



Bi-Lingual Outpatient Pharmacist Technician

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

Description:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Must be bi-lingual English/Spanish

Minimum 1 year of Pharmacy Technician experience including IV and unit dose in a hospital setting.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

Knowledge of Meditech computer software is a plus.

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

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Dental Assistant/Expanded Duties

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

Description:

The Dental Assistant performs a variety of patient care, office, and laboratory duties. S/he works chair side with the dentist for examinations and treatments. Dental Assistant duties include performing dental treatment room disinfection, preparing and maintaining dental instruments, supplies, and equipment; collecting and recording patient health histories; taking X-rays, dental charting; prepare casting models and inventory control and management and any authorized or prescribed services or procedures for which dental assistant is considered competent by the supervising dentist. The Expanded Duties include prophylaxis, fluoride treatments, application of pit and fissure sealants, monitor patient while nitrous oxide is being administered

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program

Dental Assistant certification (optional but preferred)

Expanded Duties certification

Minimum of 3 years of experience as a Dental Assistant/Expanded Duties

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

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Director of Case Management Services

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

Description:

This position is responsible for coordinating and supervising all phases of Utilization Review and Social Services. Plan and direct the operational activities of the Utilization Review and Social Services Departments, assuming responsibilities for quality and productivity of utilization review and discharge planning. Consistent monitoring of utilization activities; data tracking and reporting; and supervision of staff. Maintain relationships with physicians, department heads, administrators, and clinical coordinators to support intra-departmental goals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Degree in Nursing or graduated from a nursing school.

Registered Nurse license in state of Illinois

Minimum of 2 years of supervisory clinical UR experience in acute care setting.

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

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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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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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Mental Health Worker

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

Description:

The Mental Health Worker completes delegated aspects of the patient admission/transfer and/or discharge process. S/he observes patient behaviors, symptoms, and problems and reports findings. The Mental Health Worker completes and maintains patient records; assures environment is safe and sanitary; and assists in medical and psychiatric emergencies. S/he provides direct patient care including: assisting with ADLs, 1:1 observation, escorting patients on/off unit, taking vital signs, and assisting in milieu management. The Crisis Worker also obtains intake information needed to facilitate disposition of patients requiring a higher level of care.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of experience in the mental health field required.

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

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

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

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Manager

As an AMC theatre 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 be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages
- Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
- Overseeing an individual theatre department, as assigned by theatre General Manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

- Receptive to training and personal development
- Effective written and oral communication skills along with strong analytical skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors
- Possess computer skills and applicable work experience

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Physical Therapist

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Description:

The Physical Therapist organizes and conducts medically prescribed physical therapy programs in the hospital to restore function and prevent disability following disease, injury, or loss of body part.

S/he administers and directs administration of physical agents, exercise, and gait training utilized in physical therapy programs, as prescribed by referring physician.

Part time position working from 9:00 a.m. until 3:30 p.m. Required to work every Saturday. EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in the area of Therapy specialty or related field required.

Registered Therapist in state of Illinois

Minimum of 2 years of Therapist experience in acute care setting.

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

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Shipping Receiving Operator

Date: Jun 25, 2015

Location: Chicago, IL, US

Shipping Receiving Operator-10163616

Qualifications • Basic minimum language communication skills in speaking and understanding English • Ability to stand and/or walk around for up to 7 hours a day • Ability to work in extreme temperature conditions

Our Shipping Receiving Operator positions enjoy: • Competitive Pay • 401(k)/Profit sharing/ESOP • Medical, Dental and Vision Insurance Package • Disability and Life Insurance Package • Paid Vacation and Holidays • Career Advancement Opportunities

For more than 45 years, Cintas Corporation has offered highly-specialized services to businesses of all types. Cintas provides uniforms, facility services, safety supplies, fire protection solutions, flame resistant clothing, clean room resources, and promotional products. We are the service professionals, providing countless supplies and services to businesses small and large throughout the world. Cintas operates in more than 430 facilities including six manufacturing sites and nine distribution centers. We also have one of the largest fleets in North America. To support our aggressive growth plans, we offer unique opportunities, including advancement, ongoing training, mentoring and the opportunity to develop world class business skills.

Cintas is Team Driven, and the true spirit we share gives us a competitive edge. We win together by working together as a team, giving mutual respect to all of our co-workers regardless of their background or tenure. The engine of Cintas' team driven approach is our culture, which drives our profitability and stability. It's a culture that exudes a high degree of professionalism at every level of our business. It's a culture that maximizes the career development of all of our employee-partners, regardless of their job title and description.

Cintas Corporation is an EEO/Affirmative Action Employer and will make all employment related decisions without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Job Category: Production / Manufacturing

Location: US-IL-Chicago

Employee Status: Regular

Schedule: Full-time Shift: First

Apply online at [http://careers.cintas.com/job/Chicago-Shipping-Receiving-Operator-IL-60290/276124400/?feedId=32300&utm_source=Indeed&utm_campaign=Cintas Paid Media](http://careers.cintas.com/job/Chicago-Shipping-Receiving-Operator-IL-60290/276124400/?feedId=32300&utm_source=Indeed&utm_campaign=Cintas_Paid_Media)

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Material Handler with forklift, Chicago Heights, 12 hour shifts
Kelly Services - Chicago, IL

Kelly Services is recruiting for individuals to work as a Material Handler and Stand-Up Forklift Driver.

