



Sales Associate (Commission) job in CHICAGO

Requisition ID: 281437BR

Job Function: Sales

Employment Category: Regular, Part-time

State: Illinois (IL)

State or Province/City: CHICAGO

Post Code: 60707

Post Date: 01/13/2014

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01090: Sears Chicago Harlem Ave AIL

- Takes ownership for enhancing the customer experience, assisting customers by utilizing approved consultative selling practices and guidelines to identify customer needs and provide appropriate solutions
- Consistently meets or exceeds associate performance standards
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience and provide customer solutions when the product is not available in the store
- Maintains current knowledge of merchandise lines; product features, benefits and availability; Sears Advantages, such as the price match and price protection policies; and, if applicable, delivery, installation and/or service options to respond to customer needs
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Sears Purchase Protect, delivery, installation and other miscellaneous income opportunities)
- Processes customer transactions in the Point of Sale system, including sales, returns and exchanges in accordance with authorized procedures
- Completes required training in the expected timeframe, and participates in ongoing learning opportunities
- Partners with other selling and sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones and ring register)
- Maintains merchandise standards and ready all day standards within assigned departments, including replenishment and housekeeping for associates in all departments (and ad set up/take down for associates in Home Appliances, Fine Jewelry and Footwear; pad set up for associates in Home Improvement)
- Uses basic internet navigation to access and print information and reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

Apply online at <http://jobs.sears.com/career/242827/Sales-Associate-Commission-Illinois-II-Chicago>

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Job Title: Child Protection Specialist

Agency: Children & Family Services
Salary: \$4,291.00 - \$6,452.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1447600

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM to 5:00 PM
Location: DCFS Deerfield Office 1755 Lake Cook Road Deerfield, IL 60015
SUBMIT BIDS TO: Sue Allen-Oates
JRTC/100 W. Randolph, 6-100 Chicago, IL 60601 Fax: 312.814.7134

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: Guard II

Agency: State Police

Closing Date/Time: Tue. 01/28/14 5:00 PM Central Time

Salary: \$2,966.00 - \$4,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: 21-61-ISP14-005

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, on an assigned shift, patrols and controls access to buildings and grounds; conducts regular inspections of buildings to detect breaches in security or unsafe conditions; confers with supervisor and other security personnel regularly to evaluate security measures and restore facility security.

Minimum Requirements:

Requires completion of six months of safety and security experience as a watch attendant, security guard, or related position. Requires working knowledge of facility security requirements and regulations. Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control, and response protocols for security breaches. Requires working knowledge of security enforcement practices and techniques. Requires ability to communicate security regulations, general information, and direct and control public with firmness, courtesy, and tact. Requires ability to recognize and provide initial response to security breaches and safety hazards. Requires ability to complete security training, follow written procedures and work instructions, and to organize observed facts.

Work Hours & Location/Agency Contact: WORK HOURS: Indeterminate shift

WORK LOCATION: Illinois State Police JRTC, 100 West Randolph Chicago, IL and Michael A. Bilandic Bldg, 160 North LaSalle Chicago, IL

AGENCY CONTACT: Wanda Kieft-Flood / Public Safety Shared Services Center 1301 Concordia Court, PO Box 19277 Springfield, IL 62794-9277

Phone: (217) 557-6015

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

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Job Title: 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. Reviews, analyzes and evaluates consumer study/survey data to identify trends, patterns and outcomes. Represents the Region's "consumer voice" to community groups requesting information. Provides expertise regarding consumer/family service needs and expectations to Region community mental health agencies and hospitals. Serves as member of the statewide Recovery Services Development Group (RSDG). 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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Merchandising and Pricing Associate job in CHICAGO

Requisition ID: 281317BR

Job Function: Buying/Merchandising

Employment Category: Regular, Part-time

State or Province/City: CHICAGO

Post Code: 60641

Post Date: 01/12/2014

Store: 01380: Sears Six Corners IL

As applicable, this position will assist in executing visual programs and creating visually compelling merchandise displays, fixtures and store layouts. • Takes ownership for enhancing the customer experience

