



Courtesy Bus Driver - No CDL Required (O'Hare Airport)

Job ID 98227

Positions 5

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background:

High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/98227/job>

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Part-time Courtesy Bus Driver (O'Hare Airport) - No CDL Required

Job ID 96263

Positions 2

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

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Corporate Giving Officer
Location: Chicago , IL

Responsibilities:

Manage revenue setting goals, prioritization of work and measures of accomplishments for Corporate Membership Program.

Manage an assigned portfolio of 80-100 corporate donors and prospects, with a focus on donors to the Museum's Corporate Membership Program and event sponsorships

Manage an assigned portfolio of trustees with corporate affiliations

Develop and maintain ongoing relationships and create strategies for increased revenue support from current donors, including solicitations for sponsorships and Museum's campaign

Develop and implement strategies for identification and solicitation of new corporate donors, including initiating calls, meetings and site visits

Involve trustees, senior staff and other Institutional Advancement staff in solicitors and stewardship, as appropriate, including preparing meeting and event briefings

Prepare written solicitations, correspondence, proposals and accompanying material and donor reports

Oversee benefit fulfillment for corporate members and their employees, such as: communication with corporate contacts; manage employee free general admission, discount tickets, VIP tickets; plan and implement Corporate Family Days events, corporate volunteer days and Lunch n Learn events

Assist with restricted corporate fundraising as needed for sponsorships and event solicitations. Maintain data for assigned portfolio in Raiser's Edge database, including call reports, proposals, and other stewardship activities

Maintain files and records

Advocate for The Field Museum and its funding priorities to external constituencies

As a member of the Institutional Advancement department, support events and other stewardship activities, including mailings, event invitations, and event logistics

Other duties as assigned.

Qualifications

3-5 years experience in development or related field required; corporate fundraising experience preferred. Bachelor's degree required

Excellent oral, written, and interpersonal skills

Ability to work on multiple projects simultaneously and meet short deadlines

Collaborative spirit and positive attitude

Strong organizational skills and attention to detail Computer skills: Office Suite, database and desktop publishing required, Raiser's Edge and InDesign preferred

Apply online at <https://www.fieldmuseum.org/about/careers>

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Annual Giving Manager

Location: Chicago , IL

The Annual Giving Manager is responsible for planning and executing strategies to retain and increase unrestricted gifts from individuals for gift levels \$250+ in a tiered giving-continuum.

Reporting to the Annual Giving Director, the Manager leads the development of a robust annual giving program including strategies to incorporate direct mail, e-campaigns, monthly giving, newsletters and appeals.

The Annual Giving Manager will supervise the Annual Giving Specialist.

Qualifications

BA or an equivalent level of education and experience is required
3-4 years in an Annual Giving environment in a cultural institution is preferred with at least 2 years of supervisory experience

Experience with direct mail, tele-funding and working with consultants/vendors preferred
Excellent communication skills, both verbal and written, and attention to detail is a must

Must exercise tact and discretion in handling highly confidential information and interacting with Museum donors and prospective donors

Must be well-organized, able to work on multiple projects simultaneously, and meet tight deadlines.

MS Word, Excel, PowerPoint. Google, and Adobe Suite experience is required
Prior fundraising database (Raisers' Edge) experience is desirable

Ideal candidate will have a genuine interest in the Museum, fundraising, and event planning

Must be an energetic and patient team player with a proactive "can do" attitude!

Apply online at <https://www.fieldmuseum.org/about/careers>

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Building Attendant
Location: Chicago , IL

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

All Building Attendants operate within a team on the first (morning/day) and second (afternoon/evening) shifts reporting to the Team Lead and Housekeeping Supervisor.

Two full-time shifts available: 1st shift (7:00am - 3:30pm) and 2nd shift (2:30pm - 11:00pm).

Responsibilities include, but are not limited to the following:

Vacuuming
Damp wiping
Sanitizing bathroom fixtures

Mopping floors
Special project work as assigned

The ideal candidate will possess the following qualifications:

High school diploma or equivalent
Previous housekeeping/janitorial experience strongly preferred

Ability to lift at least 50 pounds
Ability to stand and walk for long periods of time

Ability to bend and reach
Ability to follow verbal and written instructions

Ability and experience using various tools, products, and equipment
Ability to work independently and on team

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <https://www.fieldmuseum.org/about/careers>

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Assistant Front Office Manager - Crowne Plaza

Employee Type: Full-Time

Job Type: Customer Service

Required Education: 4 Year Degree

Required Experience: At least 3 year(s)

Specified Reference ID: GPPL35AXUHJM6 Location: US-IL-Chicago

JOB OVERVIEW: Assist in the management of all aspects of the front office, including guest registration, bell services, business center, telephone services, and guest reservations to deliver a guest experience that is unique and brings the brand to life.

