



Manager of Pediatrics Mobile Unit

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Not every child who needs medical care makes it in to St. Bernard Hospital. That's why St. Bernard Hospital reaches out to them. Our Pediatrics Mobile Unit travels to Englewood-area schools, day care centers, and health fairs to provide children with the care they need.

Description:

Responsible for all aspects of the Pediatrics Mobile Unit program. The Manager is also responsible for driving and mechanically maintaining the 40-foot long mobile clinic vehicle. Administer and provide oversight to the program which provides immunizations, school physicals, sports examinations, asthma screenings, and more.

EOE "A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Healthcare Administration or related field.

Current Illinois (Class C or CDL) drivers' license with good driving record.

Experience in driving a 40-foot long motor vehicle.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 3 year experience in the healthcare setting.

At least 1 year of relevant experience in the health care setting in a supervisory position. Excellent verbal, writing and interpersonal skills are essential.

Good computer skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Registered Nurse

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

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Social Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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Description:

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

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Job Title: Accountant Supervisor

Agency: Veterans Affairs

Closing Date/Time: Wed. 02/05/14 4:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-14-77778

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in business administration and accounting; requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting; requires extensive knowledge of accounting and auditing theory, principles, methods and procedures; requires extensive knowledge of laws, rules and regulations relating to state and non-state accounting or auditing procedures; requires working knowledge of office methods, procedures, standard office accounting machines and equipment; requires ability to prepare comprehensive accounting reports; requires ability to determine violations and non-compliance with the law and to detect and explain significant irregularities; requires ability to review detailed work including written or numerical data and to make calculations rapidly and accurately.

Work Hours & Location/Agency Contact:

Monday-Friday (off Saturday & Sunday) 8:00am-4:30pm (1 hour unpaid lunch)

Manteno Veterans Home 1 Veterans Drive Manteno, IL 60950

Ph: 815-468-6581, Ext. 328 Fax: 815-468-1596

How to Apply:

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

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 02/03/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2861

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

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

Location: Division of Child Support Services CSS - Downstate Operations (55)

Aurora Region/DuPage County Satellite Office

837 South Westmore-Meyer Road, Suite 11 Lombard, IL 60148 (DuPage County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701

Work #: (217) 785-0280 Fax #: +1 (217) 557-1676

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: Child Support Specialist I

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 02/03/14 5:00 PM Central Time

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2860

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts.

Minimum Requirements:

Requires successful completion of the Child Support Specialist Trainee Program.

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

Location: Division of Child Support Services CSS - Downstate Operations (55)

Aurora Region/DuPage County Satellite Office

837 South Westmore-Meyer Road, Suite 11 Lombard, IL 60148 (DuPage County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701

Work #: (217) 785-0280 Fax #: +1 (217) 557-1676

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Mon. 02/03/14 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-76874-2-PS CONTRACT

TERM OF CONTRACT: REMAINDER OF FY'14 (JULY 1, 2013 - JUNE 30, 2014)

This individual will be the Business Process Specialist, part of the team executing the Ford Foundation/Urban Institute Work Support Strategies Grant. This individual will serve as a technical expert regarding business process design and implementation of new processes in local offices, and will assist with the statewide effort to re-engineer business processes in the offices around the state providing core benefits to working families.

Minimum Requirements: Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: REMAINDER OF FY'14 (JULY 1, 2013 - JUNE 30, 2014)

IL Dept of Human Services

Office of Family & Community Services 401 S Clinton Chicago, Illinois

BIDDING CONTACT: DHS, Division of Family & Community Services

ATTN: Alicia Huguelet 401 S Clinton, 3rd Floor Chicago, Illinois 60607

How to Apply:

THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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Job Title: Administrative Assistant I - Neurology / Rush Hospital

Department: Neurology Admin

Shift: 1st

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

Job Number: 2014-0059

Job Description:

Are you a multi-tasking individual who has experience working with Excel, PowerPoint, and Word looking for an opportunity to work in a healthcare setting? If this describes you, you may be the right candidate for the Administrative Assistant position in the Neurology the Section of Neuro-Oncology. The Department of Neurosurgery is seeking an Administrative Assistant who will bring good technical skills along with customer service skills to their fast-paced environment.

Position Responsibilities:

Works with practice call center staff and clinic schedulers to ensure all patients are seen as deemed necessary by the physician.

