



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



District Office
4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903

Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)

Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502



Staffing and Scheduling Coordinator Job

Location: Oak Lawn, IL, US, 60453

Location: 469 - MCHS - Oak Lawn West, Oak Lawn , Illinois

Title: Staffing and Scheduling Coordinator

Description:

HCR ManorCare provides a range of services, including skilled nursing care, assisted living, post-acute medical and rehabilitation care, hospice care, home health care and rehabilitation therapy. Responsible to prepare schedules and maintain appropriate staffing levels in the nursing departments on a 24-hour basis according to administrative requirements. In return for your expertise, you'll enjoy excellent training, industry-leading benefits and unlimited opportunities to learn and grow. Be a part of the team leading the nation in healthcare.

Educational Requirements: High School Diploma or GED required. Associates Degree in office management or related field strongly preferred.

Position Requirements: Clerical skills, PC, strong math skills required. Staffing and scheduling experience preferred.

Job Specific Details:

One year scheduling/staffing experience in a Healthcare environment required, Skilled Nursing Facility preferred.

[Apply Here](#)



Front Desk Receptionist -The Harbor

Waukegan, IL- PT 32 hours/wk - 4pm to Midnight

Job Number: 17932

Job Category: Administrative / Business Support

Facility: Alexian Brothers Health & Housing Alliance/The Harbor

Location: Waukegan, IL

Schedule: Part-time

[Apply Here](#)



Dog Walker

Requirements include:

Must be reliable and communicate well with others through notes, emails and text

Must pass a background check

Must be physically capable of walking at least 8 miles a day and be able to walk up and down stairs

Must have a CAR (NO CTA!)

Must have a working smart phone and daily internet access at your home (schedules are posted daily online) (Apple or Android supported)

Must be able to work posted days & times

Must live in the city

Minimum 1 year commitment (we are looking for serious walkers and pet sitters). This is a signed contract!

To be considered please email a brief cover letter including:

Why you would be a good fit for the position

What part of the city you live in

Your mode of transportation

Are you able to give a 1 year commitment

Your resume

Job Type: Part-time

Salary: \$1,400.00 /month

[Apply Here](#)



Fulfillment Associate

DigiCom Electronics, Inc. -Chicago, IL

\$18 an hour

Great Opportunity for a full-time/part-time Fulfillment Associate/Administrative Assistant/Receptionist to start asap. We need a candidate who is easy going, has a strong work ethic and can pay attention to detail. Must be a quick learner!

This person must have excellent computer skills and be comfortable with Microsoft Office programs (Word & Excel). Must be extremely organized and efficient. Please submit resume and cover letter if you feel you are a qualified candidate.

Salary: \$18.00 /hour

[Apply Here](#)



Adidas Booster Agent

Required Experience:

YOUR RESPONSIBILITIES Inspire Retailer Team

As the face of the brand, you'll be empowered to inspire your store to help their customers get the full benefits of adidas. You're the spark that brings excitement to the floor. Educate On Product

Increase knowledge of the latest running tech and products released by adidas. Increase Sales Increase sell-through of adidas running footwear, apparel and accessories by promoting product on site and educating customers on adidas products. Build Store and Community Relationships You'll be making store visits, demoing & sampling recently launched products, creating amazing in-store experiences and identifying opportunities in your market to impact the running community.

You'll build professional relationships with retail associates and individual influencers as their adidas go-to for questions and insights. You'll lead local runs to help gain traction within the community. You'll also be responsible for bringing the adidas brand to life at retail through ensuring flawless product placement and storytelling. Provide Running Product Insight

Being on the front line with customers will give you valuable insight to what they need and want. By sharing that with us, you'll be directly influencing future adidas products Champion Brand Standards

[Apply Here](#)



Computer Aided Real-Time Translation Technical Specialist

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following

Salary:

\$40.37 - \$40.37 / Per Hour

Series & Grade:

IM-0301-00/00

Location(s):

Location Negotiable After Selection, United States

Open Period:

1/14/2016 to 1/28/2016

Announcement Number:

FEMA-16-JS-015-RSV

Department:

Department Of Homeland Security

Agency:

Federal Emergency Management Agency

Position Info:

Temporary - Intermittent employment not to exceed 2 years

[Apply Here](#)

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Job Title: Child Protection Specialist
Agency: Children & Family Services
Closing Date/Time: Thu. 01/28/16 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#: 1647006-477865

[Apply Here](#)



Cashier-Dietary Cafeteria

Counts and reconciles bank at start of shift

Operates cash register during meal services; informs customers of total charge; completes transaction, issues receipt to customer.