Guest Experience:

- Ensure front office staff provides guests with prompt service, professional attention and personal recognition.
- Ensure guests are greeted upon arrival and make time to interact effectively with guests. Respond appropriately to guest complaints, solicit feedback and build relationships drive continuous improvement in guest satisfaction.
- Conduct routine inspections of the front office and public areas and take immediate actions to correct any deficiencies.

ACCOUNTABILITY:

This job is the top Front Office job at a full-service hotel. Typically supervises front desk agents, and bell/van services, reservations, PBX, etc. May oversee subordinate supervisors.

QUALIFICATIONS AND REQUIREMENTS: Bachelor's degree / higher education qualification / equivalent in Hotel Management/Business Administration, plus 3 years Front Office/Guest Service experience including management experience. Must speak fluent English. Other languages preferred.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at http://ihg.jobs.net/search/?ihg_jobfield=-1&ihg_location=198160120548&keyword=chicago&pageid=430

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Grants Specialist

Location: Chicago, IL

The Grants Specialist facilitates all Museum post-award grants activities under the supervision of the Grants Compliance Director. The Grants Specialist is responsible for the integrity and accuracy of all grants data in the financial software and regularly enters, updates, and maintains grants data. Establishes, monitors and revises grant budgets in a manner consistent with grantor requirements and Museum procedures. Creates comprehensive reports in the software to disseminate grant budget and expenditure data to principal investigators. Uses grants data in the software, reports, spreadsheets, and other management tools to exercise regular oversight over grant requirements. Maintains the relationships between, builds, revises and regularly reconciles these grants management tools. Exercises independent judgment to identify compliance needs and takes appropriate actions to communicate with principal investigators and the Director. Schedules grant set-up meetings and corresponding with principal investigators and grantors. Reviews all grant and cost share expenditures to determine compliance with federal, state and local procurement laws and regulations. Communicates with and prepares grants reports & notifications to assist principal investigators in meeting compliance requirements. Closes-out grants. In consultation with the Director, builds and revises content for grants website, organizes electronic grants files, writes grant policies, operational procedures and checklists, builds indirect cost rate proposals, and federal property inventories. Supports the Director during audits, and with periodic federal, state and local grants compliance submissions. Additional duties and responsibilities include: creating grant files, maintaining electronic and hard copy filing systems, filing, and maintaining closed grant files.

Qualifications: The position requires an individual with independent judgment, excellent analytical and communication skills, an ability to correctly interpret grant agreements and government regulations, and strong mathematical skills for performing accurate calculations. Attention to detail, outstanding organizational, work-flow and time management skills paired with excellent verbal and written communication skills are necessary qualities. Work experience in grants administration is essential. The Grants Specialist must possess solid computer literacy skills, including the ability to build, update and maintain the grants website, proficiency in Microsoft Excel, Microsoft Word and Google Mail & Calendar. Experience using financial management software such as Blackbaud's Financial Edge is preferred. Solid work experience in grants administration and an undergraduate degree are required. Experience in a not-for-profit setting and coursework in Grants Management, Public Administration, Finance, Accounting, or Business Administration are preferred.

Apply online at <https://www.fieldmuseum.org/about/careers>

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Job Title: Internal Security Investigator II

Agency: Healthcare & Family Services
Closing Date/Time: Wed. 10/07/15 5:00 PM Central Time
Salary: \$5,146.00 - \$7,849.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: IG0620

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to: completion of two years of college with course work in law, government, liberal arts, history or business or public administration plus four years professional experience in law enforcement investigatory work or a related field; OR four years of college with major course work in law, government, liberal arts, history or business or public administration plus two years of professional experience in law enforcement investigatory work or a related field; OR completion of a master's degree, with major course work in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; OR completion of the F.B.I. National Academy or comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work or a related field. Requires ability to travel to conduct investigations. Requires possession of a valid Illinois driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.
Location: Office of Inspector General
Bureau of Internal Affairs
401 South Clinton, 5th Floor, Chicago, IL 60707 (Cook County)
Agency Contact: Lori Hudgins / Office of Inspector General
404 North Fifth Street, Springfield, IL 62702
Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

