



Job Title: Clinical Psychologist

Agency: Human Services

Closing Date/Time: Thu. 05/21/15 4:00 PM Central Time

Salary: \$6,033.00 - \$9,268.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-81-81386

Description of Duties/Essential Functions Benefits Supplemental Questions
Provides Clinical Neuropsychological Assessment services on a Forensic Unit. Signs first certificates for admission; testifies in court regarding discharge, aftercare and continued treatment recommendations. Provides clinical expertise in the area of Psychology to other clinical staff. Liaisons with community agencies regarding patient's needs. Performs Quality Improvement projects to ensure quality of services.

Minimum Requirements:

Requires doctoral degree in psychology and registration as a psychologist by the Illinois Department of Professional Regulations. Supplemented by two years of supervised experience in health services.

Work Hours & Location/Agency Contact: Shift: 8:00 am - 4:00pm with weekend hours
Location: Elgin Mental Health Center: Forensic Treatment Program

CONTACT INFORMATION

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 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 Facilities Surveyor I - Opt 3

Agency: Public Health

Closing Date/Time: Thu. 05/21/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 80557

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

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a Masters Degree in nutrition, dietetics or food service management; preferably including registration by the American Dietetic Association and possession of a valid Illinois certificate as a registered Dietitian. Requires one year of progressively responsible professional experience in the field of nutrition. Requires extensive knowledge of state and federal nutrition standards, rules and regulations. Requires possession of a valid Illinois drivers license. Requires the ability to travel

Work Hours & Location/Agency Contact: Work Hours & Location:4 Day Work Week
Office of Health Care Regulations
Division of Long Term Care Field Operations, 245 W. Roosevelt Rd., West Chicago, 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 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 3 – Dietitian

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Job Title: Office Assistant - Opt 2

Agency: Veterans Affairs

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

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 34-25-15-90566

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of difficult and responsible clerical assistance and support functions for the Appeals Office; provides non-technical information and assistance to veterans, spouses, and dependents seeking assistance. Performs receptionist duties; greets visitors, answers phones, routes calls, opens mail, shreds documents, maintains files. Provides clerical assistance; types forms, letters, and other documents requiring reading of handwritten hard copy; determines proper format and mode of address; proofreads for general clarity, punctuation, grammar, spelling, capitalization and typographical errors. Operates such common office equipment as word processing terminals, copy machines, personal computers, and document scanners.

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 office practices, procedures, and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type accurately at 35 words per minute.

Work Hours & Location/Agency Contact:

Monday - Friday 8:00am - 4:00pm with a 1/2 hour lunch

Chicago VA Regional Office, 2122 W. Taylor Avenue, Suite 127, Chicago, Illinois 60612

Contact: IL Department of Veterans' Affairs / Human Resources

Springfield, IL 62794 Phone: (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 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: Registered Nurse II

Agency: Human Services

Closing Date/Time: Wed. 05/20/15 4:59 PM Central Time

Salary: \$4,831.00 - \$6,570.00 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 general supervision of the Clinical Nurse Manager, provides a full range of professional nursing services, consistent with individual treatment plans of mentally ill, deaf/blind hard of hearing recipients; participates as a member of the Interdisciplinary Treatment Team.

Minimum Requirements:

Requires graduation from an approved nursing program resulting in an associate degree in nursing and two years of professional nursing experience preferably in a psychiatric setting; 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 deaf/ blind hard of hearing recipients.

Work Hours & Location/Agency Contact: Nights 11pm-7am Rotating
CONTACT INFORMATION: Summer Doxie / Human Resource Office
Chicago Read Mental Health Center, 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

If you are not a current state employee or have never held a certified status with the State of Illinois, please follow the instructions below.

How to Apply:

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Parking Lot Attendant / Security Guard

Global Parking Management • Chicago, Illinois

About Us Subcontractor positions available for a parking lot maintenance and surveillance company.

Applicants must be over 18 with a valid driver's license, clean MVR, must be able to pass a background test, and have their own insured vehicle.

Duties include surveying the parking lot for illegal parkers and vehicle immobilization. In your down time, you will be responsible for basic maintenance including, but not limited to, litter removal, snow shoveling, salt spreading, and window washing.

We are a 24-hour a day business that requires and MANDATES working evenings, weekends, and holidays.

This is the perfect opportunity to be your own boss, and make very good money if you put in the hard work.

We offer a 10-day paid training probationary period. After 10 days, the sky is the limit!

