



Job Title: Storekeeper III

Agency: Human Services

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

Salary: \$3,729.00 - \$4,971.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014

Bid ID#: 10-72-78320

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, supervises large scale store keeping and warehousing operation; involving the receipt, storage and distribution of large and varied stocks of general institutional, mechanical, office and medical supplies and equipment; makes arrangements for proper storage, rotation of stock items, and supervises the keeping of important inventory and other store records used as control for purchasing or other management purposes. Plans, assigns and reviews work of all employees in the store rooms. Contacts vendors regarding scheduling of deliveries, complaints, etc. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of High School. Requires two year supervisory experience in the keeping of stores and stores records. Requires extensive knowledge of store keeping and warehousing methods and procedures in the purchase, requisitioning, receipt, storage and shipment of a variety of goods. Requires extensive knowledge of purchasing and requisitioning procedures & uses of grading different types of merchandise.

Work Hours & Location/Agency Contact: HOURS OF WORK 8:00 A.M. TO 4:30 P.M.
Monday –Friday

LOCATION: Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers/ Human Resources Representative
Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60411

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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Field Relief Manager

U-Haul Regional Marketing Offices
Uhc Of North Shore Chicago
4100 W Fullerton Ave
CHICAGO, IL

Description: Provide relief help for moving center general managers, area field managers and traffic control manager as needed. Perform on-the-job audits using checklists or other tools. Perform a variety of duties including promoting U-Haul programs, compliance of all U-Haul standards and procedures. Assist president in planning and implementing new marketing programs or in any duties as requested. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Full-Time

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125914&mode=

Assistant General Manager

U-Haul Moving Centers
U-Haul Moving & Storage of Evanston
2125 Dempster St
EVANSTON, IL

Description: U-Haul is looking for an Assistant General Manager to assist the General Manager by directing and motivating center personnel in order to meet objectives, as well as maintaining good customer relations at all times. Requirements: -Valid driver's license and a good driving record -Ability to operate motor vehicles with both types of transmission (automatic or standard)

Work Status: Full-Time

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

Sun - 11am to 7pm

Mon - 11am to 8pm

Tue - 7am to 3pm

Wed - NA

Thu - NA

Fri - 11am to 7pm

Sat - 11am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125961&mode=

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Detail Specialist

U-Haul Repair Facilities
Forest Park Shop
FOREST PARK, IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out.

This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 3pm

Tue - 6am to 3pm

Wed - 6am to 3pm

Thu - 6am to 3pm

Fri - 6am to 3pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=126398&mode=

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Job Title: Support Service Coordinator I

Agency: Human Services
Closing Date/Time: Mon. 01/27/14 5:00 PM Central Time
Salary: \$18.23 - \$23.23 hourly
\$1,458.39 - \$1,858.39 biweekly
\$3,172.00 - \$4,042.00 monthly
\$38,064.00 - \$48,504.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 14/78674

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Dietary Manager, serves as lead worker in the direction of staff to a designated shift. Monitors and directs dietary support staff, schedules work assignment, prepares weekly delivery schedules of perishable supplies. Cooks and prepares food, serves meals to recipients.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of High School. Requires 2 years experience, such as could be gained at the Support Service Provider level in one of the support service functional areas to which assigned. Requires possession of a valid Illinois Food Service Sanitation Certificate.

Work Hours & Location/Agency Contact: Dietary Dept Late Shift
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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Job Title: Technical Advisor II
Agency: Children & Family Services
Closing Date/Time: Wed. 01/29/14 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: RC010
Bid ID#: 1403003-030527

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as legal advisor for issues related to the Juvenile Court of Cook County; provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court; provides legal advice and counsel; conducts legal training for DCFS and POS administrators, supervisors, and staff.

Minimum Requirements:

Requires graduation from a recognized law school; requires the possession of a valid license to practice law in Illinois; requires travel.