- Partners with selling associates, sales support associates and cashiers to provide superior customer service (i.e., locate merchandise, assist customers, answer phones, ring register)
- Understands website navigation, and proactively leverages technology in order to facilitate the customer experience
- Sets and maintains sales floor to national merchandising and presentation standards
- Sets plan-o-grams, endcaps, bulk stacks, pad resets, and typicals
- Performs promotional ad setup and take down without error or omission
- Performs accurate count updates and inventory adjustments
- Prints, sorts, and sets non-promotional, promotional, and seasonal signing, including store-wide and event signing, if the assigned team is designated to perform this activity
- Footwear: Maintains a neat and orderly stock room to facilitate identification of merchandise to be brought to the sales floor
- Footwear: Utilizes pull list and Fill Floor processes to replenish sales floor
- Footwear: Actively stocks sales floor throughout the day with merchandise from the stock room for maximum in-stock position
- Hardlines: Performs Fill Floor process, placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Performs Out of Stock process, creating pull list and subsequently placing merchandise on the sales floor after Backroom Associates have brought items to the staging area
- Hardlines: Ensures maximum in-stock condition by actively stocking sales floor throughout the day with merchandise that has been pulled to the staging area by Backroom Associates
- Adheres to merchandise protection standards
- Fully optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable: Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned.
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

Apply online at <http://jobs.sears.com/career/242729/Merchandising-Pricing-Associate-Illinois-II-Chicago>

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Note Taker - Part-Time - DAL0000236

Duties and Responsibilities

Note Takers attend classes with students who have disabilities, (i.e. visual or hearing impairments, learning or other disabilities) to take thorough legible, and organized notes from classroom lectures, including exam dates, assignments, and other pertinent information.

- Take notes in class for students with disabilities.
- Read printed material aloud for students with visual impairments.
- Transcribe for students with mobility impairments.
- Assist students with visual impairments in math classes by copying information from the board in large print.
- Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs used in Math classes.
- Assist students with visual impairments in science labs by providing verbal descriptions of visual information.
- Serve as a proctor for students with disabilities during tests.
- Perform other duties as assigned.

Qualifications

- High school diploma, or equivalent, with a minimum of one year post secondary educational experience.
- Must possess an understanding of the basic issues pertinent to communication with students who have disabilities.
- Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.
- Must have legible hand writing, accurate spelling, use of acceptable grammar, and proficiency in use of computers.
- Must possess good organizational skills.
- Excellent written and verbal communication skills.

We are an equal opportunity and affirmative action employer.
Thank you for your interest in CCC!

Job: Student Services
Primary Location: Daley College
Employee Type: Part Time | Regular
Union Code: 1600PTPROF
Job Posting: Jan 11, 2014, 4:26:00 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Job Title: Office Assistant - Opt 2 (WARDEN'S OFFICE)

Agency: Corrections

Closing Date/Time: Fri. 01/24/14 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0042

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Office Administrator III, performs a variety of receptionist and clerical duties, confidential in nature; answers phone and directs callers and visitors; composes and types reports and correspondence; may serve as back-up Executive Secretary III; receives, logs, copies and files incoming correspondence.

Position Number: 30010-29-82-000-05-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with day off of Saturday and Sunday.

LOCATION: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

How to Apply:

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

Option 2 - Typing

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Job Title: Office Assistant - Opt SS1

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 01/29/14 5:00 PM Central Time

Salary: \$16.72 - \$22.72 hourly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: GC0043

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of responsible clerical duties serves as unit receptionist; responds to inquiries from callers and visitors in Spanish for Individuals who speak Spanish but do not speak or understand English; receives data stamps, and distributes office mail; reviews, updates, and submits for data entry material such as case jackets, tip sheets, withdrawals, and other documents; drafts weekly and monthly reports.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one years of related office experience; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Office of General Counsel

Bureau of Administrative Services 401 S. Clinton, 6th Floor Chicago, Illinois

Contact Person: Judy Beverly

Bureau of Personnel 2946 Old Rochester Road Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 Fax

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 SS1 - Spanish Speaking/General

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Food Service Worker (Part-time) - WAS0000100

Duties and Responsibilities

Assist with the preparation of food and beverages, cleaning work areas, equipment, utensils, washing dishes, dining room bussing, delivery of food, cashiering, customer service and operation of food carts.

