



Job Title: Technical Advisor II

Agency: Public Health

Closing Date/Time: Fri. 01/24/14 5:00 PM Central Time

Salary: \$29.28 - \$44.43 hourly - \$2,204.77 - \$3,344.77 biweekly

\$4,777.00 - \$7,247.00 monthly - \$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: IDPH 71525

Minimum Requirements: Requires graduation from a recognized law school. Requires the possession of a license to practice law in Illinois. Requires thorough knowledge of common laws: Federal and State laws. Regulations pertaining to the agency programs. Requires working knowledge of judicial and quasi judicial and administrative procedures and the rules at all judicial levels; Requires working knowledge of legal methods, practices and procedures in the agency; Requires working knowledge of principles of management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout, coordinate and review the work of a technical or legal program or units; Requires ability to draft complex and technical legal documents; Requires ability to develop and maintain effective professional and public contacts and satisfactory working relationships with others; Requires ability to analyze and appraise facts, evidence and precedents in developing pertinent issues and in applying fundamental principles to unusual, difficult and complex problems and to give full and complete, though brief, expression to such issues and facts, evidence and precedents pertaining to same.

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

IL. Dept. of Public Health/ Office of the Director

Division of Legal Services 122 S. Michigan Ave Chicago, IL 60603

Office of Human Resources 535 West Jefferson Springfield, IL 62761

ph# 217/785-2031 fax# 217/524-0220

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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

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Front Desk Receptionist/Information Clerk

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Description:

The Front Desk Receptionist/Information Clerk is the initial point of contact with the public.

This position is the liaison between visitors and hospital staff and is responsible for being able to effectively and professionally communicate with all parties.

Responsibilities include answering phones, greeting visitors, following security policies & procedures, and completing required paperwork.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 5 years of experience as a Front Desk Receptionist.

Experience in front desk security procedures.

Strong people skills.

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

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In-Patient Coder

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Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered. Must have at least five years of in-patient hospital coding and abstracting experience. High school diploma or GED RHIT or RHIA certification. Experience with 3m software Knowledge of medical terminology, anatomy, physiology, and disease process required. Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

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

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Transportation Driver

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Description:

The Transportation Driver is responsible for transporting staff and visitors in company vehicles. S/he prepares, receives, and provides appropriate documentation for the delivery or pick up of passengers and parcels to ensure timely and accurate transportation. The Transportation Driver is responsible for the operation, maintenance, appearance, and service of the vehicles.

EOE "A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED or the combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position.

Valid Illinois Driver's license with good driving record.

Minimum of two (2) years of transportation experience.

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

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Job Title: Library Associate

Agency: Veterans Affairs

Closing Date/Time: Wed. 01/22/14 4:00 PM Central Time

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

Job Type: Full-Time

Location: Adams County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-14-78444

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires working knowledge of standard library methods and procedures; requires knowledge of the application of standard library techniques; requires working knowledge of accessioning, cataloging and reference techniques; requires ability to prepare and maintain circulation and catalog files and to prepare ordinary operating reports on library activities; requires ability to perform incidental typing.

Work Hours & Location/Agency Contact:

Monday - Friday 8:00 am - 4:30 pm (1 hour unpaid meal break)

Illinois Veterans Home @ Manteno

#1 Veterans Drive

Manteno, IL 60950

Human Resources

Ph: 815-468-6581, ext. 328

Fax: 815-468-1596

How to Apply:

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Certified Registered Nurse Anesthetist

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Description:

The Certified Registered Nurse Anesthetist (CRNA) provides general anesthesia in surgical and obstetric patients at the same time providing professional observations and resuscitation, when needed. S/he is responsible for the welfare of the patient insofar as anesthetic effects are concerned. The CRNA recognizes the physiologic variations in patient's condition and takes remedial measures to relieve unfavorable symptoms. S/he also completes perioperative clinical records accurately.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE "A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Graduate of an accredited school of Anesthesia

Licensed Registered Nurse in the state of Illinois

Certified Registered Nurse Anesthetist in the state of Illinois

Minimum of one (1) year of CRNA experience.

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

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Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Discharge Advocate RN

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Description:

The Discharge Advocate Registered Nurse provides professional nursing care to a group of patients within an assigned unit of the hospital in support of medical care directed by physician(s). S/he is responsible to be clinically competent; deliver education & support to patients utilizing the nursing process of assessment, planning, intervention, implementation, and evaluation; and effectively interact with patients, significant others, and other healthcare staff while maintaining standards of professional nursing to support the patient throughout the process of transitioning from acute care admission to lesser settings of care; such as home with outpatient follow-up, home with home health or community resources, residential settings, skilled nursing facility care or hospice.

EOE "A Tradition of Caring" since 1904.

Requirements:

Associate's degree or higher in Nursing from an accredited school.