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 Administrator Iv - Opt 1

Agency: Children & Family Services
Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 1560021-602325

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, serves as working supervisor to clerical staff engaged in performing a variety of complex, specialized clerical and data entry functions involved in determining appropriate DCFS codes and MARS/CYCIS screens for inputting important payment and eligibility information; prepares, conducts, and signs performance evaluations; conducts quality assurance review of front line work staff and products; provides problem resolution for issues arising within the unit; recommends policy revision.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of two years of study at a secretarial/business college and two years experience; or completion of high school and four years Office Assistant experience; or four years independent business experience.

Work Hours & Location/Agency Contact: HOURS: 8:30 AM to 5:00 PM Monday -Friday
Supervisor: Cynthia Hodges
LOCATION: DCFS 1911 S Indiana Avenue, Chicago, IL

SUBMIT BIDS TO: April Coats, 406 E. Monroe, Station 30, Springfield, IL. 62701
Phone: 217-557-7430 Fax: 217-785-0395
Email: april.coats@Illinois.gov

*Bids are accepted through E-mail, fax, and mail

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 – General

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services
Closing Date/Time: Fri. 10/02/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1548015-481942

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

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.

Work Hours & Location/Agency Contact:

Work Hours: Monday - Friday 8:30AM -5:00PM
Location: 1026 S Damen, Chicago IL 60612

Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations, Cook
1911 S Indiana, 10th Fl
Chicago, IL 60616

Phone: 312-328-2509 Fax: 312-328-2510 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).

Option 2 – Typing

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Job Title: Office Coordinator - Opt 2

Agency: State Retirement Systems
Closing Date/Time: Tue. 10/06/15 11:59 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#: 50-74 5-0026

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, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires extensive knowledge of basic mathematics. Requires working knowledge of Microsoft Word, Excel and Outlook. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at the rate of 30 wpm.

Work Hours & Location/Agency Contact:

Location: State Retirement Systems
Michael A. Bilandic Building, 160 N. LaSalle Street, Suite S200, Chicago, IL 60601
Work Hours: Monday – Friday 8:00 A.M. – 4:30 P.M.

Agency Contact: Kelley Gray / State Retirement Systems
2101 S. Veterans Parkway, Springfield, IL 62704
Phone: 217-785-7017 Fax: 217-557-3943
Email: Kelley.Gray@SRS.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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Job Title: Program Integrity Auditor II

Agency: Healthcare & Family Services
Closing Date/Time: Wed. 10/07/15 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly Job Type: Full-Time
Location: Cook County, Illinois Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: IG0622

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, independently conducts on-site audits of providers participating in the Medical Assistance Program; writes comprehensive audit reports, audit results, calculations and audit schedules; monitors work for quality control; contacts providers to be audited; reviews audit scope with immediate supervisor; conducts exit interview with representative/provider; testifies on behalf of the Department at administrative hearings and reviews as an expert accounting witness; serves as liaison between the Department and the provider; travels extensively to conduct on-site field audits.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major course work in accounting or business administration; requires one year of experience such as could be acquired as a Program Integrity Auditor I and satisfactory completion of an agency-sponsored program integrity training program; requires extensive knowledge of program integrity review theory and procedures; requires an appropriate valid driver's license or the ability to travel to remote sites.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.
Location: Office of Inspector General / Bureau of Medicaid Integrity
401 South Clinton, Chicago, IL 60607 (Cook County)
Agency Contact: Lori Hudgins / Office of Inspector General/Personnel
412 North 5th Street, Springfield, IL 62702
Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Thu. 10/08/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 01

Plan/BU: RC063 Bid ID#: 1560041-602246

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Juvenile Justice Administrator, serves as Dually Involved Services Administrator; develops and implements the statewide Dually Involved Services program to coordinate regional field casework programs to ensure appropriate and timely discharge planning and effective monitoring of the safety and well-being of incarcerated wards, as well as visitation of incarcerated mothers by wards; monitors to ensure that follow-up services are in place upon release of wards from the Department of Juvenile Justice; develops and implements statewide policies and procedures; serves as working supervisor of subordinate professional staff.

