



Job Title Project Specialist II - Rail Operations

CTA

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Rail Operations

SALARY TARGET IS \$57,711. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree in Business Administration, Management, or a combination of education and experience relating to the responsibilities of this position.

2 - 5 years of experience in an administrative position including project management, budget, report preparation, and/or data analysis functions preferred.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of rail transit operations. Working knowledge of the principles and practices in budget management. General knowledge of pertinent laws and regulations. Advanced computer skills. Advanced MS Office Suite (Word, Excel, Access) skills. Good oral and written communication skills. Good project management and analytical and decision making abilities. Ability to work with sensitive information while maintaining strict confidentiality. Ability to report findings in a clear and concise manner. Ability to prepare detailed analytical reports. Ability to verify accuracy and completeness of forms and databases. Ability to present information and report updates effectively. Ability to gather and analyze information. Ability to work independently without supervision. Ability to work to collaborate and work in a team environment.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Accounting Clerk

Our busy Finance Department has an immediate opening for an experienced accounting professional who will perform the broad-based accounting duties detailed below.

RESPONSIBILITIES:

- Process payroll and related activities.
- Perform the processing and recording of accounts payable transactions and ensure that all invoices and staff reimbursements are paid accurately and in accordance with Finance policies and procedures
- Clearing out outstanding checks over 3 months old
- Maintaining accurate AP Aging reports
- Manage the processing of cash receipts, recording of revenue and receivable.
- Prepare monthly journal entries, maintain cost allocation spreadsheets, and update as appropriate. •Assist developing departmental procedures and improvement of financial policies and procedures to improve analysis and reporting capabilities.
- Review general ledger activity for accuracy and necessary reclassifications.
- Bank reconciliations. •Assist in preparing journal entries for monthly close.
- Perform general accounts analysis and reconciliations, including bank statements, fixed assets, employer's benefit costs, accruals and prepaid expenses.
- Complete any special projects as assigned

JOB REQUIREMENTS:

- Bachelor's Degree in Accounting •1 + year of Accounting experience.
- Proficiency with GP accounting software including generating & designing reports and general ledger maintenance.
- Must have proficiency with cloud based payroll software systems, PayCom experience a plus. •Must have excellent analytical skills, effective communication and presentation skills. •Must be computer literate and proficient in use of word and computerized excel spreadsheets.
- Must be a self-starter, detailed and project orientated, and a problem solver with strong system and problem solving skills
- Ability to assess a situation or simple issue and utilize sound prudent judgment and good sense in determining next steps or actions to address the issue

TO APPLY:

Please submit resume, cover letter and salary history to:

careers@nationalable.org

NOTE: BE SURE TO NAME THIS SPECIFIC POSITION IN THE SUBJECT LINE OF YOUR EMAIL

EOE AA M/F/Vet/Disability

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Eligibility Coordinator

Immediate opening exists within our WIA program for an energetic service-oriented professional who will perform eligibility and compliance duties including: conducting in-person orientations; screening candidates for program eligibility; collecting compliance/analyzing eligibility documents; quality control monitoring as well as general office administration tasks as assigned.

RESPONSIBILITIES:

- Communication – Establish clear communications verbally and through e-mails with career coaches and management to ensure consistency in criteria and rules related to eligibility and compliance. Conducts WIA orientations and eligibility analysis.
- Eligibility, Auditing & Compliance – Conducts internal quality assurance compliance audits of program paper files and electronic records in Illinois Workforce Development System. Must be knowledgeable of changing rules by funders.
- Reporting Requirements - Responsible for documenting and preparing program registration; reviewing and verifying eligibility and compliance.
- Training – Conducts eligibility training to new hired career coaches, Title V and other staff to ensure that all have the necessary knowledge and instructions to perform their own client eligibility screening and file reviews.
- Support - Support the overall department and agency goals by performing other duties as required or assigned.

