



Job Title: Administrative Assistant II

Department: Psych Nursing Admin

Shift: 1st

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

Job Number: 2015-1844

Job Description:

We are seeking a dynamic Administrative Assistant II to join the Nursing Administration office at Rush University Medical Center! The desired candidate will have the ability to multitask effectively.

Position Highlights:

The Administrative Assistant 2 provides advanced support to the Sr. Nurse Leader and AVP in managing the operational activities of the Department. The Administrative Assistant uses a pattern of orderly, efficient communication and a high degree of initiative and independent judgment to relieve the Sr. Nurse Leader and AVP of administrative detail. The Administrative Assistant accepts appropriate responsibility and prioritizes multiple assignments and projects in a complex and constantly changing environment. The Administrative Assistant II exemplifies the Rush Mission, Vision and Values and acts in accordance with Rush policies and procedures. The Administrative Assistant II assumes all duties described in Administrative Assistant I job description.

Position Qualifications Include:

High School diploma required; Bachelor's degree preferred.

3-5 years of previous administrative experience required.

Strong interpersonal and communication skills; ability to work effectively with a variety of staff. Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, Access, PowerPoint and Outlook. Ability to work under pressure with accuracy.

Ability to deal courteously and in a professional manner with patients and staff.

Ability to effectively deal with sensitive matters and materials confidently

Ability to prioritize multiple assignments and tasks.

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

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Job Title: Administrative Coordinator- Faculty Practice

Department: Faculty Practice

Shift: 1st

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

Job Number: 2015-0655

Job Description:

The Administrative Coordinator performs advanced administrative functions within the Office of Faculty Practice. The Administrative Coordinator works on multiple tasks simultaneously, focuses and performs well under pressure, effectively prioritizes, meets deadlines, and maintains confidentiality. The individual who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma/ GED required; bachelor's degree preferred.

At least three years of experience at an academic medical center setting is preferred.

Excellent written and oral communication skills required.

Strong interpersonal and management skills required.

Financial management skills; knowledge in budget preparation and allocation required.

Ability to demonstrate proficiency in Microsoft Office Suite required (testing required).

Ability to work collaboratively and effectively within College of Nursing and outside agencies required.

Previous related experience with electronic tracking and registration systems preferred

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.

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Starbucks team member

job id 5066726

date posted 08/18/2015

location chicago, il – united states

Description:

Deliver a fast, fun and friendly Starbucks experience.

|Prepare beverages according to Starbucks specifications.

|Follow Food Safety standards and maintain a clean store.

|Greet customers with a groomed appearance and full uniform.

| Maximize sales by preparing the right menu items at the right times.

|Follow Starbucks guidelines for presentation and display.

|Read and follow directions on labels, menus and recipes.

|Act quickly to resolve guest concerns.

|Cross train and work in other areas of store as needed.

|Quickly and accurately scan and bag all items and collect payment. | Target merchandise discount.

|Competitive pay.

|Flexible scheduling.

Qualifications: Maximize sales by preparing the right menu items at the right times.

|Follow Starbucks guidelines for presentation and display.

|Read and follow directions on labels, menus and recipes.

|Act quickly to resolve guest concerns.

|Cross train and work in other areas of store as needed.

|Quickly and accurately scan and bag all items and collect payment. |

Apply online at <https://jobs.target.com/job/chicago/starbucks-team-member/1118/623859>

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Seasonal cashier team member

job id 5056617

date posted 08/18/2015

location chicago, il – united states

Description: Provide fast, fun and friendly checkout service. | Resolve guest concerns in a positive, helpful manner. | Work as part of a team. | Know REDcardSM messaging and solicit guest registrations. | Use excellent guest service skills. | Handle money, refunds and exchanges. | Learn new technology. | Read labels and other product information. | Quickly and accurately scan and bag all items and collect payment. | - | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Use excellent guest service skills. | Handle money, refunds and exchanges. | Learn new technology. | Read labels and other product information. | Quickly and accurately scan and bag all items and collect payment. | - |