Work Hours & Location/Agency Contact: Monday-Friday 8:30a-5:00p
2245 W. Ogden, Chicago IL 60612
Supervisor: J. Ahern

Contact: Lorne Garrett
Office of Legal Services 2245 W. Ogden 3rd Floor Chicago, Illinois 60612
PHONE: 312-633-3406 FAX: 312-633-3965

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 other interested applicants must submit a CMS-100 employment application and a copy of his/her ARDC card 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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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=123833&mode=

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Reservation Manager

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Direct incoming U-Haul equipment to dealerships and moving centers to fill every confirmed reservation.

Assist in controlling rental equipment inventories within the assigned marketing company geographic area to balance customer requirements with rental equipment supply.

Monitor current competitor rates and maintain inventory records. Update, review and audit reports which indicate equipment inventory levels, etc.

Work Status:
Moonlighter

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

Sun - 9am to 5pm

Mon - 10am to 6pm

Tue - 10am to 6pm

Wed - 10am to 6pm

Thu - 10am to 6pm

Fri - 10am to 6pm

Sat - 10am to 6pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=125661&mode=

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Kimpton Hotels Employment Opportunity

Position: Guest Service Agent

Property: Hotel Allegro

Location: US - IL - Chicago

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Review arrivals noting special requests, blocking rooms as needed.

Check in and out hotel guests in a confident, professional and friendly manner.

Answer all phone calls promptly and knowledgeably, always ensuring complete and accurate information.

Complete all items on appropriate (AM, PM, Graveyard) checklist by end of shift.

Conduct pre-assignment of hotel rooms, which includes VIPS, repeat guests, all packages, and any special requests.

Follow established key control policy.

Ensure proper credit policies are followed.

Issue guest safety deposit boxes.

Submit all lost & found articles accompanied by a completed lost & found report.

Knowledgeable of immediate area, services, attractions, and events.

Assist with Concierge services in the absence of the Concierge.

Knowledgeable of fire and emergency procedures.

Open, secure, and balance out daily shift bank which involves counting and verifying cash, check, and credit card transactions occurring while on duty.

Verify credit limit report.

Monitor room availability throughout the day.

Review daily the selling status of the hotel using yield management system.

Attend department meeting once a month.

Performs all other duties as directed by immediate supervisor.

Other Department related duties as become necessary.

Contact via telephone with the other departments such as Reservations, Sales, Housekeeping, Bell Staff, and Valet is crucial to ensure that hotel services are coordinated to provide the best in guest satisfaction.

Required Skills & Experience: Previous Front Desk experience preferred.

Do applicants need to provide their own work permit? Yes

Accommodation Provided? No

Fax: 866-846-2675

Position Categories: Front Desk

Apply online at <http://www.hcareers.com/cjb/kimpton-hotel-restaurant-group/view?jobAdId=99113>

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Markham
16643 Kedzie Ave
MARKHAM, 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

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

Sun - 9am to 5pm

Mon - NA

Tue - NA

Wed - 12pm to 7pm

Thu - NA

Fri - 3pm to 8pm

Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=126076&mode=

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Hitch Professional

U-Haul Moving Centers
U-Haul of Des Plaines
1560 Mt Prospect Rd
DES PLAINES, IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:
Moonlighter

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

Sun - 8am to 5pm

Mon - 4pm to 7pm

Tue - NA

Wed - NA

Thu - NA

Fri - 4pm to 8pm

Sat - 1pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=89284&mode=

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Bartender

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.

Verify guests that purchase alcohol are at least 21 years of age.

Possess full knowledge of bar and menu items and be able to make recommendations. Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.

Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.

Ensure that alcohol is consumed in designated areas only.

Set up and maintain appropriate stock levels for the bar.

Assist in placing orders for all liquor and bar related supplies.

Conduct inventory of all liquor and bar related supplies.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).

Possess basic food handling training and obtain any local or state mandated certification.

Success in a high volume bar environment.

Demonstrated ability to provide superior guest service.

Have a high aptitude for math and cash handling.

Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/bartender>

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Booth Crew Member

As a booth crew member at AMC® you'll operate all film projectors, sound equipment and related equipment in the theatre. You'll build-up and tear down prints and perform maintenance on the projectors.

You'll also be responsible for routine housekeeping and timely communication with the theatre's technical systems engineer. What does that mean? We depend on you to make sure we put on a great show. Period.

