



Calumet Outreach Coordinator

Location: Chicago, IL

The Calumet Outreach Coordinator will promote land stewardship in the Calumet region of Illinois and Indiana in order to increase resident engagement with public and private lands. In coordination with Calumet partners, work to expand the number of active stewardship sites and number of community members involved in land stewardship. The Outreach Coordinator will also support Calumet events and youth programs.

This is a full-time (35 hrs/wk), benefits eligible position.

Responsibilities

Develop a young cohort of the next generation of volunteer stewards, including college students and young adults in their 20s and 30s focused in Calumet

Work with staff social scientists and with partners (including non-traditional partners focused in the arts, health, faith, and community development areas) to build programming that links cultural heritage and place based on stewardship

Coordinate Calumet outreach events both at the Museum and in the Calumet Region
Assist Youth Conservation Action and National Heritage Area programs as needed

Qualifications

Bachelor's degree in ecology, biology, geography, anthropology, environmental science, or a related field

Experience in event planning, outreach, meeting facilitation, logistics, and environmental program implementation

Self-starter who is able to work as a part of team

Knowledge of urban conservation, community engagement, and group leadership

Knowledge of the Calumet Region preferred

Experience with ecological restoration and stewardship of Midwestern natural communities preferred

Ability to work some nights and weekends

Comfortable leading groups outside

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Technology Operations Administrator

Location: Chicago, IL

The technology operations administrator will be responsible for managing and executing administrative tasks for the Technology department including: working with senior management to manage and track departmental and project budgets, call screening for senior staff, managing meeting requests for senior staff as well as processing and assessing all inbound Technology project requests. Additionally they will serve as the main point of contact for external departments requesting Technology project-related services. He/she will maintain a master list/schedule for all projects throughout the museum requiring Technology oversight/support.

Responsibilities

- Serve as the main point of contact for Technology project requests, as well as processing, scheduling, and tracking all of these requests
- Manage and coordinate Technology resources for selected projects, events and inter-departmental collaborations, delegating tasks to the appropriate teams as determined
- Communicates project status to stakeholders and senior staff on a regular basis
- Writes policies, procedures, and other documentation related to projects and systems with appropriate team members
- Act as a resource to Technology staff members with questions and suggestions
- Participate in various FM committees for technology as assigned
- Coordinate meetings and events for the department
- Manage and track budget for the department
- Process administrative paperwork for the Technology Department (Purchase requisitions, payment approvals, IT clearance forms, IT NDAs, etc)
- Various administrative tasks for the Director of Technology or other senior members of the department
- Maintain relationships with primary technology vendors as designated by senior department staff
- Other duties as assigned

Qualifications

- Must be a team player and effective communicator
- Working knowledge of technical competencies, or aptitude and motivation to develop new competencies
- Strong troubleshooting skills and creative solution development
- Talent to effectively communicate both verbally and in writing with team members, vendors and other departments of varying technical backgrounds
- Able to handle multiple issues of varying priority effectively and work unsupervised

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Job Title: Administrative Manager

Department: MSP Neurology Stroke

Shift: 1st

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

Specialty: Neurology

Job Number: 2015-0045

Position Highlights:

Works as part of the administrative team of Neurology as the Administrative Manager of the Department of Neurological Science.

This individual must be able to discern the goals of the department and work towards these goals, both as an individual member of the team.

The Administrative Manager will have the responsibility for the organization, supervision and management of Stroke Section and the Practice Call Center along with other related activities.

The candidate will exemplify the Rush Mission, Vision, and Values and acts in accordance with Rush policy and procedures.

Position Qualifications Include:

Bachelor's Degree required

2 years of experience with internal function

Good interpersonal skills writing.

Ability to maintain tact, poise and discretion in handling confidential matters.

Ability to analyze and solve problems.

Management, leadership, and organizational ability.

The ability to handle multiple tasks concurrently.