JOB REQUIREMENTS:

- High school diploma or GED; some college required.
- Minimum 1-2 years' experience office/customer service experience ideally with a social service agency
- Knowledge of WIA rules and regulations
- Written, verbal and interpersonal communication.
- Demonstrated proficiency with Microsoft Office, Outlook and Internet.
- Must be extremely detail oriented, accurate, well organized, and able to maintain confidential information with discretion.
- Self-starter who can prioritize and manage multiple tasks, meet deadlines, and demonstrate consistent reliable follow-through.
- Strong service-orientation, empathetic and able to interact and develop rapport with a diversified population.
- Flexible, energetic team player who can retain composure under pressure in a fast-paced and sometimes stressful work environment
- Must be able to travel to workshops and other National Able Network offices when necessary.

TO APPLY:

Please submit resume, cover letter and salary history to:

careers@nationalable.org

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Eligibility Manager

RESPONSIBILITIES:

- Supervisory – Provides supervision for the Eligibility/Quality Assurance Assistant and provides regular communication with the WIA Directors.
- Auditing & Compliance – Conducts internal quality assurance compliance audits of program's paper files and electronic records in Illinois Workforce Development System.
- Communication – Establishes clear communications verbally and through e-mails with career coaches and management to ensure consistency in criteria and rules related to eligibility and compliance. Conducts WIA orientations and eligibility checks for all rushed and complicated cases.
- Reporting Requirements – Responsible for documenting and preparing program registration; reviewing and verifying eligibility and compliance.
- Training – Conducts eligibility training to newly hired career coaches and quality staff to ensure that all have the necessary knowledge and instructions to perform their own client eligibility screening and file reviews.
- Support – Support the overall department and agency goals by performing other duties as required or assigned.

JOB REQUIREMENTS:

- Bachelor's degree preferably in social work or education.
- Minimum 2-4 years' experience in program operations/compliance/quality assurance ideally within a social service agency; must include at least one year experience in a supervisory role.
- Thorough knowledge of WIA rules and regulations required.
- Excellent written, verbal and interpersonal communication.
- Demonstrated proficiency with Microsoft Office, Outlook and Internet
- Must be extremely detail oriented, accurate, well organized, and able to maintain confidential information with discretion.
- Self-starter who can prioritize and manage multiple tasks, meet deadlines, and demonstrate consistent reliable follow-through.
- Strong service-orientation, empathetic and able to interact and develop rapport with a diversified population.
- Flexible, energetic team player who can retain composure to work under pressure in a fast-paced and sometimes stressful work environment
- Must be able to travel locally to other Able offices in the Chicagoland area as necessary.

TO APPLY: Please submit resume, cover letter and salary history to:
careers@nationalable.org

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Training Specialist - Lake Street, Chicago

This new created position in our growing Training Department is based at our Lake Street office and requires a service-oriented trainer to facilitate delivery of our Job Readiness Training program.

Reporting to the Director of Training, incumbent will provide training and mentoring to customers to assist them in preparing for the world of work, obtaining and retaining employment, and achieving family self-sufficiency.

In addition, he/she will serve as a liaison between clients & their assigned Able Career Coach to provide appropriate job-search tools during their job search.

QUALIFICATIONS:

- Bachelor's degree or higher, in education or related field.
- Minimum two-five years training/employment experience ideally with government funded programs and/or social service agencies. Previous workforce training experience is a plus.
- Minimum 1-2 years previous experience in instruction, delivery and facilitation of training for adult learners highly desirable.
- Experience delivering online training strongly preferred.
- Proven leadership skills; thorough understanding of and experience with training best practices and adult learning principles.
- Advanced proficiency with Microsoft Office Suite software (to be demonstrated in audition interview).
- Excellent communication (verbal and written), organizational and interpersonal skills.
- Service-oriented, empathetic, able to interact and develop rapport with a diverse population.
- Self-motivated, strong attention to detail and consistent, reliable follow-through.
- Team player who can multi-task; manage conflicting time demands, meet deadlines and work well under pressure.