Selected individuals will be doing both sets of tasks on this job - Material Handler and Stand-Up Forklift Driver.

At least one year prior Stand-Up forklift experience is required.

Start date: As soon as possible

\$11.00 per hour

6:00 pm - 6:00 am, Tuesday - Friday.

Work area: Chicago Heights, Illinois. Not close to public transportation.

Physical requirements - will be lifting up to 50 pounds frequently, must follow all required GMPs, will work in open environments - can be hot or cold depending on outside temperature - will be required to stand/walk/climb for extended periods of time.

Preference given to candidates with excellent safety, attendance and performance in prior work.

Please call Kelly Services at (815) 464-0593 to get the hiring process started. We hope to hear from you soon!

Salary: \$11.00 /hour

Required experience:

Stand up forklift: 2 years

<http://www.indeed.com/cmp/Kelly-Services/jobs/Material-Handler-Forklift-b1d3e445a028c8b8>

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Dock Worker

All times are in Central Daylight Time.

Requisition Number 2015-19092

Location US-IL-Chicago Heights

Posted Date 6/26/2015

Category Dock Workers

he Top Reasons to be a YRC Freight Dock Worker Include:

Fully paid or supplemented health care benefits and paid vacation, sick days and holidays

Excellent promotional opportunities! Many of our current drivers and managers started by working on the dock.

Our safety culture: from equipment upkeep to employee training, everyone shares in a commitment to safety

Our stature as a Fortune 500 unionized company

RESPONSIBILITIES

The primary function of a Dock Worker is to efficiently sort, handle, load and unload freight from over-the road equipment, containers, city trailers and/or straight trucks in accordance with oral and written instructions as well as federal and state regulations.

Dock Workers operate various types of equipment including propane powered forklifts, pallet jacks and barcode scanners. Dock Workers are subject to varying climate conditions.

QUALIFICATIONS

Must be at least 18 years of age. Must be able to pass pre-employment drug screen and background check. Ability to work varying shifts and days of the week

Ability to record applicable freight information on bill of lading and match back to the freight bill. Must have reliable form of transportation.

Ability to frequently lift up to 55 lbs. from floor to above shoulder and horizontally and carry objects up to 100 feet. Occasionally lift up to 70 lbs. Seldom lift up to 100 lbs.

Preferred Qualifications

Basic computer skills in order to record applicable freight information on bill of lading.

Experience operating a forklift

Experience in the transportation industry

Apply online at <https://yrcfreight-yrcw.icims.com/jobs/19092/dock-worker/job?mode=job&iis=Indeed.com&iisn=Indeed.com&mobile=false&width=708&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Job Title: Human Services Caseworker

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor, Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:
Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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

Contact:
Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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Option 1 – General

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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Job Title: Office Clerk - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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How to Apply:

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Option 2 – Typing

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Restaurant theatre manager

As an AMC® restaurant/theatre 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 experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary

Overseeing an individual theatre department, as assigned by theatre general manager Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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: Juvenile Justice Youth and Family Specialist - Opt 1

Agency: Juvenile Justice

Closing Date/Time: Fri. 07/10/15 3:30 PM Central Time

Salary: \$4,377.00 - \$6,878.00 monthly

\$52,524.00 - \$82,536.00 annually Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDJJ-27-15-15-0048

Minimum Requirements:

Requires a bachelor's degree in counseling or related social sciences degree. Requires two years of professional experience working with youth in juvenile services. Candidates must be over 21 years of age. Requires extensive knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment, requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs and for the placement and supervision; requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives; requires ability to communicate effectively both orally and in writing; requires ability to use personal computer and office software in data tracking and preparation of work reports and case management. Requires ability to administer objective psychometric tests. Requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 9:00am - 5:00pm, Tues - Friday 12:00pm - 8:00pm, Monday; Saturday/Sunday off

Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175
630-584-0506 630-584-1014 (fax) susan.swegle@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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - Bachelor Degree

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Job Title: Office Associate - Opt SS2

Agency: Children & Family Services

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

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1533032-332648

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, provides full-time Receptionist duties and other clerical services to the unit including telephone and in-person reception, miscellaneous typing, mail logging, sorting and distribution, and related tasks. Translates both orally and in writing for Spanish Speaking clients, callers and visitors.

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM
DCFS/Elgin Office, 595 S. State Street, Elgin, IL 60123

SUBMIT BIDS TO: Lora Busse-Fleck
DCFS Aurora Regional Office, 8 E Galena Blvd., 4th Floor, Aurora, IL 60506
Phone: 630.801.3575 Fax: 630.801.3530
Email: Lora.Busse-Fleck@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 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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