Responsibilities

- Enforce regulations of a Parking Lot
- Ensure establishment safety procedures are followed
- Guard against theft, shoplifting, and/or vandalism
- Patrol assigned areas
- Respond to emergencies
- Litter Removal, Snow Removal, Window Washing

Education • High School Diploma (or equivalent) • Some secondary school education, a plus

Qualifications • Driver's license • Insured Vehicle • Clean MVR

Skills • Acts with discretion • Basic computer skills • Keen observation skills • Patience & No Bad Attitude

Compensation \$9-14 per hour

Position Type Contract, 30 hours / per week

Apply online at <https://app1.clearfit.com/apply/GLO0089-4HJ9?ps=ind#/job>

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Warehouse Worker

Capitol News Agency - Chicago, IL

Full time warehouse worker needed Monday-Friday, 8:00am-5:00pm.
Job includes picking orders, packing orders, re-stocking bins and receiving product.
Must be reliable, organized and punctual. Please send resume.

Salary: \$9.25 /hour

Apply online at <http://www.indeed.com/cmp/Capitol-News-Agency/jobs/Warehouse-Worker-996d5342da817f27>

IMMEDIATE OPENINGS FOR GENERAL LABORERS AND FORKLIFT OPERATORS

Callos Resource, LLC - Chicago, IL

IMMEDIATE OPENINGS FOR THE FOLLOWING POSITIONS AT A GROWING LOGISTICS COMPANY IN CHICAGO HEIGHTS:

Forklift Operators - Must have previous experience on sit down forklifts.

General Labor - Any previous warehouse experience.

Shipping Labor - Must be very detail oriented, will be labeling outbound parts.

Positions available on 1st and 2nd shifts plus overtime. Periodic raises and incentives.
Long term work with the possibility of permanent hire.

APPLY IN PERSON!

TUESDAY MAY 5TH WITH THE CALLOS RESOURCE

AT COMPREHENSIVE LOGISTICS

480 East Lincoln Highway

Chicago Heights, IL 60411

8:30am-11am

or

1:30pm-3pm

Please bring 2 forms of ID. One must be a photo.
Must submit to a drug test and background check.

Salary: \$9.00 /hour

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College Storekeeper - KEN0000340

Kennedy-King College is seeking a College Storekeeper.

Perks of this Role: Excellent benefits at a low cost; investment plans 403(b) & 457(b); SURS retirement plan; generous vacation, holidays, personal & sick days plus tuition reimbursement. For a more detailed overview of benefits, please visit our benefits page ([click here](#)).

Under general supervision, maintains and rearranges stockrooms and storerooms; and performs related duties as required.

Tags and records new furniture and equipment.

Processes requisitions for materials, supplies and equipment in accordance with established procedures.

Participates in physical inventories and maintains perpetual inventory records.

Maintains records of the receipt and distribution of materials, supplies and equipment.

Maintains records of obsolete equipment and furniture.

Maintain storage room of college records.

Moves and arranges furniture.

Adheres to CCC Customer Service Excellence Standards.

Perform other duties as assigned.

Qualifications

A high school diploma supplemented by two years of college with two years experience in receiving, recording, storing and issuing materials, supplies and equipment or an equivalent combination of education and experience is required. Good knowledge of college store procedures. Must be in good physical condition and have the ability and willingness to perform some duties that may require some physical labor. Ability to prepare and maintain records and to perform simple mathematical computations.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Job: Facility/Operations

Primary Location: Kennedy King College

Employee Type: Full Time | Regular

Union Code: 1708Unit1

Job Posting: May 7, 2015, 5:18:23 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=77120>

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Job Title: Social Worker III

Agency: Human Services

Closing Date/Time: Wed. 05/20/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-76-89273

Description of Duties/Essential Functions Benefits Supplemental Questions Under general supervision of the Associate Deputy Clinical Director performs professional social work duties as a statewide clinical consultant for children and adolescent (C&A) mental health care. Provides technical assistance for specialized vice programs. Conducts assessments of individuals, provides clinical consultation and coordinates with local community agencies for appropriate services needed. Evaluates system and monitors services to assure compliance; Assists with statewide training regarding children's mental health service programs and effective practices. Assists in the development of protocols to address transitional needs of youth into the adult mental health system.

Minimum Requirements: Requires Illinois licensure as a clinical social worker. Requires five years experience in a community mental health setting including both youth and adult programming. Requires specialized experience with management and supervision of children and adolescent mental health services; expertise in Medical policies and practices and extensive knowledge of community based mental health services in Illinois. Requires a master's degree.

Work Hours & Location/Agency Contact: 8:30a.m.-5:00p.m.
Division of Mental Health, 401 S Clinton, Chicago, IL Cook County
Please submit CMS 100 (revised 10/2014) applications to: Milee Butcher
Bureau of Employee Services /Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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 Human Resources Assistant / CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Human Resources

Position Summary

SALARY TARGET IS \$45,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Under direct supervision, provides administrative assistance to the human resources staff of assigned department or division(s). Applies entry level professional human resources skills and/or office technical support in performing routine human resources tasks and activities.