Excellent time management skills required

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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Job Title: Administrative Assistant I - Opt C1

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: RCRA 11552

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with course work in Business, Public or Personnel Administration or Social Sciences. Requires one year of progressively responsible experience in a public or private organization; working knowledge of Equal Employment Opportunity/Affirmative Action; rules, regulations and guidelines relevant to individuals with disabilities and limitations under ADA and 504. Requires ability to perform program studies and prepare reports and recommendations; develop and maintain working relationships and ability to use personal computer with associated software packages such as word processing, database management and electronic mail; ability to communicate effectively both orally and in writing; ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

Office Hours: 8:30 am - 5:00 pm

Work location:

33 South State Street
Chicago, Illinois

How to Apply:

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

Option C1 - Dept Employment Security

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Job Title: Administrative Assistant II - Opt C1

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: RCRA 11553

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college. Requires two years of professional experience in a public or private organization, preferably with a background in law and/or law specific to Unemployment Insurance. Prefers knowledge of IDES policies and procedures and experience with IDES Appeals hearings rules, processes and procedures; ability to: effectively communicate with others verbally and in written form; perform analysis of Appeals data and trending studies by utilizing excel, power point and access database to prepare reports and recommendations; develop and maintain working relationships; use a personal computer with associated software packages, specifically including Microsoft Office Suite (Word, Excel, Access, and Power Point) and MS Outlook. Prefers knowledge of legal terminology and concepts; and of the content, organization, and format of UI Appeals legal documents and correspondence.

Work Hours & Location/Agency Contact:

Office Hours: 8:30 am - 5:00 pm

Work location:

33 South State Street
Chicago, Illinois

How to Apply:

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

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Job Title: Accountant Advanced

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11550

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting; two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; laws, rules and regulations relating to state or non-state accounting or auditing procedures. Requires working knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to: evaluate more difficult accounting problems and analyze and interpret complex accounting records and reports; prepare complete and accurate accounting or auditing records and reports; determine violations and non-compliance with law; explain and interpret significant irregularities and to use a personal computer with related software applications.

Work Hours & Location/Agency Contact:

Office Hours: 8:30 am - 5:00 pm

Work location: Central Office

33 South State Street

Chicago, Illinois

How to Apply:

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

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Job Title: Employment Security Specialist I

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County Zone 2, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11554

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level.

Requires working knowledge of the appropriate provisions of the Illinois Unemployment Insurance Act and applicable State and Federal laws.

Requires knowledge of automated system capabilities within IDES. Requires the ability to travel; effectively communicate ideas, both orally and in written form; organize and analyze pertinent data; and to use a personal computer with related software programs.

Work Hours & Location/Agency Contact:

Office Hours: 8:30 am - 5:00 pm

Work location:

2444 W. Lawrence
Chicago, Illinois

How to Apply:

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

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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Bus Supervisor

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, responsible for supervising all field operations which include investigating accidents, passenger incidents, vehicle breakdowns and monitoring the performance of Bus Operators.

Conducts continuous checks on schedules, routes, passenger loads and boarding, road conditions, and adherence to Company rules and schedules by Bus Operators.

Assists and instructs Bus Operators on maintaining service in emergency situations. Performs Dispatch duties as needed.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must have a minimum of three (3) years experience in transportation.

Must be at least 21 years of age and have a valid Illinois Commercial Driver's License (CDL) Class B or equivalent, extensive knowledge of transit system, supervisory ability, excellent written and verbal communication skills, and ability to make quick, accurate decisions.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=208

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Job Title: Office Assistant - Opt 1

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

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

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

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

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

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

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

Option 1 - General

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: G-HCD Continuous

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

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

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

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

How to Apply:

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

Option 2 - Typing

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Job Title: Radiation Therapist, Temporary/Oak Park, IL

Department: Oak Park

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Radiation Oncology

Job Number: 2014-2570

Position Responsibilities:

Incumbent participates in the coordination of radiation treatment delivery and planning processes for radiation oncology patients

Incumbent may function as a leader in supervising and overseeing daily treatment and simulation activities

Utilizes radiation and other equipment in planning and administering radiation treatments to cancer patients

Accurately sets treatment parameters

Positions patients and applies auxiliary devices for immobilization

Administers and records treatment

Utilizes the simulator to plan patient treatments

Interprets computerized treatment plans

Enters and maintains information in the clinical information management system

Performs warm-up and QA on the treatment unit

Observes patients for evidence of complications and reports appropriately to the nurse or physician

Obtains beam films of treatment area

Position Qualifications Include:

Bachelors degree or Associates of an accredited program in radiation therapy technology

ARRT registration

BLS certification

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law

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Job Title: RN Float Women's and Children's

Department: Women & Child Nursing Adm

Shift: 3rd

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

Specialty: Maternal-Child Nursing

Job Number: 2015-0035

Job Description: Are you an RN passionate about bringing your expertise to established maternal child units at a leading academic medical center? If so, you are the right candidate for our part-time RN Maternal Child Float Pool position!