Receives direct telephone calls from patients and families and triages them either to the nurse practitioner or the physician. Responds to requests from pharmacies and patients regarding prescriptions and prescription refills after consulting with the physician and /or nurse practitioner. Obtains information from charts and/or nurse practitioner. Contacts pharmacists, maintains documentation and confidentiality.

Works in concert with the nurse practitioner to obtain necessary pre-authorizations for various tests from insurance companies. Schedules tests for Neuro-Oncology patients. Reports test results for Neuro-Oncology patients upon request by the nurse practitioner or the physician. Assists in library and reference needs for Neuro-Oncologist.

Transcribes complex, recorded correspondence from Neuro-Oncology physicians for patient files and medical center business. Copies, posts, and files the correspondences. Creates and maintains monthly section calendar.

Provides general secretarial support to all members of Neuro-Oncology group.

Position Qualifications Include:

High school Diploma Required. Bachelors highly preferred.

2-4 years of relevant experience required, medical terminology knowledge is essential

Strong computer skills. Must be proficient in the following, Power Point, Excel, Outlook & Microsoft Word.

Excellent organizational skills and outstanding verbal and written skills.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140123170752&

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Job Title: Food Service Supervisor Room 500 / Rush Hospital

Department: Room500 Dining Room

Shift: 1st

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

Specialty: Food Service

Job Number: 2014-0057

Position Highlights:

Supervises daily food service operations to ensure that goals and standards of unit/department are met.

Ensures compliance with all applicable regulatory agencies, department quality monitors and targets and corporate and departmental policies and procedures.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications: Associate Degree in Food Service or a high diploma and a minimum of three years experience in a supervisory capacity in foodservice operations (retail, business, and healthcare). Illinois Department of Public Health and City of Chicago Sanitation Certification required within Nine months of hire. Experience as a Sous/Executive Sous Chef preferred. Competent in preparation of spreadsheets, data bases, word processing.

Ability to supervise multiple employees performing multiple tasks, self directed, strong interpersonal skills, organization skills, problem solving, creative, verbal skills, conflict resolution, aware of daily department operations and able to identify unusual situations that arise, manage stress effectively.

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 and computer keyboard, able to communicate using a variety of audio-technology, will involve long periods of sitting, standing or walking (about 90%).

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140123171033&

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Job Title: Healthcare Research Assistant I

Department: MSP Liver Transplant-Williams

Shift: 1st

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

Specialty: Research Assistant

Job Number: 2014-0051

Job Description:

Are you interested in joining a leading health care organization?

We are seeking a highly motivated and dynamic Healthcare Research Assistant I with the Abdominal Transplant department at Rush University Medical Center!

Position Highlights:

Under direct supervision this entry level position will complete basic functions in support of a research study. Incumbent must have general knowledge of IRB and must be able to understand research protocol and able to convey research information to clinical staff. Would consider candidates interested in part-time position (40 hours per two weeks).

Position Responsibilities:

Schedules and follows-up with study participants as necessary data.

Coordinates patients schedule and activities.

Tracks supplies, and ensures that the study area and associated instruments are clean and organized.

Maintains accurate records of study data such as data collection.

Manage and maintain regulatory binders

Responsible for scheduling, handling and properly shipping samples, cultures, tissues and other specimens.

Knowledge, Skills and Abilities:

HS Diploma or GED equivalent required. Bachelors' degree preferred in a related field or the equivalent combination of education, training and experience where required knowledge, skills and abilities have been acquired. Must have excellent computer skills and knowledge of EPIC and Database Management highly desired. Must be able to understand research protocol. Must be highly organized and able to work on multiple projects and with multiple study sponsors to coordinate site visits and provide data and other information as needed.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140123171130&

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Job Title: Leave Administrator, Human Resources

Department: Compensation Benefits Admin

Shift: 1st

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

Specialty: Leave Administration

Job Number: 2014-0100

Job Description:

Rush University Medical Center presents an opportunity for a Leave Administrator, Human Resources. Under the general direction of the Benefits Manager, this position serves as primary contact for vendors, employees, and managers concerning leave of absence requests and return to work processes. The Leave Administrator coordinates and provides case management for all leaves of absence, including STD, LTD, FMLA, personal, and military; manages the evidence of insurability processes, and manages relationships with insurance companies and brokers.