TO APPLY:

Interested candidates should submit a resume, cover letter & salary history to: careers@nationalable.org

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Grants and Communications Coordinator

Marketing & Development

POSITION DESCRIPTION:

The selected candidate will spend approximately 50 percent of his/her time developing or contributing to the development of a variety of external communications and publications. Key messages are shared across multiple communication channels to reach target audiences. Core functions in this area include:

- Preparing and distributing press releases, media alerts and other communications; coordinating media opportunities, press conferences, etc.
- Copywriting for agency brochures, flyers, events, etc.
- Developing messages that will be distributed across the agency's social media suite
- Authoring entries for the agency's official blog
- Producing digital content for the agency's external websites
- Drafting direct email content for target audiences
- Developing newsletter articles (Conducting individual interviews, writing articles, copy editing, etc.)
- Assisting with fundraising events and campaigns (Planning, executing, donor cultivation, budgeting, etc.)

MINIMUM QUALIFICATIONS:

- 1 to 2 years of professional experience at a non-profit organization or a for-profit setting
- Must possess exceptional writing skills in a number of lengths and formats
- Must possess excellent verbal and interpersonal communication skills
- Excellent research and information-gathering skills
- Extremely detail and deadline-orientated
- Self-starter with ability to work both independently and in group settings
- Analytical, organizational, and general office skills
- High-level proficiency with Microsoft Office applications including: Outlook, Word, Excel, Visio, SharePoint, PowerPoint, etc.
- Willingness and means to occasionally travel throughout Chicagoland area to attend meetings
- Prior experience working in an employment-related or workforce or economic development setting preferred
- Project management experience
- Undergraduate degree required. Communications, journalism, marketing, and English majors strongly encouraged to apply

TO APPLY:

Please submit resume, cover letter and salary history to:

careers@nationalable.org

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

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

Qualifications:

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

Apply online at

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

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Building Maintenance Person

Location: Melrose Park

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or his designate, responsible for all routine building maintenance functions such as preventative maintenance, repairs, rebuilding and adjustments.

Work would be performed on miscellaneous power-operated equipment, pneumatic/hydraulic systems, HVAC, electrical, plumbing, lawn sprinklers, floor scrubbers, small gas powered engines and mechanical equipment.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least three (3) years experience in comparable field.

Must be at least 21 years of age and have or be able to obtain an "A" Commercial Driver's License, Air- Conditioning Certification and Underground Storage Tank certification, successfully pass examination for the position, have the ability to operate all Pace equipment and have a complete set of hand tools sufficient to perform the duties of the position.

Must be capable of performing basic welding, read/follow blueprints, schematics, maintenance and parts manuals; and to operate test equipment.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

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Job Title: Cashier - Dietary Cafeteria (Full-time)

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2015-0032

Job Description:

Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

Position Responsibilities:

Counts and reconciles bank at start of shift

Operates cash register during meal services; informs customers of total charge; completes transaction, issues receipt to customer. Counts and reconciles bank, cash, credit card & freedom pay transactions, meal tickets and register receipts at end of shift. Completes deposits of cash, meal tickets per department procedure. Programs register for daily menu and prices. Maintains clean and organized work area. Restocks food and supplies as directed. Complies with all regulatory agency standards and all department policies and procedures. Orients dietetic interns to work areas as assigned.

Position Qualifications Include:

High School diploma is required. Ability to read, write, speak English

Bilingual preferred; Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard

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

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Job Title: Cashier - Dietary Cafeteria (Part-time)

Department: Dietary Cafeteria

Shift: 1st

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

Job Number: 2014-2151

Position Highlights: Operates cash register during meal service; reconciles bank at start of shift and bank, cash, meal tickets and register receipts at end of shift.

Position Responsibilities:

Counts and reconciles bank at start of shift

Operates cash register during meal services; informs customers of total charge; completes transaction, issues receipt to customer.

Counts and reconciles bank, cash, credit card & freedom pay transactions, meal tickets and register receipts at end of shift

Completes deposits of cash, meal tickets per department procedure

Programs register for daily menu and prices. Maintains clean and organized work area.

Restocks food and supplies as directed. Complies with all regulatory agency standards and all department policies and procedures.

Orients dietetic interns to work areas as assigned.

Position Qualifications Include:

High School diploma is required. Ability to read, write, speak English

Bilingual preferred. Strong math skills

Illinois Department of Public Health & City of Chicago Sanitation Certification required within three months of hire.

