



**Unarmed Security Officer/Data Center - Central Business District - Overnight Shift**

ID 2014-1305

Eligibility to Work in the U.S. Required Yes

Job Location US-IL-Chicago

Required Education High School Diploma/GED

Type Regular Full-Time

**Qualifications:**

**Education and/or Experience:** High School diploma or general education degree (GED) and 1 year prior satisfactory employment as a security officer or directly related experience. Must be at least 20 years of age.

**Certificates, Licenses, Registrations:** Ability to acquire and maintain a valid Illinois PERC, including state accredited training requirements.

**Language Skills:** Must have the ability to read, write, speak, and understand English. Bi-lingual considered a plus.

**Computer Skills:** Proficiency with Microsoft Office software (Word, Access, Excel, PowerPoint).

**Other Qualifications:** Ability to pass pre-employment drug screen and criminal background check. Must maintain a working telephone number through which we can contact you.

**Physical Demands:** The physical demands are based on the contract and must be met by an employee to successfully perform the essential functions of this job. A list of these job duties is inclusive of, but not limited to: candidates must be able to stand for extended periods of time; be able to lift, push, and/or pull at least 50 lbs.; be able to accommodate foot patrols on the interior & exterior of the assigned facility; be able to perform assigned duties regardless of inclement weather.

**Salary & Benefits:** Compensation is between \$10.00 and \$11.00 per hour based on experience, plus paid time off, medical insurance, dental insurance, paid holidays, and pension/retirement benefits. Skills-enhancing training and opportunities for career growth and promotion.

EOE/M/F/D/V

Apply online at <https://careers-titansecurity.icims.com/jobs/1305/unarmed-security-officer-data-center---central-business-district---overnight-shift/job>

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### **Microcomputer Specialist**

Location: Arlington Heights

Office: Internal Services

Department: MIS

#### Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations; and maintains an inventory of IT equipment and software.

#### Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations. Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required. Must have experience in microcomputer application programming.

Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=578](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=578)

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### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

#### **Job Description:**

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

#### **Qualifications:**

Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

### **Certified Nursing Assistant**

Department: PCU

Schedule: Full Time

Shift: Nights

**Job Details:** The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester of clinical completed in an RN program accepted in its place of CNA certification.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=442393](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=442393)

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**Senior Contract Buyer**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

**Job Description:**

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment.

This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects.

Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred.

This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

**Qualifications:**

Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent. Government procurement experience preferred.

Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=659](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=659)

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**BUYER I (Lab)**

Department: GENESIS-PURCHASING

Schedule: Full Time

Shift: Days

**Job Details:**

Reporting to the Laboratory Director and according to established procedures, procures products utilized by the laboratory. Negotiates with vendors in order to acquire maximal product quality and service at the lowest possible price. Maintains and monitors stock, inventories, client supplies, orders and receipts.

**EXPERIENCE AND QUALIFICATIONS:**

Level of knowledge equivalent to that ordinarily acquired through completion of two years of college level training in marketing, business or related field. One to two years of experience in order to acquire a working knowledge of the characteristics of a wide variety of products, acquire a working knowledge of the comparative advantages of various vendors, develop proficient negotiation skills and learn the departments policies and procedures.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=820451](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=820451)

**Dietitian**

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Days

**Job Details:**

Assesses the nutritional status and needs of in-patients out-patients. Educates patients and staff as needed. Makes recommendations to physicians and medical staff about the nutritional care of patients. **JOB QUALIFICATIONS** 1. B.S. or higher in a Nutrition related field 2. Registered by the Commission on Dietetic Registration and Illinois licensed 3. 1-2 years experience in Nutritional Services preferred 4. Strong communication and organizational skills

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=337646](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=337646)

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**Dietary Attendant I**

Department: Food & Nutrition Services

Schedule: Registry

Shift: Day/PM rotation

**Job Details:**

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

**JOB SPECIFICATIONS:**

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&CJobId=928903](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=928903)

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## **ED Technician**

Department: Emergency Department

Schedule: Registry

Shift: Days

### Job Details:

Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information.