EDUCATION/EXPERIENCE REQUIREMENTS

High school diploma plus one (1) year of experience in an administrative role and/or professional experience in Human Resources, or a combination of education and experience. Bachelor's degree and/or coursework in Human Resources preferred.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

May require traveling to job fairs, carrying supplies, and long periods of standing.

Location and City: Chicago, IL

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Stocker

Joe's Seafood - Chicago, IL
60 East Grand
Chicago, IL.
Shift: AM/PM
Fine Dining

Requirements

Weekend availability
Ability to lift and carry up to 25 lbs. throughout shifts
Experience is a plus.

To Apply

Please apply in person at the restaurant Monday through Friday between 2 – 4 PM.

All newly hired Lettuce Entertain You employees will be required to verify their identity and employment eligibility through the Internet-based system operated by the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

PART TIME GENERAL LABOR POSITIONS 2013

Location: Chicago, IL
Job Code: 34a
of openings: 25
Job Scope: This job is available for this location ONLY

Description

THIS POSITION REQUIRES PERFORMING A VARIETY OF WAREHOUSE FUNCTIONS INCLUDING MATERIAL HANDLING FOR ORDER FILLING, SHIPPING AND RECEIVING, USING SIDE LOADERS AND FORKLIFTS AND OVERHEAD CRANES, TAGGING OF MATERIAL AND DATA ENTRY INTO COMPUTER TERMINALS. PERSONS INTERESTED WOULD BE REQUIRED TO WORK 40 HRS (FIVE 8 HOUR DAYS) DURING EACH TWO WEEK PERIOD BASED ON A SET SCHEDULE. THE PAY RATE FOR THIS POSITION IS \$10.00 PER HOUR WITH NO BENEFITS. THIS POSITION MAY LEAD TO AN OPPORTUNITY FOR FULL TIME EMPLOYMENT FOR THOSE WITH FAVORABLE EVALUATIONS AND ATTENDANCE RECORDS, HOWEVER IT IS NOT CERTAIN IF OR WHEN FULL-TIME EMPLOYMENT OPPORTUNITIES WILL BECOME AVAILABLE.

Inquire at

<http://chj.tbe.taleo.net/chj04/ats/careers/requisition.jsp?org=CENTRALSTEEL&cws=1&rid=34>

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Material Handler/Shipping and Receiving

Location: Chicagoland, IL

Pay Type: Hourly

Employment Type: Full Time

The Shipping and Receiving Clerk is responsible for assisting in the execution and maintenance of the daily operational functions of Inventory, Shipping and Receiving:

1. Receives, inspects and completes appropriate paperwork on all incoming customer parts and purchased items.
2. Labels, logs, prepares parts, communicates receipt and coordinates the movement of all material and tooling as required.
3. Ensures proper auditing, physical counting, packaging, documentation and logging of customer parts.
4. Loads and unloads trucks.
5. Keeps dock organized, neat and orderly.
6. Drives company vehicles as assigned by supervisor.
7. Any other duties as assigned by supervisor.

Requirements:

- HS Graduate or Equivalent
- Ability to lift 50 lbs. or more
- Must have ability to obtain Forklift Certification and ability to drive with a valid drivers license.

- Minimum of 1 year experience in a manufacturing environment, prefer previous experience in shipping, receiving, and inventory.
- Must have a good working knowledge of part numbers and part usage and understand applications for use.

- Familiar with proper packing methods and able to interpret visual aids used to convey specific packaging requirements.
- Excellent communication, customer service, and interpersonal skills.
- Advanced keyboarding skills for overall computer use.
- Proficient use of Microsoft Office software
- Expert use of UPS Software and FedEx Software.

Apply online at <https://tmaresumebank.prevueaps.com/jobs/14236-4228.html>

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Ramp Services Agent - Part Time-1511419

Primary Location-North America-US-IL-Chicago O'Hare International Airport (ORD)

Schedule-Part-time

Organization-Operations Support

Job Summary: To provide all necessary and required under-wing ground support services as contracted by the customer to include but not be limited to loading and unloading baggage and cargo, marshalling, water and lavatory servicing.