Position Highlights:

As a member of the Maternal Child Float Pool you will receive an excellent preceptor orientation

Cross training in our Pediatric, Pediatric ICU, Neonatal Intensive Care Unit, New Life Family Center (high risk antepartum, postpartum, well-baby nursery) and Labor and Delivery units

Once orientation is complete you will rotate between 3 and 5 units experiencing a wide range of specialties.

12 hour shifts, 7P-7A, 48 hours per pay period

Part-time benefits including tuition assistance, PTO and insurances

Position Qualifications Include:

Current State of Illinois Registered Nurse Licensure

BSN or MSN

Two years Maternal Child Nursing experience (OB-Peds-NICU)

Ability to work night shifts (7P-7A)

Company Highlights:

Rush's new 14-story hospital is the cornerstone of the Rush Transformation, an ongoing effort to build new facilities, renovate existing buildings and adopt new technology.

Rush University Medical Center is a three time Magnet facility located in Chicago, IL

www.rush.edu

Leading academic medical center, acute care hospital w/ 676 licensed beds

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Job Title: OS II Dan Ryan Operations Supervisor

Agency: Transportation

Closing Date/Time: Tue. 01/27/15 4:30 PM Central Time

Salary: \$6,185.00 - \$9,185.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#40212

Minimum Requirements:

The following criteria is required:

- Valid Illinois driver's license
- Districtwide travel

The following criteria is desired:

- Knowledge and skill equivalent to the completion of three years of college with the major course of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineering. Additional specialized training will be considered.
- Twelve years of engineering technician experience under the direction of a professional engineer or equivalent, with a minimum of three years in a supervisory position
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Working knowledge of the function and application of public relations in problem areas
- Strong oral and written communication skills

Work Hours & Location/Agency Contact:

6:30 am – 3:00 pm / Monday – Friday (30 minute lunch)

Highways/District One/Bureau of Maintenance/6543 S. Wentworth Ave., Chicago, IL

***CANDIDATE MUST BE AVAILABLE 24 HOURS A DAY AND MAY BE REQUIRED TO WORK EXTENSIVE PERIODS OF OVERTIME, ESPECIALLY DURING THE WINTER MONTHS.**

How to Apply:

Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Tuesday, January 27, 2015, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

To view the entire job posting and to download a Technical Application, please visit:

<http://www.dot.il.gov/techapp/vacancy.html>

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Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Wed. 01/28/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: RCRA 11556

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in a related Information Technology field, including two years of administrative experience in coordinating a subsystem of computer based management information systems. Requires knowledge of IT industry standard techniques, methodologies, and processes. Requires extensive knowledge in the areas of computer hardware, software communications, and applications. Requires extensive knowledge of management principles and applied research procedures system modeling. Requires developed oral and written communication skills to present technical information to business as well as technology teams with clarity and precision.

Special Skills: Requires education/experience as outlined above for the following: DB2 for z/OS v8 or 9; IBM DB2 Utilities (COPY, REORG, RUNSTATS); SPUFI, QMF, OSC, DB2 monitoring tools (BMC-DB2MON); IBM Content Manager v. 8 on Mainframe and AIX; Websphere Application Server, MQ Series, Data modeling experience using PowerDesigner; Structured Query Language (SQL); Interpret EXPLAIN output; database performance tuning; Stored Procedures (COBOL and NATIVE), triggers and UDFs, RMF and use of SMF data; TSO/JCL; UNIX and LINUX environments; UDB on LUW; Java, .NET, J2EE; IBM mainframe operations, the IBM Rational Toolset (ClearCase, ClearQuest) and Microsoft SharePoint.