Take a look at your responsibilities:

- Deliver a comfortable, distraction-free, and picture-perfect entertainment experience
- Monitor film build-up and tear down process for the highest quality
- Coordinate booth operations and duties (e.g., build-up, tear-down, trailer programming)
- Ensure picture-perfect presentations through auditorium and booth evaluations
- Identify picture and sound problems and correct accordingly
- Execute trailer and pre-feature programming
- Assist with other functions and perform other duties as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a booth crew member at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis
- Solid mechanical skills, manual dexterity along with strong eyesight, hearing/color perception

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/booth-crew-member>

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Busser

As a Busser, you assist the food and beverage team in making sure that every single guest enjoys their experience. How so? You clear, clean, reset tables and assist wait staff. Restock food service supplies while constantly maintaining a clean and safe environment in the auditoriums, lounge and bar. Easier said than done, right? Let's break it down into some of your soon-to-be responsibilities:

Ensure cleanliness of the Fork & Screen auditoriums, lounge and bar.

Assist wait staff and the bussing of tables.

Clear and reset tables both before and after presentation.

Maintain a clean and well stocked bus station at all times.

Assist with crowd control and seating of guests as needed.

Perform exit greetings at auditorium doors at the end of each presentation.

Perform Ticket Taker duties as needed.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Busser at AMC , you'll need to demonstrate:

Ability to provide superior guest service.

Possess good verbal communication skills.

Have a general knowledge of theatre policies, prices, menu, and bar selections.

Ability to work with minimal supervision.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at

<https://www.amctheatres.com/careers/theatre-crew/busser>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items
- Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change
- Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock
- Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms
- Perform daily concession maintenance duties
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision
- At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Team Member Jobs

By being hired into one of our Team Member jobs at Pizza Hut, you'll be a key member of the Pizza Hut team. Professionals in Team Member careers come from a variety of backgrounds, bringing an assortment of knowledge and skills to every area of our business. Please click on your desired Team Member job below to learn more about the exact qualifications.

A job in Team Member at Pizza Hut may be waiting for you!

Pizza Hut Team Member 029730
Chicago, IL

Job Description :

Working at Pizza Hut® is about making hungry people happy. It's about being independent and having fun, making new friends and earning extra cash. As a Pizza Hut team member, you can be the smiling face that greets and serves the customers or a cook who make things happen in the kitchen. Working with us will give you the financial rewards and flexibility to suit your lifestyle. You'll learn new things, get recognized for your efforts and learn skills that last a lifetime.

What are we looking for?

The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go:

You're a fun and friendly person who values customers and takes absolute pride in everything you do. Communication skills are key – you're not going to be able to text message customers back and forth. In other words, you should be comfortable talking to strangers.

You've got attitude - the right kind of course - and understand the need to be on time, all the time. With loads of energy, you understand that work is easier – and more fun – with some teamwork.

And you're at least 16 years old – 18 if you want to be a driver.

Keep in mind, this is just basic information. You'll find out more after you apply. And independently-owned franchised or licensed locations may have different requirements.

We've got great jobs for people just starting out in the workforce, looking for a flexible second job or staying in the workforce after retirement. If you want a fun, flexible job with an innovative company, look no further than Pizza Hut. Apply today at <http://jobs.pizzahut.com/us/united-states/team-member/jobid4639635-pizza-hut-team-member-029730>

Address: 5320 N. Broadway Zip code: 60640 58782BR

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KFC Team Member J625068

Job Description :

At KFC, we feed the world. But we do more than fill people up. We fulfill their life. Our meals matter, and when we serve them with southern hospitality, we make our customer's day. So our jobs are more than a paycheck – they're about being independent, having fun, and making new friends.

As a Team Member, you could be the smiling face that greets and serves customers. Or you could be the cook that prepares our world famous chicken (and tell your friends you know the "secret" – just kiddin'). Whatever job you do, you know what you do matters – to your team and to your customers.

What are we looking for?

The good news is that your training will teach you everything you need to know to succeed on the job. But there are a few skills you should have from the get-go:

You're a fun and friendly person who values customers and takes absolute pride in everything you do.

You like talking – a lot – even to strangers (despite what your Mom told you). This is important, because you're not able to text message customers.