Job Responsibilities

Marshall aircraft during arrival and departure. Unload passenger luggage and air cargo, bulk and/or containers/pallets, onto carts and/or dollies. Unload wheelchairs and child strollers and deliver to designated location. Provide special handling of luggage/cargo as required/directed. Deliver passenger luggage to claim area and unload onto conveyor system. Deliver air cargo to appropriate recipient. Drive and/or operate ground support equipment to include tow tractors, tow bars, belt loaders, container loaders, baggage tugs, water/lavatory service trucks, aircraft ground power units, aircraft air start units, air stairs, aircraft de-icing units, baggage carts, cargo dollies and passenger vans. Collect and load mail, live animals, wheelchairs and child strollers onto aircraft. Service aircraft water and lavatories. Inspect ramp areas adjacent to gate and aircraft for debris and remove/dispose of when found. Report all equipment malfunctions to the appropriate supervisor/manager. Comply with all federal, state, municipal, airport authority and carrier security requirements. Other duties as assigned

Salary: \$10.00/Hour plus bonus opportunities

Qualifications and Competencies

Previous ramp experience a plus; Valid driver's license; Good communication skills; Language skills; Must be able to work in inclement weather; Flexible to work on various shifts (days, evening, nights, weekends, and holidays); Excellent Health & Safety awareness; Lift heavy objects that could reach 70 pounds (32 kilograms)

Equal Employment Opportunity Statement

Swissport as an equal opportunity employer bases its hiring decisions on the business need and the best qualified candidates available, and does not discriminate in its employment decisions on the basis of any protected category. Candidates who are offered employment may be subject to a criminal record and other background checks as permitted or required by company policy or applicable law.

Apply online at

<https://swissport.taleo.net/careersection/usa/jobdetail.ftl?job=42201&source=Indeed.com>

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Job Title Senior Project Manager, Maintenance Systems

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Enterprise System Services

Position Summary: SALARY TARGET IS \$103,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Responsible for coordinating the day to day activities in support of CTA Enterprise Maintenance Systems. This position focuses on the functionality, interfaces, and user access control within MMIS, EAM, IPC, and Maintenance Pick application. The position works directly with Programmer Analyst, Systems Administrator, Database Administration and the Business Unit. The position coordinates with the Shared Services Section for deployments of Maintenance Systems relating to patches (fixes), upgrades and new releases.

EDUCATION/EXPERIENCE REQUIREMENTS: Masters or Bachelors Degree relating to IT, Technology and/or Administration, or an equivalent combination of training and experience. Five plus years of experience within the department's area of technology. Experience in managing IT projects. Familiarity and experience in one or more areas of Technology Management preferred. Background reading Oracle schemas.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to handle, feel or operate objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to allow individuals with disabilities to perform essential functions.

Location and City: Chicago, IL

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

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

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Job Title: Project Manager, IT

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology Management

Position Summary

SALARY TARGET IS \$70,000 - \$80,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Under direction, manages multiple tasks associated within Technology Management. Assists in the development of management technology systems and strategies in cooperation with other departments and consultants. Manages the development of project specifications, maintains program methodology and procedures, assists with project development and follows up through implementation.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Management, Information Technology, Computer Science, or a related field, plus three (3) years of experience in technology project management, or an equivalent combination of education and experience related to the position. Certification in Project Management from an accredited university preferred.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards. Occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Location and City: Chicago, IL

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

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Job Title Electrical Worker

Location Skokie, IL, US

Job Type Full - Time Temporary

Department Bus/Rail Maintenance

Position Summary : SALARY TARGET: \$41.80 PER HOUR
THIS IS A FULL-TIME TEMPORARY POSITION WITH AN ANTICIPATED END DATE AT ANYTIME. Performs various duties relative to the repair of electrical and electronic components in buses and rail vehicle equipment.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration. Must pass applicable tests. Must pass a physical examination and perform the physical activities associated with this position. Minimum of five years of verifiable work experience in a recognized shop, inspecting, testing, repairing and rebuilding electrical and/or electronic components and equipment.

PHYSICAL REQUIREMENTS: Required to lift, carry and maneuver material weighing up to 50 pounds. Must have good eyesight and distinguish colors.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be familiar with the correct tools and machinery used in the repair and maintenance of rail vehicle cars and buses. Required to be competent in the use of small hand and power operated tools and proficient in the use of electrical testing and measuring equipment such as oscilloscopes, function generators, frequency counters and digital multimeters. Must possess a thorough knowledge of electrical and electronic theory.

Location and City: Chicago, IL

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

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INTERN (Seasonal) -Baseball Job ID: 2113

Closing Date: 05/20/2015

Administrative/Intern (H)

Date Posted: 5/8/2015

Location: NORTH REGION - LOYOLA PARK

CHICAGO PARK DISTRICT - DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION: Title: Intern (S) BASEBALL Level: 2601

CHARACTERISTICS OF THE CLASS: Under direct supervision, performs typing, word processing and a variety of clerical work in support of the operation of an organizational unit on a temporary basis. Performs related duties as required.