Minimum Requirements:

Requires a master's degree in social work and three years administrative child welfare experience or a master's degree in an acceptable human services field and four years administrative child welfare experience; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Work Hours: Mon - Fri 8:30AM - 5:00PM

Supervisor: Vacant

Location: DCFS, 100 W. Randolph, Chicago, IL. 60601

Agency Contact: April Coats

Address: 406 E. Monroe, station 30, Springfield, IL. 62701

Fax: 217-785-0395 Phone: 217-557-7430 E-mail: april.coats@Illinois.gov

*Bids are accepted by E-mail, fax, and mail

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

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Job Title: Revenue Special Agent Trainee

Agency: Revenue
Closing Date/Time: Thu. 10/08/15 5:00 PM Central Time
Salary: \$3,803.00 - \$5,580.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 11207

Minimum Requirements: Requires completion of four years of college with major coursework in accounting, law enforcement, business administration, pre-law or related areas; up to two years of police investigative or law enforcement experience may be substituted on a year for year basis for the college training. Requires elementary knowledge of the criminal justice system as it relates to investigation; requires ability to prepare written investigative reports and requires the ability to understand and follow oral and written instructions. Employees in this position must be able to actively participate and graduate from an accredited police academy during the training period. Requires a successful completion of the firearms qualification course during the first twelve months of employment. Employees in this position will be required to travel frequently. Requires a valid, appropriate driver's license. Requires physical ability to perform duties enumerated above.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.
Work Location: Illinois Department of Revenue
Tax Enforcement/Bureau of Criminal Investigations/Northern Cook Office
Maine North Regional Building, 9511 Harrison St., Des Plaines, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-558-0962 217-782-9925 Fax

How to Apply:

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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: Storage Tank Safety Specialist

Agency: State Fire Marshal
Closing Date/Time: Tue. 10/06/15 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#: 50-50-SFM15-009

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college with course work in engineering, physical, or life sciences. Technical experience in petroleum handling and safety, pollution abatement, or a related field may be substituted on a year-for-year basis. Requires two years experience in emergency and safety procedures for the mitigation of a stabilization of hazardous situations, or incidents involving fire, explosion or environmental release.

PLEASE NOTE: THE SELECTED CANDIDATE MUST RESIDE IN COOK COUNTY WITHIN 90 DAYS OF HIRE.

Work Hours & Location/Agency Contact: WORK HRS: 8:30am to 5:00pm, Mon thru Fri
WORK LOCATION: Office of the Illinois State Fire Marshal / Cook County Field Office

AGENCY CONTACT: Lloyd Peterson
Public Safety Shared Services Center
1301 Concordia Court, PO Box 19277
Springfield, IL 62794

PHONE: 217-557-6015

How to Apply:

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

Agency: Revenue
Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time
Salary: \$33.50 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: DOR 10465

THIS IS A PERSONAL SERVICES CONTRACT.

Minimum Requirements: The candidate must have a 4 year degree. 2 years of experience working in a professional environment with experience conducting inspections, completing reports, training and communicating with the public is required. Compliance testing and law enforcement experience is preferred. Must be willing to work a variety of hours. This includes days, nights and weekends. Personal schedule must be flexible to facilitate coordination with other members of the inspection team. A valid drivers license; each inspection team is provided 1 state vehicle but reliable transportation is required to and from designated locations for team members; ability to travel extensively with some overnight stays; minimum auto insurance coverage for bodily injury of \$250,000 per person/\$500,000 per occurrence and \$100,000 property damage per occurrence. Smoking and ingesting tobacco products in the presence of inspections team is not permissible.

Work Hours: Various Hours/Workdays; 12 Month Contract Length
Headquarter Location: Illinois Department of Revenue
Liquor Control Commission, 100 W. Randolph, Chicago, IL (Cook County)
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 217-782-9925 Fax

How to Apply: This is a contractual position. No grade is required through CMS Examining and Counseling Division.

All Interested Applicants: Submit a CMS 100 - Employment Application to the Agency Contact above prior to the close of the posting.

Instructions: Go to <http://www.work.illinois.gov/>

Click on Forms; Click on CMS100 ; Complete the application in full (1. Position Title is: Tobacco Compliance Officer - DOR 10465)

Sign the application (bottom of first page)

Fax the application to: 217-782-9925

OR mail it to the Agency Contact address:

A & R Shared Services Center, 101 W Jefferson, Springfield, IL 62702

You will be contacted if chosen for an interview.