Provides all services in accordance with established hospital/departmental policies and procedures.

### JOB QUALIFICATIONS

1. High School diploma or equivalent
2. Qualifications:
  - a. Certified as an EMT-P; or
  - b. Certified as an EMT-B and 1 year ED experience preferred; or
  - c. Medical Assistant certification; or
  - d. Certified as CNA and 1 year ED experience preferred; or
  - e. Board Certified Nuclear Medicine Technologist and 6 months ED experience preferred
3. CPR certification
4. Good communication skills
5. Good PC skills for data entry

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&CJobId=422806](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=422806)

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### **Environmental Services Aide I**

Department: Environmental Services

Schedule: Full Time

Shift: Day/PM rotation

#### Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

#### JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

I understand and acknowledge that any offer of employment is contingent upon satisfactory acceptance of the annual recommended vaccination(s) for a designated influenza season when it is available. The only acceptable exceptions to this mandate at the time of hire and annually are documented medical contraindications and documented religious objections. I also understand and acknowledge that staff who decline the vaccination due to medical contraindications, religious objections or if the vaccine is unavailable due to supply constraints, will be required to wear a mask when determined to be appropriate. The timing and duration of the use of masks will be determined by the hospital along with local, regional and/or national public health authorities. I agree to abide by the Vanguard Health Systems Influenza Prevention and Vaccination Guidance Policy.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=843605](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=843605)

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### **Laundry Worker I**

Department: Laundry

Schedule: Part Time

Shift: Days

#### Job Details:

Participates in providing quality laundered linen items for patients, employees and all using departments. The Laundry Worker will concentrate their work in the soiled area or clean finishing area of the laundering process.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=917847](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=917847)

### **LICENSED STATIONARY ENGINEER**

Department: Plant Operations & Maintenance

Schedule: Full Time

Shift: Days

#### Job Details:

Under general supervision, according to established procedures, operate and maintain the efficient operation of the Hospital's high pressure steam boilers and associated equipment.

Maintain and repair air handling units, chillers, cooling towers, exhaust systems, heating systems, pumps, valves, piping and electrical systems.

Monitors temperatures, pressures and levels (i.e., water, oil, chemicals) associated with pertinent machinery and performs necessary adjustments, repairs and replacements to equipment.

**EXPERIENCE AND QUALIFICATIONS:** Two or more years of experience as a licensed stationary engineer required.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&JobId=713105](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=713105)

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## **MEDICAL ASSISTANT**

Department: Pain Clinic

Schedule: Full Time

Shift: Days

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Reporting to the Practice Manager or other appointed designee assists physicians in the clinic by preparing patients for treatment, taking patient medical history, running basic laboratory tests, assisting during patient treatments and providing basic patient instructions. Performs a variety of clerical duties as assigned.

### **JOB SPECIFICATIONS:**

Successful completion of an approved Medical Assistant program.

One (1) to three (3) years experience as a Medical Assistant is highly desirable.

Completion of a High School Diploma or its' equivalent. Current CPR certification.

Ability to speak and write in the Spanish language highly preferred.

The ability to run routine laboratory tests and perform diagnostic tests as requested by the physician.

The interpersonal skills necessary to work effectively with patients, nursing/medical staff and their peers.

Strong organizational skills and the ability to multi-task with several physicians and staff members simultaneously.

Must be a self directed individual and is able to follow protocols consistently.

Previous working experience with Microsoft Office software including Word, Excel and Outlook.

The clerical aptitude needed to locate and maintain patient charts, answer telephones, and prepare patient charges.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=857530](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=857530)

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**Mental Health Counselor**

Department: BHS NON-EXEMPT PSYCH

Schedule: Part Time

Shift: Evenings

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: Experience is preferred

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&CJobId=890320](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=890320)

**RN II**

Department: Emergency Department

Schedule: Full Time

Shift: Nights

Hours: 7:00pm- 7:30am

Job Details: BSN Preferred

CPR certified

Licensure Required

Experience is preferred

The Staff Nurse is a Registered Professional Nurse (RN) who practices within the scope of the Illinois Nurse Practice Act to ensure the delivery of comprehensive, high quality, individualized nursing care, based upon knowledge and experience, the nursing process and leadership skills.