Minimum of one year experience as cashier in a high volume foodservice operation

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart,

Ability to lift and carry 40 pounds minimum,

Stooping, kneeling, reaching, sufficient dexterity to operate kitchen utensils, cash register keyboard,

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Job Title: Collector

Department: Vyridian P&L

Shift: 1st

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

Specialty: Billing/Collecting

Job Number: 2015-0011

Position Highlights:

Coordinates specified Accounts Receivable activities to ensure that accounts are consistently followed up in a timely manner and that stated goals are met. Serves as "trouble shooter" with problem accounts to maximize reimbursement. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School diploma or GED equivalent required.

Bachelor's degree in business administration or related field preferred.

At least five years of medical business office experience required.

Previous experience in accounts receivable process management in a physician environment?

Previous medical billing system experience preferred.

Previous experience analyzing and responding to claim denials and other written correspondence from third-party payors required.

Ability to demonstrate knowledge of medical terminology preferred.

Ability to demonstrate high level analytical, time management and organizational skills required.

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Job Title: Corrections Nurse II

Agency: Corrections

Closing Date/Time: Thu. 02/05/15 4:00 PM Central Time

Salary: \$5,640.00 - \$7,669.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDOC29-82-15-1040

Position Number: 09826-29-82-210-60-01

Minimum Requirements:

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional experience; or (c) a master's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles and procedures and theory; requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions; requires thorough knowledge of methods and techniques utilized in developing educational programs; requires current Cardiopulmonary Resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00am to 3:00pm, days off vary

LOCATION/AGENCY: 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 EMAIL: Diana.wysocki@doc.illinois.gov. FAX (815) 727-0838

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, CURRENT STATE OF ILLINOIS LICENSURE AS A REGISTERED NURSE, CURRENT CPR CARD AND COPY OF TRANSCRIPT/DIPLOMA, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE.

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Job Title: Office Assistant - Opt 2 (Timekeeping)

Agency: Corrections

Closing Date/Time: Thu. 02/05/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IDOC29-82-15-0097

Description of Duties/Essential Functions Benefits Supplemental Questions Under general supervision of the Business Administrator (Public Service Admin.), and guidance of the timekeeping lead worker (Office Associate), performs a variety of difficult clerical duties as the timekeeper at the Stateville Correctional Center and Northern Receiving and Classification Center (NRC); maintains personal time and attendance records; processes and records benefit time, overtime, shift differential, roll call and dock time per pay period; provides timekeeping information assistance to staff; audits daily sign-in sheets.

Position Number: 30010-29-82-180-32-02

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

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

LOCATION/AGENCY: 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 EMAIL

Diana.wysocki@doc.illinois.gov FAX# (815) 727-0838.

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: Police Officer I

Agency: State Police

Closing Date/Time: Thu. 02/05/15 5:00 PM Central Time

Salary: \$4,144.00 - \$6,033.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: 21-61-ISP15-002

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires successful completion of an agency approved training program or one year of law enforcement experience as a police officer. Requires elementary knowledge of all applicable federal and state laws, county and local ordinances. Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions. Employees will be required to periodically demonstrate continuing physical proficiency as defined by department policy sufficient to carry out duties of the classification. Employees will be required to periodically qualify with appropriate firearms as defined by department policy and applicable law including skill in the use, care and safety of such weapons. Requires ability to work independently and to recognize and respond to emergency situations quickly and efficiently. Requires ability to use courtesy, firmness and tact in relations with the general public and employees working with the facility. Requires ability to understand and follow written and oral instructions. Requires ability to prepare complete and accurate reports relevant to accidents, rule violations, arrests, and other pertinent police and security matters. Requires ability to testify in court accurately and succinctly.

Work Hours & Location/Agency Contact:

WORK HOURS: Indeterminate shifts and days off

WORK LOCATION: Illinois State Police

James R. Thompson Center and Bilandic Building Chicago, IL

AGENCY CONTACT: Shae Bruce

Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794 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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Dry Van OTR CDL A Tractor Trailer Truckload Driver (HazMat REQ)

UPS

Chicago, IL

Job ID: ILCHO105

UPS Freight Truckload is hiring individuals to work as Full-time OTR Drivers. This position involves the driving of a tractor-trailer for the over-the-road delivery of freight to two or more locations.