- Ensure that food is maintained at appropriate temperatures.
- May serve a range of hot and cold food, salads and beverages as assigned.
- Prepare food for delivery and/or serving, packing food properly for safety and delivery.
- Assist in maintaining routine records related to kitchen operation, output and inventory.
- Clean, sterilize and or disinfect areas and or equipment.
- Maintain an inventory of food, kitchen equipment and supplies.
- Keep daily checklist of inventory of food/equipment upon return to kitchen.
- Wash dishes, utensils, pots and pans; maintain established sanitary standards; clean stove, steam kettles, ovens and other standing kitchen equipment; sweep and mop floors.
- Operate kitchen equipment and report all major repairs or servicing needs to proper authority.
- Assist in dining room set-up and clean-up after meals.
- Perform related duties as assigned.

Hours

Maximum 29 hours per week; Café hours are 7:30am to 3:30pm, Monday through Friday.

Qualifications

- Ability to understand basic sanitation requirements related to personal hygiene, food and equipment safety and sanitation.
- Ability to manage multiple tasks and meet time schedule.
- Ability to understand and follow oral and written instructions.
- Meet the physical requirements to safely and effectively perform assigned duties.
- Maintain effective work relationships with those contacted in the performance of required duties.
- Skill to interact and communicate positively with other staff and customers.
- Ability to lift and carry 25-50 pounds.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 01/21/14 4:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-0202

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Payroll Supervisor, performs complex and specialized clerical duties as facility timekeeper/payroll clerk; on a routine basis. Communicates on a regular basis with Unit Directors, Nursing Supervisors, Department Heads and other management staff to assure timely and accurate submission of all payroll/timekeeping data; answers inquiries and provides instructions regarding department and facility procedures and policies; may complete reports or assists in the completion of special projects utilizing Data-Ease or Lotus software programs on a personal computer.

Minimum Requirements:

Requires High School education plus 2 years progressively responsible office experience; working knowledge of basic software usage; knowledge of agency program rules and regulations; Must be able to type 45 wpm.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center - Payroll/Timekeeping

Contact: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, ext. 2095; Fax: 847-429-4933

How to Apply:

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

Option 2 - Typing

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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: 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#: 34-50-14-78446-02

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs work involving the safety and protection of residents, employees and property of the facility; responds to all fire alarms; makes rounds of inspection, checking for unauthorized movement, breaches of security and unsafe conditions; enforces parking regulations of the facility, directs traffic; operates ambulance and automobiles equipped for ambulance service, small bus equipment for transportation and regular automobiles for transporting members from one location to another on the grounds and to outside clinics, hospitals, VA Hospitals and other emergencies; responds to all calls for assistance by charge persons in all areas and assist as requested; assist and direct visitors on facility grounds; make ID badges; prepare daily summaries of work, activities, notifying Administrator of AOD of emergencies. Assist with funerals as needed.

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: 2:30 pm – 10:30 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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*Resumes are required and must be submitted with the application.
January 8, 2014 through January 22, 2014*

Procurement Warehouse Manager \$80,000.00 \$100,000.00/Year (G-6)

EDUCATION: • A high school diploma or equivalent is required. College strongly desired.