Counts and reconciles bank, cash, credit card & freedom pay transactions, meal tickets and register receipts at end of shift

Completes deposits of cash, meal tickets per department procedure

Programs register for daily menu and prices.

Maintains clean, well organized work area.

Restocks food and supplies as directed.

High School diploma is required

Ability to read, write, speak English

Bilingual preferred

Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

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Passenger Service Agent

An Agent Passenger Service performs all aspects of airport and passenger service functions including: making reservations, preparation and issuance of tickets and itineraries, computation of fares, issuance of refunds, checking baggage, collection of excess baggage charges, providing passengers with general travel information; meets aircraft at gate or loading area, performs duties in the departure lounges or at boarding gates when enplaning and deplaning passengers, checks passenger ticket for validity and lifts appropriate coupon, completes all necessary arrangements for accommodating passengers holding reservations, standbys and their luggage, determines flight close-out time and prepares, completes and checks various flight forms for accuracy, invalidates tickets and completes post-departure procedures

performs lost and found activities, initiates tracing procedures for lost passenger articles, keeps owner informed of progress of search and returns found articles to customer, processes claims for damaged or lost baggage and personal articles and makes on-the-spot settlement of minor claims, forwards reports on larger claims to proper Company personnel, prepares and maintains required records and reports of lost and found activities; receives airfreight shipments, establishes acceptability, determines routing, classifies, computes rates and other tariff charges and collects payments, prepares routing data, carrier releases, transfer manifest drayage documents and various domestic and international forms, maintains inventory and records of shipments accepted, warehoused, dispatched and delivered to customers; and other duties and functions related to the foregoing as directed by management.

Required Skills

** Bilingual skillset may be required in addition to the English language depending on customer contract (specific language requirement discussed during interview). High school diploma or equivalent preferred. Computer experience necessary. Demonstrates qualities of leadership, initiative, and judgment. Excellent interpersonal and communication skills required. Must have ability to work under pressure. Must be able to lift up to 70 pounds (31.9kg). Ability to work weekends (ie. Friday, Saturday, Sunday), holidays, and days off. Must be able to read, write, speak and understand the English language. May be necessary to speak other language(s), in addition to English, depending on customer contract.

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Student Trainee (Clerical) (Pathways Internship)

About the Positions: The Great Lakes and Ohio River Division (LRD) of the U.S. Army Corps of Engineers is actively soliciting applications from current students who are seeking temporary employment during the Spring and/or Summer s

Salary:

\$26,255.00 - \$41,193.00 / Per Year

Series & Grade:

GS-0399-03/04

Location(s):

Multiple Locations (2)

Open Period:

1/15/2016 to 5/31/2016

Announcement Number:

SWGJ160000001602799PI

Department:

Department of the Army

Agency:

U.S. Army Corps of Engineers

Position Info:

Multiple Schedules - Internships NTE 4 months

Who May Apply:

Student/Internship Program Eligible

[Apply Here](#)



Stockless Specialist

NorthShore University HealthSystem (NorthShore) is a comprehensive, fully integrated, healthcare delivery system that serves the greater North Shore and Illinois communities. NorthShore is committed to earning the loyalty of those who come to us for care and those who play a role in providing that care. Service Values which include: Exceptional Customer Service, Supportive Workplace Interactions and Professional Work Ethic, define the behaviors that each employee demonstrates with co-workers, patients and families, physicians, and visitors.

To learn about the many benefits to working at NorthShore, which include a supportive work environment that promotes professional and career development, recognition of our staff for providing excellent service and a competitive benefits package, please visit www.northshore.org/careers.

NorthShore University HealthSystem is committed to working with and providing reasonable accommodation to individuals with disabilities. Please refer to the main career page for more information.

EOE: Race/Color/Religion/Sex/National Origin/Protected Veteran/Disability, VEVRA Federal Contractor.

Position Overview

We are currently seeking a Stockless Specialist for our Materials Management department located at Highland Park Hospital in Highland Park, IL. This is a full-time position and is benefits eligible. Hours will be scheduled on the first shift (7:00AM-3:30PM) Monday - Friday, with rotating weekends and holidays.