OTR drivers may take a load from any of our shippers, and deliver North and South east, and as far west as Waterloo, IA. These drivers are typically on the road 7-10 days at a time and normally pull 53' van trailers.

OTR Drivers must pass a DOT physical and successfully pass a UPS Freight road test. Qualified applicants must have a valid Class A Commercial Drivers' License with Haz-Mat endorsement. OTR Drivers are expected to comply with all appearance standards.

Applicants must be at least 21 years of age. Applicants must be able to read, write and speak the English language. Applicants must also meet the Department of Transportation (DOT) and Company mental and physical requirements; and must be physically and mentally able to safely perform the essential job functions without obvious risk of injury to the employee or co-workers. Applicants must receive satisfactory results from a background check, as conducted in accordance with applicable laws; and must pass a drug screening.

This job posting includes information about the minimum qualifications (including the UPS Uniform and Personal Appearance Guidelines), locations, shifts, and operations within the locations which may consider my application.

An applicant or employee may request an exception or change to, or an accommodation of, any condition of employment (including the UPS Uniform and Personal Appearance Guidelines) because of a sincerely held religious belief or practice.

UPS is an equal opportunity employer – race/color/religion/□sex/national origin/veteran/disability

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Package Handler Part Time

UPS

Bedford Park, IL

Job ID: ILBED1

UPS is hiring individuals to work as part-time Package Handlers.

This is a physical, fast-paced position that involves continual lifting, lowering and sliding packages that typically weigh 25 - 35 lbs. and may weigh up to 70 lbs.

Part-time employees usually work 3 ½ - 4 hours each weekday (Monday through Friday) and typically do not work on weekends or selected holidays.

Package Handlers receive a competitive hourly rate and also an attractive benefits package.

Please note that these opportunities are part-time only working approximately 17 1/2 - 20 hours per week.

Employees can expect to take home between \$140.00 and \$170.00 each week after deductions have been taken for taxes, etc.

UPS provides an excellent employment opportunity for students.

Through the UPS Earn & Learn program, our student employees receive all the paid benefits of a great part-time job with UPS, plus outstanding education assistance of up to \$2,625 per semester / \$5,250 per year with a maximum lifetime benefit of \$25,000.

This assistance can be used for tuition, books and fees as long as you are attending an approved college, university, trade or technical school. You will be eligible for the Earn & Learn program on your first day of work.

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Apply online at <http://jobs-ups.com/illinois/package-handler-part-time/jobid5577622-package-handler-part-time-jobs>

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Automotive Mechanic

UPS - Hodgkins, IL

Job ID: 75389

Job Summary: Candidate will possess personal knowledge and skills to perform preventative maintenance on UPS Package Delivery Vehicles, Transportation Tractors and Trailers. Will properly diagnose and perform necessary repairs to gas and diesel-powered engines, hydraulic and air brake systems, and electrical systems. Candidate must be willing to work 2nd or 3rd shift. Schedules include Monday through Friday and Sunday through Thursday and Tuesday through Saturday. An attractive pay and benefits package is offered. Uniforms are provided. Candidate must possess all personal tools required to perform the job and will be required to appropriate necessary hand tools as required by job assignment.

Ideal candidate will possess the following: Current documented automotive mechanic experience. Experience using diagnostic equipment, scan tools and personal computer. Possess a full compliment of personal hand tools. Class A Commercial Drivers License (CDL)