Position Qualifications Include:

Bachelor's degree and five years of related work experience or the equivalent combination of education, training and experience where the required knowledge, skills and abilities have been acquired. Candidates with experience in disability administration and benefits knowledge required.

Extensive knowledge and understanding of FMLA, ADA and LOA guidelines, Laws and Regulations required. Experience with Vendor Management and Contract interpretation required. Process improvement and process implementation experience required

Ability to manage and analysis data

Critical thinking and problem-solving skills are required to assess and resolve customer service and vendor management issues.

Strong evidence-based analytical approach to problem-solving with equally strong written and verbal communication skills.

Proficiency with Microsoft Excel, Word, PowerPoint and Outlook.

Excellent independent judgment and the ability to maintain a high level of integrity and confidentiality.

Must be highly organized to effectively plan, track, evaluate and follow-up on multiple priorities. Sense of urgency around customer service to model behavior for others.

Ability and willingness to approach tasks with a spirit of collaboration in order to problem-solve with peers, vendors and customers.

Must be viewed by others as approachable, dependable and a self-starter. *LI-SK1

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140123171229&

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Job Title: Payment Account Specialist

Shift: 1st

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

Job Number: 2014-0025

Position Highlights:

Responsible for daily payment, posting and reconciliation to ensure accurate accounts receivable. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

Payment Posting:

Post payments by line item

Enter zero dollar denials

Lock Box Duties:

Organizes checks by site

Enters payments on various Excel spreadsheets

Correlates correspondence from lockbox

Processes credit card payments

Prepares live checks for deposit

Position Qualifications Include:

High school graduate and preferred two years of medical business office experience.

Knowledge of accounts receivable process and basic accounting principles

Knowledge of computer accounting programs, spreadsheets and applications, medical terminology, coding and office procedures.

Knowledge of medical billing systems.

Establish and maintain effective working relationships with other employees, patients, organizations and external customers.

Develop, implement and produce complex reports.

Ability to process patient and external customer inquiries and respond with poise and efficiency.

Ability to reorganize, evaluate, solve problems and correct errors.

Possess ability to maintain confidentiality of sensitive information.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140123171307&

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Job Title: Staff Accountant 2 - External Reporting*

Department: Finance

Shift: 1st

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

Specialty: Financial Reporting

Job Number: 2014-0071

Job Description:

Under general direction, this position prepares financial statements and reports for internal and external users. Assists with preparation of quarterly and annual bondholder filings, including consolidated Obligated Group financial statements, debt covenant calculations and management discussion & analysis. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. *LI-SK1

Position Responsibilities: Coordinates materials for publication. Supports financial reporting and disclosure requirements for the Rush University Medical Center Obligated Group. Supports technical accounting research on new accounting pronouncements and significant and/or nonrecurring transactions. Assists with day-to-day audit deliverables and preparation of financial statements and footnotes for the annual financial statement audits and benefit plan audits of RUMC. Prepares monthly journal entries and account reconciliations for joint ventures, requiring strong understanding of equity method and consolidation accounting. Assists joint ventures with annual budget submission and quarterly forecasting to ensure consistency with Rush format and timelines. Assists with accounting and financial reporting functions for the Rush SurgiCenter, an ambulatory surgery center. Collaborates with Treasury and General Accounting groups in ongoing monitoring of Rush's alternative investment portfolio. Prepares monthly journal entries and account reconciliations related to Obligated Group debt and assists with debt transactions and reporting.

Position Qualifications Include: Bachelor's degree in accounting; CPA preferred. 2-3 years of accounting and financial reporting experience required; one year of public accounting experience preferred. Healthcare industry experience a plus. Excellent verbal and written communication skills. Strong problem solving and financial analytical skills. Proficiency with Microsoft Office Suite required. Strong time-management skills. Ability to interact effectively with all levels of staff. Demonstrates a desire to continuously improve accounting and financial reporting skills through proactive professional development efforts. Demonstrated ability to work independently and creatively. Ability to perform work in a neat, concise, accurate and efficient manner.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140123171406&

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Job Title: Executive II - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 02/03/14 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#: CS2854

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, plans, directs, and evaluates child support establishment and enforcement activities for Team G in Region 4; serves as liaison between the Division of Child Support Services (CSS) and the Circuit Clerks, the Attorney General's staff, the State's Attorneys, legal representatives, and other states; researches program issues and compiles information; develops and provides continual, updated training in the technical and caseload management aspects of the CSS program; appears in court as a witness; travels to monitor unit activities and attend meetings; serves as a working supervisor.