Graduated from an accredited School of Nursing and must have current Illinois RN License. BLS required.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&CJobId=256926](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=256926)

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**Staff Nurse - Float Pool**

Department: Nursing Administration

Schedule: Registry

Shift: Rotation

**Job Details:**

Effectively delivers patient care through the nursing process of assessment, planning, intervention, implementation, and evaluation.

**JOB QUALIFICATIONS**

Registered Nurse with current Illinois license and 1 year of hospital-based nursing experience Required; BSN preferred

CPR certification & ACLS Required

**Essential Physical Job Functions**

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs.

Frequent sitting/standing/walking, and able to assume a full squatting position.

Able to take and interpret vital signs, respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

Should the applicant be considered for the position, they will be provided a full description of their Essential

Physical Job Functions during the interview process.

\*cb\*

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=373949](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=373949)

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**Job Title: Executive II - Opt E1**  
Agency: Public Health  
Closing Date/Time: Fri. 01/31/14 5:00 PM Central Time  
Salary: \$4,777.00 - \$7,247.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062 Bid ID#: IDPH 74996

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Grants Manager, assist with the administration of grant programs implemented by the Division of Information and Education. Writes request for application, researching model programs. Assists in planning and coordinating professional education events addressing women's health issues. Serves as lead worker. Organizes, plans, executes, controls and evaluates the operation of statewide Office of Women's Health Grants; writes request for applications, researching model programs; monitors programmatic and fiscal performance of grantees; provides technical consultation; makes recommendations to the Grant Manager and Division Chief regarding disposition of grants, grantees, and providers.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization. Requires ability to transport materials and to travel to field assignments, occasionally in evenings and on weekends.

Work Hours & Location/Agency Contact:  
Work Hours & Location: 8:30 AM - 5:00 PM  
Office of Women's Health & Family Services  
Division of Population Health Management 122 S. Michigan Ave. Chicago, IL  
Agency Contact: Office of Human Resources  
535 W. Jefferson St. 4th fl., Springfield, IL 62761  
Phone: 217-785-2031 Fax: 217-524-0220

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option E1 - Dept Public Health

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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

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Methods & Procedures Advisor II**  
Agency: Public Health  
Closing Date/Time: Fri. 01/31/14 5:00 PM Central Time  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: IDPH 74999

**Minimum Requirements:**

Requires working knowledge, skill and mental development equivalent to completion of four years of college with courses in public administration, accounting, industrial relations, pre-legal or personnel management. Requires extensive knowledge and ability to assess organization needs, formulate quality improvement plans to meet identified needs, and effectively communicate strategies, tools and skills needed for continuous quality improvement to agency staff and other key stakeholders. Requires ability to utilize information management tools to collect data, prepare reports, organize information, analyze results and submit required reports.

**Work Hours & Location/Agency Contact:**

Work Hours & Location: 8:30 AM - 5:00 PM  
Office of Women's Health & Family Services  
Division of Population Health Management  
122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources  
535 W. Jefferson St. 4th fl. Springfield, IL 62761  
Phone: 217-785-2031 Fax: 217-524-0220

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Assistant - Opt 2**

Agency: State Police  
Closing Date/Time: Fri. 01/31/14 5:00 PM Central Time  
Salary: \$2,727.00 - \$3,707.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 3  
Plan/BU: RC014  
Bid ID#: 21-43-ISP14-01

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of Customer Service Supervisor, performs a variety of tasks related to the function of a customer service representative. Serves as liaison between the bureau and user agencies to answer questions, provide information and identify processing issues related to criminal history background inquiries and other criminal justice or non-criminal justice transactions. Serves as receptionist, receives and directs visitors, monitors in/out boards to provide information regarding the status of agency personnel. Performs a variety of complex clerical support functions, including data entry, submission processing, CHRI data queries, updating and accessing automated files utilizing common office equipment such as personal computers, printers, scanners and copy machines to perform this task.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school, and one year of related office experience. Requires the ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. to 4:00 p.m., Monday through Friday  
WORK LOCATION: IL STATE POLICE - BUREAU OF IDENTIFICATION  
260 North Chicago, Joliet, 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option 2 - Typing