Apply online at <https://jobs.target.com/job/chicago/seasonal-cashier-team-member/1118/624468>

Backroom team member

job id 4931213

date posted 08/18/2015

location chicago, il – united states

Description: Keep merchandise organized and accessible. | Work as part of a fast, fun and friendly Backroom team. | Maintain a clean, great-looking store. | Quickly and accurately respond to merchandise requests. | Help drive sales by pulling merchandise quickly and accurately. | Place items on shelves and sales floor. | Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. | Use technology to read instructions and enter information. | Work independently. | Use excellent planning and organizational skills. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Help drive sales by pulling merchandise quickly and accurately. | Place items on shelves and sales floor. | Lift 40 pounds repetitively and assist with heavy merchandise. Move merchandise safely using the proper equipment. | Use technology to read instructions and enter information. | Work independently. | Use excellent planning and organizational skills. |

Apply online at <https://jobs.target.com/job/chicago/backroom-team-member/1118/625101>

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Sales floor team member

job id 5004468

date posted 08/18/2015

location chicago, il – united states

Description: Provide fast, fun and friendly service. | Maintain a clean, great-looking store. | Train new team members. | Deliver accurate product placement, pricing and labels. | Learn new technology. | Neatly arrange items on shelves. | Move merchandise using proper equipment and techniques. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Learn new technology. | Neatly arrange items on shelves. | Move merchandise using proper equipment and techniques. | Act quickly to resolve guest concerns. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Apply online at www.target.com

Merchandise flow team member

job id 4885196

date posted 08/18/2015

location chicago, il – united states

Description: Deliver a great-looking, fully-stocked sales floor. | Offer a fast, fun and friendly guest experience. | Maintain a clean, clutter-free work area. | Quickly respond to all team member requests. | Lift 40 pounds repetitively and assist with heavy merchandise lifts. | Move merchandise safely using the proper equipment. | Use technology to read instructions and enter information. | Work independently. | Drive sales by quickly and accurately placing items on store shelves. | Use excellent planning, organizational and numerical skills. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Lift 40 pounds repetitively and assist with heavy merchandise lifts. | Move merchandise safely using the proper equipment. | Use technology to read instructions and enter information. | Work independently. | Drive sales by quickly and accurately placing items on store shelves. | Use excellent planning, organizational and numerical skills. |

Apply online at <https://jobs.target.com/job/chicago/merchandise-flow-team-member/1118/627110>

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Target protection specialist

job id 4998141

date posted 08/18/2015

location chicago, il – united states

Description:

Maintain a clean, safe store. | Prevent and report theft and fraud. | Provide crisis support. | Help develop a fast, fun and friendly team. | Must be at least 18 with a high school diploma or equivalent. | Use good interpersonal skills. | Use good judgment. | Respond to safety issues quickly and professionally. | Read product information and receipts. | Communicate effectively with team members and guests. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Must be at least 18 with a high school diploma or equivalent. | Use good interpersonal skills. | Use good judgment. | Respond to safety issues quickly and professionally. | Read product information and receipts. | Communicate effectively with team members and guests. |

Apply online at <https://jobs.target.com/job/chicago/target-protection-specialist/1118/627136>

Food service team member

job id 5004472

date posted 08/18/2015

location chicago, il – united states

Description: Deliver a fast, fun and friendly Food Service experience. | Prepare a fresh, quality product every day. | Follow Food Safety standards and maintain a clean dining area. | Offer guests great-looking food presentation. | Maximize sales by producing the right menu items at the right time. | Partner with Food Team members to keep menu items stocked. | Rotate menu items as necessary for maximum freshness. | Read and follow directions on labels, menus and recipes | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Maximize sales by producing the right menu items at the right time. | Partner with Food Team members to keep menu items stocked. | Rotate menu items as necessary for maximum freshness. | Read and follow directions on labels, menus and recipes | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Apply online at <https://jobs.target.com/job/chicago/food-service-team-member/1118/629067>