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

Work location: 33 South State Street Chicago, Illinois

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

Option 3 - Mgt Info Sys/Data-Telec

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Mon. 01/26/15 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly Job Type: Full-Time

Location: Cook County Zone 3, Illinois Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-87999

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday –Friday 8:00 AM –4:30 PM

WORK LOCATION Elisabeth Ludeman Center

114 North Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers / Human Resources Representative

Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

708-283-3015

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: MRI Tech

Department: Radiology M R I

Shift: 4th (Rotating)

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

Specialty: Radiology Technology

Job Number: 2014-2548

Job Description: Full Time, Rotating Shift

Position Responsibilities:

Follows departmental protocols & procedures in the performance of exams & produces diagnostic images

Maintains the work environment in a manner that meets departmental and regulatory requirements

Has a working knowledge of the Radiology Information System and PACS
Reports supply shortage or equipment failure to section supervisor

Assist Radiologist in the performance of procedures
Handles, administers and documents medications under the supervision of a radiologist

Maintains logs and documentation as per departmental protocol
Provides patient history or information necessary for proper interpretation of the procedure

Position Qualifications Include:

Formal training in an accredited Radiology Technology Program

Valid Illinois Emergency Management Agency (IEMA) license
Registry or Registry-eligible with the American Registry of Radiologic Technologists

Proficient in modality physics and operation of equipment
Knowledge of human anatomy, pathology and physiology

Demonstrates good interpersonal and communication skills
Ability to work a rotating schedule

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Job Title: Teacher - Laurance Armour Day School

Department: Laurance Armour Day School (LADS)

Shift: 1st

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

Specialty: Child Care/Education

Job Number: 2014-0432

Position Highlights:

The Laurance Armour Day School (L.A.D.S.) is a school and day care facility for children ages 4 months – 10 years. The center primarily provides care for children of its staff, students, and employees

In the position the Teacher will provide direct care, supervision and education to children in one classroom. This includes planning and implementing curriculum activities and primary care giving that meets the young children's developmental needs in social, emotional, cognitive, fine and gross motor skills. The Teacher will rely on observation and documentation of children's behavior to further guide the curriculum and will routinely share these observations of the children with their parents. The Teacher must be able to establish relationships with parents through daily contacts, conferences, orientations, and meetings for the classroom assigned

Position Qualifications Include:

Bachelors degree in Childhood Education with infant toddler or child care experience preferred. Minimum of 30 hours of ECE/Child Development course work required Classroom experience preferred. Must be able to communicate with children at and age appropriate level. Strong communication and leadership skills are required in order to supervise the teaching team, while also providing guidance in planning and implementation of the curriculum.

Please Note: This position requires the ability to lift medium weight specifically, up to 20-50- pounds occasionally and/or 10-25 pound frequently and/or up to 10 pounds constantly. Also, must have the ability to stand, stoop, bend and carry children, sit without back support for 15-20 minutes at a time.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Operations Administrator II

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description: Under the direction of the Paratransit Division Manager this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

Qualifications: Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelors Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

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Safety and Training Administrator

Location: Arlington Heights

Office: Revenue Services

Department: Safety

Job Description:

Trains Pace and contract carrier employees on established bus operations, investigates accidents, and designs, develops and implements safety and training programs.

Provides both classroom and behind the wheel training/retraining of Pace's Standard Operating Procedures and Defensive Driving curriculum to Pace and contractor employees.

Conducts Accident/Incident investigations. Performs Property and vehicle Safety and Security inspections/audits. Develops and prepares reports tracking accident and incident trends, DOT and CDL requirements. Performs other duties as assigned.

Qualifications:

Associates Degree or equivalent experience preferred. Must have possessed at minimum an Illinois class B CDL with Passenger and Air Brakes endorsement for minimum of 1 year immediately prior to assignment. Must possess and maintain DOT Medical Examiner's certificate.

Must be capable of obtaining a CDL Driver's license and State of Illinois Third Party Certification Safety Officer License within 6 months of assignment. Must have a minimum of 5 years experience in public transit, including experience as a full-size Bus Operator. Instructor certification and/or degree in Instructional Design/Development and Accident Investigation preferred.

Experience in assessing and determining Preventability/Non-Preventability of accidents. Familiarity with Pace Safety, Training and Pace Fixed-Route and Paratransit operations and service area, OSHA Regulations, Pace Standard Operating Procedures, and ADA regulations as they apply to public transportation.

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