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**RETAIL SALES / CUSTOMER SERVICE - SKOKIE , IL - \$9.50 /HR + BONUS-140104**

**Description**

With an exciting customer-centric focus, Public Storage provides a full range of storage solutions to its customers. Public Storage is the largest self storage company in the United States. By joining our team of talented storage experts, you become an integral part of our dynamic customer-focused sales environment. Keep reading to learn how you can make the most of your past experiences and achieve new career heights with Public Storage.

**JOB DESCRIPTION:** If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

**BENEFITS** •Hourly rate of \$9.50

- Opportunity to earn a raise of \$.50 per hour after six (6) months of employment
- Opportunity to participate in our performance-based incentive program after six (6) months of employment
- On-site paid company housing at many locations if/when available
- Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.
- Medical/Dental/Vision, Life Insurance, STD and LTD
- 401(k) With Matching Contributions
- 15 days of Fully Paid and Comprehensive New Manager Training

**Qualifications**

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

- Minimum one (1) year of Customer Service and/or Sales experience
- Energetic, outgoing, customer oriented personality
- Strong communication, interpersonal and problem resolution skills
- Enjoys and easily operates independently or as part of a small team
- Detail oriented with strong organizational and time management skills
- Some knowledge of computers in a windows environment
- Valid driver's license with access to reliable transportation used during the work day
- Willingness to work in multiple locations
- Can work any day of the week from 9:30am to 6pm any day of the week, possibly including weekends and holidays
- Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...
- Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line to be considered.

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

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### **Storage Facility Housekeeper**

U-Haul Moving Centers  
U-Haul Moving & Storage of Up-Town  
4055 N Broadway St  
CHICAGO, IL

#### Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop.

Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:  
Moonlighter/Part-Time

Hours Needed:  
(These hours may change based on business needs)

Sun - 7am to 7pm

Mon - 2pm to 7pm

Tue - 2pm to 7pm

Wed - 2pm to 7pm

Thu - 2pm to 7pm

Fri - 2pm to 8pm

Sat - 7am to 7pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=126572&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=126572&mode=)

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### **Customer Service Representative**

U-Haul Moving Centers  
U-Haul Moving & Storage of Avondale  
3250 N Kedzie Ave  
CHICAGO, IL

#### Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service. Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

#### Requirements:

A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 8pm  
Mon - 6am to 8pm  
Tue - 6am to 8pm  
Wed - 6am to 8pm  
Thu - 6am to 8pm  
Fri - 6am to 8pm  
Sat - 6am to 8pm

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=126445&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=126445&mode=)

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**Job Title: Public Service Administrator - Opt 8N**

Agency: Public Health

Closing Date/Time: Fri. 01/31/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: IDPH 73951

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, functions as a nursing consultant in Family Planning issues. Works collaboratively with the Family Planning Program to monitor assigned delegate agencies Family Planning Program activities. Reviews client confidential medical records to assure quality and monitoring structure. Conducts reviews of Family Planning client confidential medical records to assure quality of health, social and educational services. Conducts Family Planning nursing assessment of needs, planning of services, referral, monitoring, and advocacy to assist clients/families in obtaining access to appropriate services and closure when services are no longer needed. Conducts audits confidential medical records which include evaluation of client assessments, individual care plans, face to face client visits, and the overall coordination of medical care.

Minimum Requirements: Requires a Bachelor's degree in nursing with courses in public health nursing or related field, supplemented by a Master's degree in nursing, public health or related fields. Requires three years of public health nursing experience or equivalent and a working knowledge of Maternal and Child Health Programs. Requires possession of an Illinois license as a Registered Nurse.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00 PM  
Office of Women's Health & Family Services

Division of Women's Health Services 122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-524-0220

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](http://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](mailto: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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