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Human resource team member

job id 5050544

date posted 08/18/2015

location chicago, il – united states

Description: Develop a fast, fun and friendly team. | Support and train team members. | Handle applicant information with accuracy, security and confidentiality. | Maintain a clean, great-looking work environment. | Work independently. | Use good organizational skills. | Multi-task regularly. | Show experience with computers and technology. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Work independently. | Use good organizational skills. | Multi-task regularly. | Show experience with computers and technology. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Apply online at <https://jobs.target.com/job/chicago/human-resource-team-member/1118/634363>

Target express team member

job id 5067712

date posted 08/18/2015

location chicago, il – united states

Description: Deliver a great-looking, fully-stocked sales floor; Deliver accurate pricing through tickets, labels and signs. | Resolve guest concerns in a positive, helpful manner; Quickly and accurately respond to merchandise requests. | Follow Food Safety standards. | Show experience with computers and technology. | Lift 40 pounds and assist with heavy merchandise lifts. | Use technology to read instructions and enter information. | Work independently. | Drive sales by quickly and accurately placing items on store shelves. | Use excellent guest service skills; Handle money, refunds and exchanges. | Cross train and work in other areas of store as needed. | Target merchandise discount. | Competitive pay. | Flexible scheduling.

Qualifications: Lift 40 pounds and assist with heavy merchandise lifts. | Use technology to read instructions and enter information. | Work independently. | Drive sales by quickly and accurately placing items on store shelves. | Use excellent guest service skills; Handle money, refunds and exchanges. | Cross train and work in other areas of store as needed. |

Apply online at <https://jobs.target.com/job/chicago/target-express-team-member/1118/631633>

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Clinic support nurse

job id 5054808

date posted 08/18/2015

location chicago, il – united states

Description:

Execute Best Practices to ensure information accuracy, minimize guest wait time and drive sales profitably.

| Assist practitioners with medical duties as allowed by law.

| Handle guest check-in and check-out, including insurance co-payments, billing and additional charges for services.

| Provide excellent guest service and interactions in all clinical aspects.

| Licensed Practical Nurse or Registered Nurse.

| Current licensure in the state of practice.

| American Heart Association BLS Healthcare Provider Certification (or equivalent).

| Flexible work schedule (e.g., nights, weekends, holidays, long hours) and regular attendance necessary.

| Target merchandise discount.

| Competitive pay.

| Flexible scheduling.

Qualifications: Licensed Practical Nurse or Registered Nurse.

| Current licensure in the state of practice.

| American Heart Association BLS Healthcare Provider Certification (or equivalent). | Flexible work schedule (e.g., nights, weekends, holidays, long hours) and regular attendance necessary.

Apply online at <https://jobs.target.com/job/chicago/clinic-support-nurse/1118/634260>

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Job Title: Child Protection Specialist

Agency: Children & Family Services
Closing Date/Time: Thu. 09/03/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1548012-487897

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services

Work Hours & Location/Agency Contact:

Work Days & hours: Monday – Friday 8:30 AM-5:00 PM
Location: DCFS-6C0105, 1026 S. Damen, Chicago, IL 60612
SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison
Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616
Phone: 312/328-2509 Fax:312/328-2510
Email: Tracey.Hardrick@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).

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Job Title: CE IV Local Agency Area Engineer

Agency: Transportation

Closing Date/Time: Thu. 09/03/15 4:30 PM Central Time

Salary: \$5,800.00 - \$9,230.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 4

Bid ID#: IPR#40410

Description of Duties/Essential Functions Benefits Supplemental Questions
This position is accountable for an assigned geographical area for the construction supervision of local urban and rural principal arterial and highway improvement projects within the National Highway system to ensure completion within accordance of appropriate plans, specifications and applicable engineering guidelines.