EXPERIENCE: • Ten (10) years of warehouse inventory security, control, and asset management are required

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Excellent knowledge of Microsoft Word, Excel, and Outlook is required. Attention to detail is required.
- Excellent verbal and written communication skills are required.
- Ability to interact effectively with various levels of management and to communicate well with staff and vendors is required. Ability to compose memos and reports is required.
- The ability to handle more advanced tasks, such as the implementation and management of a new warehousing program such as Vendor Managed Inventory, is strongly preferred.
- Relevant experience in managing a warehouse operation from planning to acquisition to distribution and disposition of surplus equipment is required.
- Five (5) years or more of demonstrable relevant experience of a high degree of skill in accounting for property at a central location is required.
- Experience in managing work of logistics and distribution is desirable.
- Knowledge of modern warehouse design methodologies and processes is desirable.
- Any experience managing inventory at satellite locations is desirable.
- A valid Illinois Driver's license is required.
- The selected candidate for this position will be required to be on call for emergency situations and overtime will be required. Relevant experience in managing delivery personnel and operations is desirable.
- Experience in administering labor related contract obligations for several groups of union employees is required.
- Relevant experience in supervising a warehouse staff of six direct reports and a staff of approximately twenty-five (25) on different shifts is preferred.
- Experience with managing personnel covered by collective bargaining agreements with members of AFSCME, SEIU, and Teamsters is preferred.
- Management experience of a lost and found program is desired.
- Management experience of auctioning of inventory and property items is desired.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to:
Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

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Job Title: Senior Public Service Administrator - Opt 8N Director of Nursing

Agency: Veterans Affairs

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

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: MC-01 Bid ID#: 34-50-14-77397

Minimum Requirements:

Requires a current Registered Nurse License by IL. Dept. of Professional Regulation and licensure as Home Administrator in the State of Illinois, obtained within first 12 months of employment. Requires graduation from an approved nursing education program with an associate's degree and five years of experience, preferably including three years of supervisory experience; or a bachelor's degree in nursing and four years of professional nursing experience and two years supervisory experience; or a master's degree in nursing and two years of professional nursing experience. Requires thorough knowledge of professional nursing theory and practice and of recent developments in the field of nursing. Requires ability to develop programmatic goals and objectives designed to maximize facility's nursing care services. Requires ability to correlate and interrelate facility wide patient care services with those of other professional and administrative goals and objectives. Requires ability to develop broad organizational and staffing changes to improve nursing care quality and services. Requires ability to determine physical and human resource needs and to allocate and account for reflective use of such resources. Requires ability to develop, interpret, implement and enforce policies, procedures, and practices relating to the area of nursing care, and to develop effective working relationships with other facility personnel and subordinate staff.

Work Hours & Location/Agency Contact:

8:00 a.m.-4:30 p.m. Monday-Friday 1 hour unpaid lunch

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois 60950

Contact: Human Resources 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).
Option 8N - Nurse Registered II

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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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Job Title: Cash Accountant*

Department: Finance

Shift: 1st

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

Specialty: Finance

Job Number: 2013-1923

Job Description:

This position has three main areas of responsibility. The first is the tracking of the Medical Center and ROPH cash transactions on a daily basis. The second is to assist in the month end closing of the general ledger system for both entities. The third area of responsibility will be tied to special projects. The candidate will have demonstrated ability to research and correct account discrepancies in a timely fashion. The ideal candidate will be flexible, dedicated, self-motivated and results oriented.

Position Responsibilities:

- 1) Tracking the Medical Center cash transactions daily.
Analyze RUMC and ROPH cash transactions. Prepare daily RUMC Cash report
Prepare cash budget & cash reforecast . Prepare monthly cash schedules
Prepare cash reports for various Rush departments
- 2) Assist in the month end closing of the general ledger system
Post all cash journal entries. Post all system generated entries such as accounts payable. Reconcile and check assigned accounts for management review
- 3) Special Projects -Work on special projects assigned

Position Qualifications Include:

Bachelor's degree in Accounting from an accredited school; Minimum 2+ years of experience including accounting background and account reconciliation experience ; Must possess strong analytical and problem solving skills; Must be able to work independently on diverse tasks with strong follow through; Strong knowledge of Microsoft Office applications (Excel, Word, and Outlook). Respond well to a deadline oriented environment ; Strong communication skills, both verbal and written ; Maintain multiple cash account reconciliations; Address inquiries from internal departments and external contacts to research account differences and resolve discrepancies
Review general ledger accounts and prepare correcting journal entries as needed
Manage multiple tasks with strong attention to detail and accuracy; Communicate effectively with department managers and external vendors/customers
Project management experience highly desirable