You've got attitude - the right kind of course - and understand the need to be on time, all the time. With loads of energy, you understand that work is easier – and more fun – working as a team.

And you're at least 16 years old.

Keep in mind, this is just basic information. You'll find out more after you apply. And independently-owned franchised or licensed locations may have different requirements.

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Employment Specialist

Job ID 2014-2774

Location US-IL-Chicago

Zip Code 60613

Experience (Years)

Position Hours 40

Posted Date 1/14/2014

Category Clinical - Supported Employment Services

Certificates Required

Licenses Required

M/F/D/V

Responsibilities: The Employment Specialist will work as a member of an integrated clinical team at Thresholds. They will be responsible for actively engaging members interested in vocational services as well as responsible for facilitating interviews for employment and job exploration/development/seeking/retention efforts daily. Must document DHS individual services and outcome measures, e.g. electronic billing services, DRS paperwork, etc. Various other duties include but not limited to transporting members to DRS appts.

Qualifications and Experience Required: Must model wellness and interact with respect and regard. Must be able to work in a team effectively. Must have a positive manner and belief in the value of work for everyone. Experience with employment, sales, and/or customer service essential. May substitute sales or customer service experience for BA. Must learn to assess existing symptoms of mental illness and respond to program. Must be able to contribute to the creation of supportive, dynamic and healthy milieu. Must be a self starter, flexible, problem solver.

Qualifications:

Employment Specialist will need to be familiar with and utilize Evidence Based Practices – SEP. This person should have good written and verbal communication skills and strong basic computer skills, which include the ability to document services in a clear and effective manner. Experience in the mental health field is strongly preferred.

Must have a valid Driver's license and good driving record. Must have 100,000/300,000/100,000 auto liability insurance. Bachelor's degree, a minimum of five years supervised experience in mental health or human services or the ability to meet Office of Mental Health standards as a Mental Health Professional required.

Apply online at <https://jobs-thresholds.icims.com/jobs/2774/employment-specialist/job?mode=job&iis=Indeed.com&iisn=Indeed.com&mobile=false&width=680&height=500&bga=true&needsRedirect=false>

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Job Title: Criminal Justice Specialist I – Opt 1

Agency: Criminal Justice Information Authority
Closing Date/Time: Tue. 01/28/14 5:00 PM Central Time
Salary: \$3,891.00 - \$5,574.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10231-50-05-300-24-01

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision participates in the review, examination, approval, implementation and monitoring on inter agency agreements and contracts related to Federal and State grant programs; participates in preparing contracts, project amendments and related reports relative to such programs. Assist in determining technical assistance needs and developing appropriate responses for different projects.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in law, criminal justice, government, public administration, sociology, accounting or political science. Requires one year of professional experience in planning, development, implementation, and assessment of programs in criminal justice. Requires working knowledge of the criminal justice system and processes. Requires working knowledge of budget preparation and tracking of expenditures. Requires the ability to utilize Microsoft Office, including Access, Word, and Excel. Must be proficient in analytical skills and oral and written communications. Position requires occasional overnight travel and a valid driver's license.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.
Illinois Criminal Justice Information Authority
Maria S. Espindola, H.R. Coordinator
300 West Adams St., Suite 200 Chicago, Illinois 60606 Fax: 312-793-8422

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: Administrative Assistant II - Opt H1

Agency: Transportation

Closing Date/Time: Wed. 01/29/14 4:30 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IPR#37678

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as assistant to the Chief of Operations in sensitive and confidential matters involving the administration of office/departmental programs, objectives and policies. This position additionally serves as liaison in matters with the Governor's Office, State Legislature, other state agencies and the general public.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferable with coursework in public or business administration. Ensures compliance with departmental safety rules.

Work Hours & Location/Agency Contact:

Office of the Secretary, 2300 S. Dirksen Parkway, Springfield, IL
8:00 a.m. - 4:30 p.m. Monday-Friday / Off Saturday-Sunday

How to Apply:

SUBMIT BID TO: Karla Gathard, 2300 S Dirksen Pkwy, Room 113, Springfield, IL 62764
Fax: 217/557-3134

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 H1 - Dept Transportation

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