Minimum Requirements:

The following criteria is required. A current Illinois Professional Engineer license
A valid driver's license. Passed documentation of Contract Quantities course and successfully completed ICORS training

The following criteria is desired

Six to eight years of highway related construction engineering experience
Minimum three years' experience as a resident engineer
Strong, proven experience in administration of IDOT construction contracts
Strong organizational skills and ability to manage multiple contracts
Strong oral and written communication skills

Work Hours & Location/Agency Contact: 7:15 am – 3:30 pm / Monday - Friday
Highways/District One/Schaumburg/Bureau of Construction/201 W. Center Court,
Schaumburg, IL

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 Thursday, September 3, 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. A copy of each applicant's ACTIVE Illinois Professional Engineer License must accompany application for this position.

To view the entire job posting and to download a Technical Application, please visit:
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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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 Coordinator - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Thu. 08/27/15 4:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ27-17-15-0416

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedure and programs; extensive knowledge of composition, grammar, spelling and punctuation; extensive knowledge of basic mathematics; working knowledge of the logic of computer programs/language; ability to follow oral or written instructions; and the ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type at 30 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago, P.O. Box 12247, Chicago, Illinois 60612

Tel: 312-633-5219 x-4080 FAX: 312-633-5229

How to Apply:

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

Option 2 - Typing

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Job Title: Public Service Administrator - Opt 1

Agency: Employment Security

Closing Date/Time: Thu. 09/03/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: RA 02066

Minimum Requirements:

Requires knowledge, skill, and metal development equivalent to the completion of four years of college with courses in Business or Public Administration. Requires three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of CMS Transactions Manual and its application to transaction processes and procedures; Benefits procedures of State Retirement System, Group Insurance, Deferred Compensation Plan and automated payroll procedures; CMS Personnel Code, Rules, Pay Plan, Collective Bargaining Contracts and Supplemental Agreements, Position Classification Plan, and CMS automated Personnel System; IDES policies and procedures. Prefers knowledge of automated systems used in IDES Human Resources and experience as a Rutan certified interviewer. Requires the ability to interpret bargaining contracts, Personnel Code and Rules, agency programs, policies and procedures as they relate to personnel transactions and benefits. Requires thorough knowledge of the process of state government. Requires excellent written, oral communications and organizational skills. Requires the ability to use PC application such as word processing, spreadsheet, and database applications in the development of correspondence and reports and for tracking purposes. Requires the ability to maintain confidentiality and discretion in the release of records and information.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

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 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Wed. 08/26/15 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-92657

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Kankakee County, 285 N. Schuyler Avenue, Kankakee, IL 60901

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
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: Rehabilitation Workshop Supervisor III

Agency: Human Services

Closing Date/Time: Thu. 09/03/15 4:00 PM Central Time

Salary: \$4,141.00 - \$6,184.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-81-92732

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as Director of Forensic Vocational Rehabilitation Services; plans, organizes, executes, controls and evaluates the Forensic Rehabilitation Workshop Program; verifies proper program operations and coordinates with professional therapeutic care and treatment staff to achieve maximum rehabilitation of clients.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration, rehabilitation, psychology, sociology or related field; requires two years professional supervisory experience in a rehabilitation workshop or related field. Must be capable of responding to emergency situations to physically restrain combative patients.

Work Hours & Location/Agency Contact:

Work Hours: 8am - 4pm Mon - Fri

Location: Elgin Mental Health Center; Forensic Workshop

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: Senior Public Service Administrator - Opt 6

Agency: Public Health

Closing Date/Time: Fri. 08/28/15 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Exempt

Location: 2 Counties, Illinois

Number of Vacancies: 1

Bid ID#: IDPH 60-16-0030

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires prior experience equivalent to four years of progressively responsible administrative experience dealing with women's health and family services issues. Requires extensive communication and writing skills; requires the ability to exercise judgment and discretion in representing the Department before the public; requires the ability to work cooperatively with people and requires a thorough knowledge of women's health issues.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30AM - 5:00PM

Office of Women's Health
Springfield or Chicago

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 6 - Health & Human Services

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Job Title: Staff Development Specialist I (1) position

Agency: Human Services

Closing Date/Time: Thu. 09/03/15 4:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-70-15-0044

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Training Coordinator, participates in the development, implementation, documentation and evaluation of training; serves as training instructor; provides orientation for supervisory, administrative, professional, direct care, and support staff. Prepares instructional materials and all other duties relating to the training department. Other duties as assigned within the scope of this position.