[Apply Here](#)



After School Program Instructor

Youth Guidance Extended Day After School Program Instructor at South Loop Elementary School

Program Description:

Youth Guidance creates and implements school-based programs that enable children to overcome obstacles, focus on their education and, ultimately, to succeed in school and in life. The Youth Guidance Extended Day Program at South Loop Elementary School is designed to meet the social, academic, and emotional needs of students, while helping to develop their awareness of arts, culture, health, and wellness.

The program provides a safe and supportive environment where students can develop and grow alongside their peers through a variety of unique lessons, academic support, and classes including fine art, dance, music, and drama.

Our staff works closely with school-day teachers to develop curriculums and activities that will supplement their school-day lessons while promoting the development of essential social and emotional skills. Essential Functions: To plan and facilitate youth activities outside of traditional classroom time. Program Instructors assist with program planning, implementing, and evaluating creative services that engage and reward youth involvement. Program Instructors may also provide direct tutoring and homework assistance.

[Apply Here](#)



On Air Personality

- Socially informed and perceptive; up-to-date and in tune with the local and national trends and/or specialized knowledge of topics/events related to on-air discussions
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Well-rounded communication skills for conducting interviews
- Ability to make others feel comfortable and open up on air
- Excellent writing and editing skills; proficient in grammar
- Proficient in media production and broadcast systems
- Proficient in Microsoft Office suite and social networking
- May require selling skills
- May require other language proficiency, e.g., Spanish

Work Experience

- 1-2 years' experience as an announcer in smaller market or college station environment

Education

- 4-year college degree, preferably in Communications or Broadcast Journalism

Certifications

- None required

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

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CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m. (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicate Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.) ***NOTE: A government-issued photo ID is required in order to enter the JRTC building.

GET MORE INFO: <http://work.illinois.gov/default.htm>

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Retail Hiring Event January 19th

Location: Lincolnwood, Illinois

AT&T IS HIRING RETAIL SALES PROFESSIONALS

Throughout the North Shore, IL Area

(Skokie, Evanston, Niles, Glenview, Lincolnwood)

Are you a People Person?

Then you're an AT&T Person!

Join us for a Hiring Event to learn about

AT&T's exciting career opportunities and interview with Hiring Managers!

Please join us Tuesday, January 19th from 10:00 a.m. – 5 p.m. at:

Doubletree by Hilton

9599 Skokie Blvd, Skokie, IL 60077

We look forward to seeing you Jan 19th!

There are retail jobs, and there are retail careers. If you're passionate about helping people get the most out of the technology they love, you could be a great fit for our retail team. Our motivated employees work directly with our cutting-edge line of products and services. We're passionate about innovation – and even more passionate about connecting our customers to the future.

As a Retail Sales Consultant, you'll belong to a supportive team in a fast-paced environment. Together, you can connect people to the latest technology – all while meeting sales goals. If you love working with people, then this may be the job for you. From the initial greeting to closing the sale, you will play a big role in shaping the retail experience. Bottom line? You are the go-to customer service expert.

Sharing your knowledge with our growing customer base comes with many rewards. Start with the paycheck: Base plus commission. Our current full-time Retail Sales Consultants earn an average of \$50,636 in total compensation in the

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first year when successfully meeting or exceeding sales goals. Our top sellers earn an average of \$57,511 per year.

You'll also gain an amazing benefits package, including:

- Ongoing paid training
- Exciting career paths
- Supportive team environment
- Employer-provided mobile device
- Medical/dental coverage
- 401(k) plan
- Tuition reimbursement
- Paid time off

Not to mention some pretty cool perks, like:

- One of our latest devices and a service plan. Using our technology, gain first-hand expertise to share with our customers.
- Discounts on accessories and additional AT&T products and services. That means you always have access to the coolest gadgets around.
- A spring and fall fund to spend on a wide range of Team Color apparel. You'll even receive a welcome kit of fun gear to get you started (including two shirts).

To qualify, we'd like you to have 1 to 3 years of retail or customer-facing sales experience.

[Apply now.](#)



What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
 - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center

How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
 - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
 - Completion of all hiring documentation and application inserts
 - Training
 - Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

Once in the program, what are the expectations?

- 30-day reviews are conducted throughout the duration by immediate supervisors within their assigned work location



- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.



10 Reasons to Consider Joining the Armed Forces

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, “There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well.” (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.



2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.



6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).