EXAMPLE OF DUTIES:

Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/wordprocessor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

MINIMUM QUALIFICATIONS:

Training and Experience:

High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Knowledge, Skills and Abilities: Knowledge of rules of grammar, punctuation and spelling. Knowledge of office methods and procedures. Ability to make arithmetic calculations. Ability to organize and maintain records manually or using personal computer. Ability to communicate effectively with park employees and the public. Skill in the operation of office machines, including personal computers. Effective oral and written communication skills.

Career Service

EEO: Administrative Support

FLSA: Non-Exempt

Salary \$11.77/hr

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Floricultural Worker - Natural Areas (Seasonal) Job ID: 2104

Closing Date: 05/17/2015

Landscape/Floricultural Worker (S)

Location: NATURAL RESOURCES

Date Available: ASAP

CHARACTERISTICS OF THE CLASS: Under immediate supervision, performs manual labor and operates equipment in support of landscape floricultural activities conducted at Park District facilities, including parks, special facilities, conservatories, greenhouses and nurseries. Performs related duties as required.

EXAMPLES OF DUTIES: Loads and mixes soil for use in planting show crops, background plants and other foliage. Follows specific instructions in the routine maintenance of plant life, including spacing, potting, pinching, watering and weeding. Assists in preparing, transplanting and caring for floral displays. Assists in the installation and removal of floral shows at Park District conservatories. Assists in applying fertilizers and other growth enhancement agents to the soil. Uses hand tools and operates push mowers, rototillers, weed eaters, riding mowers, pick up truck, fork lifts, mini front end loaders and other equipment and machinery used in lawn and floral maintenance. Performs routine maintenance on equipment. Assists in the preparation and care of Park District gardens and other outdoor floral displays. Assists in planting, fertilizing, weeding and watering activities conducted at outdoor flowerbeds. Performs plant care and maintenance at Park District nurseries including, loading and unloading stock and materials, trimming trees and shrubs and crop cultivation. Performs general maintenance at assigned facility including loading trash and brush, raking leaves, sweeping walkways, shoveling snow, cleaning showrooms and moving grass. Follows detailed instructions and regulates the temperature of greenhouse facilities. May apply pesticides if appropriately licensed.

DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience: Graduation from High School or the equivalent (GED) is recommended. Experience performing floral or nursery duties is desirable.

Knowledge, Skills and Abilities: Skill in the safe operation of equipment and machinery used in landscape maintenance and floriculture. Ability to follow written and oral instructions. Willingness and ability to learn how to maintain and cultivate floral plant life. Ability to perform manual labor.

Union: 703 Career Service EEO: Service/Maintenance FLSA: Non-Exempt

SALARY: \$18.06 PER HOUR

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Recreation Leader (H) YEAR ROUND Job ID: 2111

Closing Date: 05/19/2015

Recreation/Recreation Leader

Date Posted: 5/5/2015

Location: Humboldt Park

Region: Central

(YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

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Barista (US)

Job Description:

No previous experience required

Basic Qualifications

Maintain regular and consistent attendance and punctuality, with or without reasonable accommodation

Available to work flexible hours that may include early mornings, evenings, weekends, nights and/or holidays

Meet store operating policies and standards, including providing quality beverages and food products, cash handling and store safety and security, with or without reasonable accommodation

Engage with and understand our customers, including discovering and responding to customer needs through clear and pleasant communication

Comply with a dress code that prohibits displaying tattoos, piercings in excess of two per ear, and unnatural hair colors, such as blue or pink

Prepare food and beverages to standard recipes or customized for customers, including recipe changes such as temperature, quantity of ingredients or substituted ingredients
Available to perform many different tasks within the store during each shift

Required Knowledge, Skills and Abilities

Ability to learn quickly

Ability to understand and carry out oral and written instructions and request clarification when needed

Strong interpersonal skills

Ability to work as part of a team

Ability to build relationships

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

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Cafe Associate

Job Description

As a La Boulange Café Associate you will assist customers and provide the best service possible to each and every customer, according to the La Boulange Service Principles.

La Boulange is dedicated to its employees and their ultimate success and has the utmost respect for each employee while providing them the support to succeed in their respective positions.

Summary of Experience

No previous experience required, but preferably has worked in the restaurant business and/or retail

Required Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma or general education degree (GED); experience and/or training in customer service/ retail environment; or equivalent combination of education and experience.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Starbucks Corporation will consider qualified applicants with criminal histories in a manner consistent with all federal, state, and local ordinances.

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