Minimum Requirements:

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

Work Hours & Location/Agency Contact: 40 hour work week, 8:00 am - 4:30 pm, Monday through Friday

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

How to Apply:

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Job Title: Certified Medical Assistant, Medical Oncology (Part-Time)

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Medical Oncology

Job Number: 2015-1890

Job Description:

Certified Medical Assistant, Medical Oncology

Part-Time

Are you a CMA with a passion for patient care who is seeking:

Work at one of the top academic medical centers in America

To build your career

This could be the right part-time, Certified Medical Assistant position for you!

Rush is a health care leader offering world-class innovation, driven by collaboration and committed to accountability and respect, continually striving for excellence in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, NHA, or NCCT

Graduate of a Medical Assistant Program

High School Diploma/GED required

Current CPR Certification

Minimum of two years clinical experience preferred

Ability to work in a high stress, fast paced environment

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

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Job Title: Lab Tech 1 - Core Lab (Part-time/1st Shift)

Department: RML General Chemistry

Shift: 1st

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

Job Number: 2015-1673

Position Highlights: The laboratory technician enters patient demographic information and places laboratory test orders in the LIS. Issues laboratory results over the telephone in a professional and courteous manner.

Position Responsibilities:

Order Laboratory Tests Correctly.

Label specimens with no labeling errors.

Perform multiple computer entry/inquiry/receiving functions.

Prepare specimens accordingly for transport/delivery.

Document specimen receipt and resolve problems if necessary.

Perform tests and report result.

Reports correct verbal results over the phone.

Process phone order Add-On and Epic requests.

Perform courier specimen pick up in a timely manner.

Position Qualifications Include:

High School graduate or GED required

Medical Technology student

Knowledge of medical and laboratory terminology preferred

Typing skills of 35 wpm

The Technician's time is divided between laboratory test order entry and working in a laboratory

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Apply online at

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Public Area Attendant

Description

Lobby Attendant is responsible for maintaining all public restroom and public areas of the hotel in keeping with IHR's high standards of quality. This individual have the ability to interact with guests in a courteous and friendly manner.

Interstate Hotels & Resorts is an EEO/AA/Minorities/Females/Disabled/Veterans

Click here to navigate to the "EEO is the Law" Poster

Ideal candidate must be available to work flexible schedule, including weekends and holidays and all hours of the day.

Located at the northwest corner of South Clark and West Monroe streets, Hyatt Centric The Loop Chicago hotel is an adaptive re-use of a former 22-story office building.

The hotel features 257 guestrooms, including 38 suites, in addition to a three-meal restaurant and bar, a rooftop bar and lounge, a coffee and sundries outlet, and a fitness center. It also includes

Our open-concept lounge is where our guests' Hyatt Centric experience begins. Always unexpected, never dull — intriguing decorative elements contrast familiarity and a modern design language with eclectic touches that capture the local vibe. Join friends, colleagues, and new acquaintances to share local tips and great travel stories.

The Hyatt Centric spirit of exploration continues beyond the walls of our hotels. Simply put, we strive to be a part of our guests' unique adventures — in our destinations and beyond.

Property: Hyatt The Loop Chicago
Company: Interstate Hotels & Resorts
Primary Location: United States-Illinois-Chicago
Schedule: Full-Time
Job: Housekeeping/Laundry

Req ID: 729044

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=729044&LangID=1>

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