Current RN licensure from the State of Illinois Department of Professional Regulations

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

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Job Title: Mental Health Recovery Support Specialist II (spanish speaking)

Agency: Human Services

Closing Date/Time: Mon. 01/27/14 4:00 PM Central Time

Salary: \$27.44 - \$37.54 hourly-\$2,065.85 - \$2,826.46 biweekly

\$4,476.00 - \$6,124.00 monthly-\$53,712.00 - \$73,488.00 annually

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 13/76729

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Region Executive Director and the Director, Division of Mental Health Recovery Support Services, serves as the Region Mental Health Recovery Support Specialist (MHRSS), working as a member of the Region Staff. Develops and maintains contacts/relationships with community mental health centers/agencies for the purpose of enhancing recovery-oriented services/service delivery. Address, reviews and resolves identified consumer and/or family issues and concerns. Utilizes Spanish Speaking skills to communicate with consumers, family members and community groups on a daily basis.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and two years of experience performing peer support work within a mental health setting. Must be a current or former consumer of mental health services and willing to do self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS). Requires the ability to read and speak Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: 9am - 5PM Monday - Friday
Administration Department / Valarie Laird/Human Resources
Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141
Fax# 708-338-7078

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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Mental Health Worker

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Description:

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

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

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

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Chicago IL, 60621

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Job Title: Registered Nurse I

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$4,527.00 - \$6,141.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 34-50-13-Cont. 2

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, and in conformance to established standards, procedures and policy, utilizes professional training and expertise in the field of nursing to function as a Care Plan Coordinator on an assigned unit. Conducts and/or coordinates the MDS with appropriate participation of other health professionals, patients, and families; validates information and discusses discrepancies with the appropriate discipline. Signs and certifies the completion of each assessment; inputs the MDS and Care Plan into the computer system and maintain a care plan book on the unit; participates in Quality Assurance monitoring.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

Contact: Jeri Gulli 815/468-6581 ext 328

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: Security Officer

Agency: Veterans Affairs

Closing Date/Time: Wed. 01/22/14 4:00 PM Central Time

Salary: \$3,689.00 - \$4,723.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: 34-50-14-78446-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school; must be CPR Certified; must have a valid driver's license; requires working knowledge of facility security requirements and regulation; requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control; requires working knowledge of security enforcement practices and techniques. Requires ability to recognize and provide initial response to security breaches and safety hazards.

Work Hours & Location/Agency Contact: 6:30 am – 2:30 pm Rotating Days Off
Illinois Veterans' Home @ Manteno 1 Veterans Drive Manteno, IL 60950

Contact:

Ms. Jeri Gulli

phone: 815-468-6581, Ext. 328

fax: 815-468-1596

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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Patient Care Technician

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Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

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

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

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

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

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

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Manager of Pediatrics Mobile Unit

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Not every child who needs medical care makes it in to St. Bernard Hospital. That's why St. Bernard Hospital reaches out to them. Our Pediatrics Mobile Unit travels to Englewood-area schools, day care centers, and health fairs to provide children with the care they need.

Description:

Responsible for all aspects of the Pediatrics Mobile Unit program. The Manager is also responsible for driving and mechanically maintaining the 40-foot long mobile clinic vehicle. Administer and provide oversight to the program which provides immunizations, school physicals, sports examinations, asthma screenings, and more.

EOE "A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Healthcare Administration or related field.
Current Illinois (Class C or CDL) drivers' license with good driving record.
Experience in driving a 40-foot long motor vehicle.
(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 3 year experience in the healthcare setting.
At least 1 year of relevant experience in the health care setting in a supervisory position. Excellent verbal, writing and interpersonal skills are essential.
Good computer skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Fax: (773) 962-0034

Mail:

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 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:

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Registered Nurse

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Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

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

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Social Worker

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Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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

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Surgical Technician

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

Description:

Prepares and maintains medical equipment for surgical procedures. Follows hospital regulations and industry procedures to tend to patient during pre-operation procedures. Performs pre-operation preparations to the patient's skin, body, and medical equipment. May be required to transport patient to and from the operating room. Visits patients pre and post-operatively and reviews the medical record in the best interest of patient care.

EOE "A Tradition of Caring" since 1904.

Requirements:

Graduate of an accredited surgical technician program.

Two years of related clinical experience.

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

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

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Technical Advisor II

Agency: Public Health

Closing Date/Time: Fri. 01/24/14 5:00 PM Central Time

Salary: \$29.28 - \$44.43 hourly - \$2,204.77 - \$3,344.77 biweekly
\$4,777.00 - \$7,247.00 monthly - \$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: IDPH 71525

Minimum Requirements: Requires graduation from a recognized law school. Requires the possession of a license to practice law in Illinois. Requires thorough knowledge of common laws: Federal and State laws. Regulations pertaining to the agency programs. Requires working knowledge of judicial and quasi judicial and administrative procedures and the rules at all judicial levels; Requires working knowledge of legal methods, practices and procedures in the agency; Requires working knowledge of principles of management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout, coordinate and review the work of a technical or legal program or units; Requires ability to draft complex and technical legal documents; Requires ability to develop and maintain effective professional and public contacts and satisfactory working relationships with others; Requires ability to analyze and appraise facts, evidence and precedents in developing pertinent issues and in applying fundamental principles to unusual, difficult and complex problems and to give full and complete, though brief, expression to such issues and facts, evidence and precedents pertaining to same.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
IL. Dept. of Public Health Office of the Director / Division of Legal Services
122 S. Michigan Ave Chicago, IL 60603
Office of Human Resources 535 West Jefferson Springfield, IL 62761
ph# 217/785-2031 fax# 217/524-0220

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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