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140115084721&

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Job Title: Financial Coordinator

Department: Capital Projects

Shift: 1st

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

Specialty: Finance

Job Number: 2014-0005

Job Description: We are seeking a highly motivated and experienced Financial Coordinator to join our Capital Projects team at Rush University Medical Center! quality control and reporting progress throughout the project life cycle.

Principal Duties and Responsibilities:

Review all pay applications. Ensure required documents (waivers, bills of lading, insurance, bonds, etc.) are attached. Verify correctness prior to forwarding for payment approval. Advise Project Managers on corrective measures in order to process payment requests in a timely manner. Work with Assistant Director to review all "TIF" related payment documents are correct and ensure all Government required documents are attached, correct and complete. Liaise with Contractors, as required, in order to correct reporting deficiencies. Identify any possible inconsistencies and suggest corrective action. Assist with construction phase close out process. Ensure all required documents have been received and reviewed for completeness. Confirm that open commitments can be reallocated and closed. Ensure that close-out PO's have been completed and submitted for approval to Assistant Director. On a monthly basis, prepare/update complex financial spreadsheets related to "TIF" projects for VP, Facilities Management. Evaluates, analyzes and compares expenditures ensuring all criteria as set forth in the Redevelopment Agreement between RUMC and The City of Chicago are met. Prepare, review and update "TIF" budget reports on a bi-weekly basis, as necessary. Assist TIF Coordinator with gathering missing documentation prior to project submittal to the City. Performs related duties as assigned.

Knowledge, Skills and Abilities:

Bachelor's degree in accounting and at least three years of experience performing financial analysis on capital projects. Must be well organized, responsible and have a good understanding of construction projects in a health care environment. Analytical, critical thinking skills required in order to create, review and report on financial spreadsheets. Must be detail oriented. Be able to produce work unsupervised or as part of a collaborative group.

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Job Title: IV Pharmacy Tech III, Outpatient Pharmacy

Department: Pharmacy

Shift: 1st

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

Specialty: Infusion

Job Number: 2014-0036

Job Description:

The IV Pharmacy Technician III - Under a pharmacist's supervision, performs technical and clerical tasks associated with the preparation, labeling and dispensing of medications including sterile IV and chemotherapy admixtures. In addition, performs tasks pertaining to pharmacy quality control, management of pharmacy records, inventory control and preparation of orders for drugs. Such medication orders are prepared up to the point of final checking and dispensing by registered pharmacists. Provides training for technicians.

Position Responsibilities:

Assists pharmacists in coordinating and scheduling preparation of sterile admixtures. Recognizes, distinguishes and applies proper billing plan codes. Assists pharmacists in computer order entry, resulting in label and billing generation. Prepares and compounds sterile admixtures, including but not limited to antibiotics, chemotherapy, hydration, narcotic analgesics, using aseptic techniques and under the direct supervision of a pharmacist. Ensures the I.V. preparation room and related equipment are cleaned and maintained per organizational policy and procedure. Participates with the pharmacist and Coordinator – Product Support in monitoring and maintaining drug inventories and preparing orders for drugs and related supplies. Trains other technicians in all areas, including aseptic technique, I.V. admixture, computer order entry, and inventory management.

Position Qualifications Include:

High School Diploma or GED

Valid State of Illinois Pharmacy Technician license

Valid PTCB Pharmacy Technician Certification (CPhT) highly preferred

Successful completion of an approved/accredited Pharmacy technician training program highly preferred

Experience in the aseptic preparation of large and small volume parenterals, parenteral nutrition, antibiotics and chemotherapy

Apply online at

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

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http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required.

Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness.

Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

Qualifications:

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661

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