Job Responsibilities: Meet D.O.T requirements and be CDL qualified as required by job assignment. Bend, stoop, squat, kneel, crouch, crawl, climb ladders and stairs, stand, walk, and turn/pivot frequently throughout the duration of the workday
Full time: 8-10 hours per day, 4-5 days per 7-day week. Report to work on a regular and timely basis and complete the scheduled workday on a consistent basis. Ability to work varying shifts, additional hours and/or overtime depending on service needs. Sitting required infrequently throughout the duration of the workday. Lift, lower, push, pull, leverage and manipulate equipment and/or packages weighing up to 70 pounds. Assist in moving packages or equipment up to 150 pounds. Simple hand grasping, power hand grasping, fine hand manipulation, reaching from foot level to above shoulder level as necessary to complete assigned tasks. Operate standard/manual transmission. Operate power, pneumatic tools. Required to wear personal protective equipment. Must meet all requirements to be Power Industrial Truck Operations (PITO) certified. Work in an environment with: variable temperatures and humidity (climatic conditions), exposure to cleaning materials, petroleum products, dust, dirt, and noise, outside inclement weather. Work cooperatively in a diverse work environment. Have a sufficient ability to communicate, through sight, hearing, and/or otherwise, to perform assigned tasks and maintain proper job safety conditions

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Apply online at <http://jobs-ups.com/illinois/operations/jobid6817400-automotive-mechanic-jobs>

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Courtesy Bus Driver in Chicago Illinois United States

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage and inquire whether a customer is a Preferred or a FastBreak member. You will make announcements if you have a Chairman customer and communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our Avis Budget Group team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

Compensation & Benefits: We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

HealthWorks@ABG is the brand through which we offer our wellness-related programs to ensure that we are our healthiest selves. Most of the services offered are free of charge and open to all employees and their family members. Some of the programs and services we provide include:

- Free tobacco cessation courses including nicotine replacement supplies
- Customized nutritional coaching
- Fitness center discount program
- Healthy weight loss nutrition solutions
- One-on-one active lifestyle coaching
- Trusted, on-line health information available 24/7
- Free flu shots

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma or equivalent
 - At least 6 months of experience in a customer service role
 - Valid driver's license and a good driving record with previous driving experience
 - Must be willing and able to work a flexible schedule including nights, weekends and holidays
 - Basic computer skills in order to enter information into our database
 - Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds
 - Some of our locations require a CDL class A or B license with P endorsement and a valid DOT Medical Certificate as mandated by state and location
- A valid driver's license is required for all positions.

Drug screening and a background check are a part of our hiring process. Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/6FE60F44EA85444CAAD948CF11A3B2BA/job/>

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Customer Service Agent in Chicago Illinois United States

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

Basic Qualifications/Minimum Requirements:

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

We provide you:

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent/48003B96B21F4DE1857D356765FA07E2/job/>

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Lifeguard (Seasonal- Summer) Job ID: 1853

Closing Date: 4/29/15

Aquatics/Lifeguard

Date Posted: 1/8/2015

Location: Community Recreation - Aquatics

Region: Districtwide

CHARACTERISTICS OF THE CLASS:

Under immediate supervision, ensures the safety and supervision of swimmers at Park District aquatic locations. Assists in swimming instructions and other organized aquatic activities. Performs related duties as required.

EXAMPLES OF DUTIES: Guards beaches and/or pool area to protect swimmers from accidents or drowning. Responds to emergency situations in accordance with established methods and procedures. Administers first aid, CPR as necessary. Enforces park rules and regulations regarding pool and beach activities. Maintains aquatic safety equipment by inspecting and reporting repairs needed to buoys, floats, ropes or other equipment installed as safety measures. Performs maintenance duties in keeping pool and beach areas clean, safe and attractive. Assists and/or leads aquatic instruction and recreational activities including swimming lessons, hydro-aerobics, water polo and swim team.

Training and Experience:

Completion of at least two years of High School is recommended.

Certification Requirements at time of hire:

American Red Cross Lifeguarding certificate, or equivalent to include:

American Red Cross CPR for Professional Rescuer, or equivalent

American Red Cross First Aid, or equivalent

American Red Cross AED, or equivalent

American Red Cross Oxygen Administration, or equivalent

American Red Cross Bloodborne Pathogens Training or equivalent

Chicago Park District Lifeguarding Card

Knowledge, Skills and Abilities: Knowledge of lifesaving and life guarding methods and techniques. Ability to meet and deal with the public. Ability to swim and dive proficiently. Ability to administer first aid and CPR to victims needing such attention.

SEIU-Local 73 Career Service EEO: Protective Service FLSA: Non-Exempt
2015 SALARY: \$13.89 PER HOUR

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