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 travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Division of Child Support Services CSS - Cook County Judicial Operations (54)
Central Region 36 S. Wabash Ave. Chicago, IL 60603 (Cook County)
Agency Contact: Brenda Young 36 S. Wabash Ave. Chicago, IL 60603
Work #: (773) 793-9807 Fax #: +1 (312) 793-9808

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 N1 - Healthcare & Family Srvs

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Mon. 02/03/14 5:00 PM Central Time

Salary: \$31.81 - \$43.26 hourly

\$2,394.92 - \$3,256.62 biweekly

\$5,189.00 - \$7,056.00 monthly

\$62,268.00 - \$84,672.00 annually

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH ePAR: 64675

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general Supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or federal Medicare/Medicaid certification regulations.

Minimum Requirements: Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years professional nursing experience or, a Master's Degree in Nursing. a registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing and spreadsheet applications (I.E., Microsoft Word, Excel, Power Point). Requires ability to travel/ possession of a Valid driver's license.

Work Hours & Location/Agency Contact: 4 Day Work Week Schedule
IL Dept of Public Health / Office of Health Care Regulation
Div of LTC Field Operations 245 W Roosevelt Road, Bldg 5 West Chicago, IL 60185
IL Dept of Public Health / Office of Human Resources
535 West Jefferson, 4th Floor
Springfield, IL 62761 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 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: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Tue. 02/04/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-92-78440

Minimum Requirements:

Requires skill, knowledge and mental development equivalent to completion of four years of college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Kane County/Elgin FCRC 700 S. State Street Elgin, IL 60123

Please submit applications to:

Hillary Vassmer

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Fl.

Springfield, IL 62762

FAX 217-524-3826

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: 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

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, coordinates efforts to ensure that performance management and quality improvement programs are developed and managed using a data driven focus that sets priorities for improvement aligned to ongoing strategic imperatives.

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, prelegal 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 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: 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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Job Title: Office Associate - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 02/04/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: BC0268

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs a variety of complex, specialized clerical activities pertaining to the filing of liens and estate claims involving clients of the Department; prepares property liens for filing with Recorder of Deeds Office; selects applicable claim forms for probated estate cases and inserts information; prepares Small Estate Affidavits for non-probated estate cases; responds to inquiries from the Technical Recovery Unit staff; accesses various tracking systems and documents recoveries received by the Office.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience; requires the ability to type accurately at 45 words per minutes.

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

Location: Bureau of Collections

Technical Recovery Section (75) 401 South Clinton St. Chicago, IL 60607 (Cook County)

Agency Contact: Mary Alsup 2200 Churchill Rd. Springfield, IL 62702

Work #: (217) 782-1348 Fax #: +1 (217) 557-4302

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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Temporary Operator II

Location: Chicago, IL Education: High School Graduate or GED

Experience: Salary: Unspecified

FLSA Status: Non-Exempt Hours: FULL-TIME

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrate commitment to Shedd's vision, mission and values.
- Analyze the operation of various systems, determine the cause of any problems/malfunctions and take corrective action as required.
- Record completion of preventative maintenance assignments.
- Performs repairs and maintenance to Life Support and Base Building systems.
- Performs repairs to HVAC and general building components.
- Record data from completed rounds and analyses.
- Maintain these records in a clean and organized manner.
- Maintain records for work completed in a clean and organized manner.
- Record readings and make adjustments where necessary to assure proper operation of equipment.
- Develop work schedules and give instructions in basic building Operations.
- Assist the Operations Supervisor in overseeing the efficient operations of the Operations department.
- Assist, when necessary, the Operations Supervisor in overseeing and monitoring the operation and adjustment of water filter systems, heat exchangers and other mechanical equipment.
- Perform preventative maintenance on the building and equipment as assigned.
- Perform the shift duties of their other operators when needed, as assigned, which may include temporary placement on a shift schedule, to accommodate vacations and other absences.
- Comply with all department policies.
- Ensure a safe working environment.
- Attend a training program to be determined by the Operator, Assistant Director Life Support & Base Building Operations, and the Vice President Facilities.
- Perform other duties as assigned.

Qualifications:

Education: Minimum of a high school diploma or equivalent.

Experience: Minimum of three years' previous work experience with filtration systems, water sampling and testing required.

Apply online at <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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