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Seasonal Marketplace Prep Cook Part Time Macy's Woodfield Mall

Location: Schaumburg, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71237891

Overview: The Seasonal Prep Cook's primary responsibility is to prepare hot and cold items into batches for future recipes use according to company and Health Department standards. Perform other duties as assigned.

Education/Experience: No specific educational accomplishment is necessary. Previous restaurant/hospitality experience is preferred but not required. Health department license or certification and/or alcohol certification as required by state or local requirement. Per state law, a Food Handler's certificate may required for all food service employees who prepare, store or serve food at restaurants, coffee bars or any other food service establishment.

Communication Skills: Ability to read, write, and interpret instructional documents such as safety rules, reports, and procedure manuals. Excellent written and verbal communication skills. Ability to communicate in Spanish is preferred but not required.
Mathematical Skills: Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to make change using American monetary units.
Reasoning Ability: Must be able to work independently with minimal supervision. Must be able to follow instructions.

Physical Demands: This position involves regular walking, standing, hearing and talking. May occasionally involve stooping, kneeling, or crouching. Must be able to move and/or lift at least 30 lbs. Involves close vision, color vision, depth perception, and focus adjustment.

Other skills: Must possess excellent customer service skills. Must be able to work effectively in a fast-paced environment.

Work Hours: Ability to work a flexible schedule based on department and store/company needs.

Disclaimer

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71237891>

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Part-Time Houseperson - Crowne Plaza

Employee Type: Part-Time

Job Type: Hospitality – Hotel

Required Education: High School

Required Experience: At least 1 year(s)

Required Travel: Not Specified

Reference ID:GPP5AJRPSRQRULocation:US-IL-Chicago

QUALIFICATIONS AND REQUIREMENTS

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, skills, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be on feet for long periods, ability to lift/push/pull 35+ lbs.
- Must be willing to work a variety of day, night, and weekend shifts.
- Must be able to converse in Basic English.
- Ability to bend, stoop, and reach repeatedly.
- Must have excellent interpersonal skills and meet or exceed guests and team expectations and standards.
- Must meet grooming standards.
- Must have a high level of energy.
- Must enjoy working independently.
- Must be a citizen of this country or possess a valid work permit.
- Must attend department meetings.

EDUCATION and/or EXPERIENCE •High school. Diploma, or general education degree (GED); any combination of education, training, or experience that provides the required knowledge, skills, and abilities. •Prior hospitality experience preferred

LANGUAGE SKILLS •Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must speak fluent English. Other languages preferred.

****APPLICANTS MUST HAVE OPEN SCHEDULING AVAILABILITY TO WORK ON HOLIDAYS AND WEEKENDS. THIS POSITION WILL WORK AT LEAST TWO OVERNIGHT SHIFTS PER WEEK****

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Part-Time-Houseperson-Crowne-Plaza/J3H0GM78B88ZTTNGSB8/>

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Front Desk Agent (Guest Service Rep) - Crowne Plaza

Base Pay:\$16.00 /Hour

Employee Type: Full-Time

Job Type: Customer Service

Required Education: High School

Required Experience: At least 1 year(s)

Reference ID: GPPYRPAWNUJAE

Location: US-IL-Chicago

JOB OVERVIEW: Be the first warm welcome for our guests as they begin their stay at the Crowne Plaza Chicago Metro. In this role, you will be responsible for duties associated with checking our guests into and out of the hotel as well as answering any guest service questions that might come your way. Our guests look forward to the energy our team displays and wants to know they are in good hands while at the Crowne Plaza.

QUALIFICATIONS AND REQUIREMENTS

QUALIFICATIONS:

- Excellent guest relations
- Excellent telephone skills
- Excellent accounting skills
- Excellent computer skills
- Effective cash handling skills
- Effective multi-tasking skills
- Ability to handle difficult, stressful, or trying situations with confidence and a positive attitude
- Outgoing, friendly, courteous, organized and professional
- Prior hotel experience preferred

High School Diploma or equivalent / plus a minimum of 1 year face-to-face customer service experience that included problem resolution and multi-tasking; hotel experience very highly preferred. Must speak fluent English. Other languages preferred. Must have open scheduling availability to work a varied schedule to include weekends, holidays, evenings and occasionally overnight shifts as needed.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Front-Desk-Agent-Guest-Service-Rep-Crowne-Plaza/J3K5Z877CLSR70LDC2R/>

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