with all Federal, State, Department and Facility Regulations and Rules.

**Minimum Requirements:**

Requires one year experience gained at the support service worker level.

Work Hours & Location/Agency Contact: Central Dietary 12:30 pm - 9:00 pm  
Rotating Days Off

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

Non-state employees must submit a completed Employment Application (CMS-100) to the contact listed above prior to 5:00 pm on the last date to apply listed above.

**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: OS II Bishop Ford Operations Supervisor**

Agency: Transportation

Closing Date/Time: Wed. 05/06/15 4:30 PM Central Time

Salary: \$6,185.00 - \$9,185.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40194

Minimum Requirements: The following criteria is required:  
-Valid Illinois driver's license -Districtwide travel

The following criteria is desired: -Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered. -Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position -Ability to plan and direct efforts of work for efficient accomplishment of program objectives -Ability to maintain harmonious relationships with employees, agency officials and the general public -Working knowledge of the function and application of public relations in problem areas -Strong oral and written communication skills

Work Hrs & Location/Agency Contact: 6:30 am – 3:00 pm / Mon – Fri (30 min lunch)  
Highways/District One/Schaumburg/Bureau of Maintenance/16915 Van Dam Road,  
South Holland, IL

**\*CANDIDATE MUST BE AVAILABLE 24 HOURS A DAY AND MAY BE REQUIRED TO WORK EXTENSIVE PERIODS OF OVERTIME, ESPECIALLY DURING THE WINTER MONTHS.**

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 Wednesday, May 6, 2015, 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.

NOTE: Applications will be accepted from qualified permanent DOT employees only.

To view the entire job posting and to download a Technical Application, please visit:  
<http://www.dot.il.gov/techapp/vacancy.html>

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**Job Title: Public Service Administrator - Opt 8L**

Agency: Veterans Affairs

Closing Date/Time: Tue. 05/05/15 3:30 AM Central Time

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

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: BBR

Bid ID#: 34-00-15-90476

**Minimum Requirements:**

Requires the possession of license to practice law in the State of Illinois. Requires at least one year of progressively responsible experience in administrative or general law, and knowledge of state and governmental law, with preference in experience relating to agency/administrative law, veterans' advocacy law, and/or financial regulatory law.

Work Hours & Location/Agency Contact: Temporary Position - 6 months or less

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

Location: IDVA

James R. Thompson Center, 100 W. Randolph St., Suite 5-570 Chicago, IL 60601

Contact: Human Resources / Renee Dougherty

833 S. Spring, Springfield, IL 62704

Ph: 217-785-1788 Fax: 217-557-7235

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 8L - Law License Illinois

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**Job Title: Registered Nurse II**

Agency: Human Services

Closing Date/Time: Thu. 05/07/15 4:59 PM Central Time

Salary: \$5,024.00 - \$6,833.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10.79-89668

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under the supervision of the Nursing Manager, serves as Charge Nurse to RN's, LPN's and Mental Health Technicians; participates as a member of the interdisciplinary treatment team; directs personnel in the delivery of patient care and treatment consistent with individual treatment plans.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. Requires ability to lift patients and the ability to interact with severely mentally ill deal/ blind hard of hearing recipients.

**Work Hours & Location/Agency Contact:** Days 7am -3pm Rotating Days Off  
**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:**

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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## **Kitchen manager**

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

Ensure all menu items are fresh, appetizing and properly prepared

Provide service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Follow recipes to ensure consistent food quality and presentation

Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality

Update prep lists to ensure proper amounts of products are always available

Communicate with cooks to ensure proper assembly of orders within average ticket time

Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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## Facility maintenance manager

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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**Activities Instructor (Seasonal) Teen Bike Adventure Camp Job ID: 2081**

Closing Date: 05/03/2015

Recreation/Activities Instructor (S)

Date Posted: 4/13/2015

Location: Northerly Island

Region: Central

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

**DESIRABLE MINIMUM QUALIFICATIONS:**

Training and Experience:

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

Knowledge, Skills and Abilities:

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

SEIU-Local 73  
Exempt

Career Service

EEO: Para-Professional FLSA: Non-

SALARY: \$ 16.86 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation>

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**Fast Food Attendant at How Do Your Roll? (Custom Sushi) in Chicago**

259 E. Erie St. Chicago, IL

Job Type: Part Time

Shift: Morning, Afternoon, Night

Job Description

We are hosting an "HIRING EVENT" this THURSDAY from 2:00-4:00pm for our NEWEST location and are looking to hire on-the-spot!

CREW MEMBERS  
CASHIERS  
SHIFT LEADERS  
LINE COOKS

Part Time positions available! \*\*Also need Temporary PT (10 hours /week) to pass out flyers! We are looking for upbeat, energetic, and dedicated individuals to join our close-knit team!

**JOIN US THIS THURSDAY! (April 30th)**

Corner Bakery  
35 E. Monroe  
Chicago, IL 60603

\*\* For our Newest location on Erie

Please send your name - position interested in and time between 2:00-4:00pm you will be there to meet with us on Thursday...

Responsibilities Include:

Greeting customers with a smile!  
Taking food and drink orders  
Maintaining fast, accurate service, and positive customer service  
Building relationships with customers  
Cash-handling and time management  
Adapting and keeping pace with a fast-paced environment  
Assemble food orders accurately with a sense of urgency

Can't make it? Send along your resume or brief work history and we will call you to set up an interview. <https://www.shiftgig.com/jobs/Chicago,%20IL/How-Do%20Your%20Roll>

**YOU WILL BE MEETING WITH A HIRING MANAGER FOR AN ON-THE-SPOT INTERVIEW!**

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