



Job Title: Juvenile Justice Youth and Family Specialist - Opt 1

Agency: Juvenile Justice

Closing Date/Time: Tue. 02/03/15 3:30 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDJJ-27-15-15-0173

Minimum Requirements:

Requires a bachelor's degree in counseling or related social sciences degree. Requires two years of professional experience working with youth in juvenile services. Candidates must be over 21 years of age. Requires extensive knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment, requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs and for the placement and supervision; requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives; requires ability to communicate effectively both orally and in writing; requires ability to use personal computer and office software in data tracking and preparation of work reports and case management. Requires ability to administer objective psychometric tests. Requires ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:00am - 4:00pm, Sunday - Wednesday; 11:00am - 7:00pm, Thursday (Friday/Saturday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative

Illinois Youth Center - St. Charles 3825 Campton Hills Road St. Charles, IL 60175

630-584-0506 630-584-1014 (fax) susan.swegle@doc.illinois.gov

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 - Bachelor Degree

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Job Title: Public Service Administrator - Opt 2C

Agency: Employment Security

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 01 Bid ID#: RCRA 11460

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, as a policy implementing manager, participates in the conduct of highly complex and specialized economic research and analytical work. Serves as working supervisor; directs the Occupational and Wage Program for IDES; coordinates the development and production of various economic surveys, reports and studies used by other local, state and federal agencies; through subordinate managerial staff, provides leadership and guidance on gathering, analysis and presentation of information on occupational staffing and wage patterns by industry; reviews, analyses and approves economic interpretations and statistical methodologies.

Minimum Requirements:

Requires possession of a Master's degree in economics or a closely related field plus three years of professional experience in economic research and/or policy analysis. Requires ability to prepare concise reports. Requires ability to plan, design, and conduct economic research studies. Requires ability to collect, analyze, interpret economic data and prepare economic forecasts. Requires ability to apply research methods and statistical techniques to the analysis and interpretation of economic data. Requires ability to plan, construct, prepare and present comprehensive reports in oral and written form. Requires ability to attend conferences and explain and interpret reports and studies; and use of a personal computer with related software programs.

Work Hours & Location/Agency Contact: Office Hours: 8:30 am - 5:00 pm

Work location: 33 South State Street Chicago, Illinois

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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 2C - Economist

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Job Title: Shift Supervisor

Agency: Corrections

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

Salary: \$6,698.00 - \$9,894.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: IDOC29-28-15-0052

Position Number: 40800-29-82-440-30-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer trainee program. Requires five years of supervisory experience in a custody program in a correctional institution or setting. Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of inmates in a penal or correctional setting. Requires thorough knowledge of modern penal principles and practices relating to guard duties and to the control of inmates. Requires thorough knowledge of rules, regulations and requirements for the control of inmates. Requires extensive knowledge of the methods and techniques used in discipline of persons in a correctional center.

Work Hours & Location/Agency Contact: WORK HOURS: 3:00pm to 11:00pm Thursday through Mondays with days off of Tuesday and Wednesday.

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 (815) 727-3607 extension 6693 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).

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Job Title: Deputy Director for Fiscal Affairs & Budgeting

Agency: Illinois Board of Higher Education

Closing Date/Time: Mon. 02/09/15 5:00 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1 Bid ID#: 0

PRINCIPAL RESPONSIBILITIES:

- Work directly with the Executive Director and other senior staff officers to provide leadership in budgeting, policy development, and administration for the Board of Higher Education
- Assist in implementing the Board's strategic plan for higher education, including assessing achievement of the plan's goals and objectives
- Coordinate the Board's annual budget recommendations to the Governor and General Assembly for higher education institutions and agencies
- Analyze complex issues relating to higher education finance
- Promote increased efficiency and effectiveness in the higher education system

EDUCATION AND EXPERIENCE REQUIRED:

- An earned doctorate or a combination of an appropriate graduate degree and a minimum of five years of relevant experience is required
- Three years of leadership experience in administration is required; higher education experience preferred
- Two years of supervisory experience of professional staff is required

DESIRED SKILLS AND TRAITS:

- Outstanding communication and problem-solving skills
- An understanding of policy issues and trends, particularly as they relate to finance and planning
- Demonstrated ability to work collaboratively with a variety of constituents and stakeholders, such as elected officials, senior governmental executives, institutional officers, and private sector leaders.

Work Hours & Location/Agency Contact:

Work Hours: M-F 8:30 a.m. to 4:30 p.m. with 1/2 hour lunch, 37.5 hours per week

Location: 431 East Adams, 2nd Floor, Springfield, IL 62701

Web Site: www.ibhe.org Agency Contact: Karen Helland (217) 557-7358

All application materials should be submitted by 5 p.m. on Monday, February 9, 2015 to: Karen Helland

Illinois Board of Higher Education 431 E. Adams, 2nd Floor Springfield, IL 62701-1404
helland@ibhe.org

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Job Title: Deputy Marshal 2

Agency: Illinois Courts/Supreme Court

Closing Date/Time: Tue. 02/03/15 4:30 PM Central Time

Salary: \$36,867.00 / Year

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1 Bid ID#: 107

Minimum Requirements: Education/Experience & Skill: Candidate must be at least 21 years old, possess a valid Illinois driver's license and have a minimum of one year work experience in a position requiring duties similar to the essential functions required for this position. Prior experience in law enforcement is desired. Qualifications include a minimum of a high school education with a diploma. Candidates with a bachelor's degree from an accredited university/college are highly desired. Eligible candidates must pass background checks. Candidates must be familiar with and proficient in the use of the Internet and other sources of information to assist in research for use in preparation of reports related to security subject matters. Candidates are required to demonstrate a proficiency in basic computer usage skills with Microsoft Office products for the purpose of reporting information and compiling special reports. Candidates must be able to perform all essential duties at an acceptable level.

Physical Requirements: Individual must demonstrate strong interpersonal and communication skills. Must possess ability to stand and sit for extended time periods.

Work Hours & Location/Agency Contact: Varied Hours
Supreme Court Building 200 East Capitol Avenue Springfield, Illinois 62701
Barbara Black (217) 524-6429

How to Apply:

Applicant must submit resume and cover letter. Please provide up to three references from each of the following categories: work, friends and academic. In addition, please submit any relevant information to:

Supreme Court Marshal
Supreme Court of Illinois
200 East Capitol Avenue
Springfield, Illinois 62701

Applicant's information must be received by 4:30 p.m. on Tuesday, February 3, 2015.

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Job Title: Health Information Administrator

Agency: Human Services

Closing Date/Time: Wed. 02/04/15 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 115-03

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of college plus certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA) plus one year of professional experience in a health information records facility - or - requires knowledge, skill and mental development equivalent to four years of high school, completion of an approved medical records training program plus certification by the American Health Information Management Association as a Registered Health Information Technician (RHIT) and have a five years progressively experience as a RHIT in management of a medical records program. Requires thorough knowledge of the principles and practices of medical records administration; thorough knowledge of hospital practices, Joint Commission standards, departmental code, rules and regulations as relates to medical records; extensive knowledge of medical terminology, medical jurisprudence and state laws governing the use of medical records in court cases. Ability to establish maintain and maintain effective working relationships with facility management, subordinates, recipients and outside agencies.

Work Hours & Location/Agency Contact:

8:30 - 5:00

McFarland Mental Health Center, 901 Southwind Road, Springfield, IL. 62703

Cynthia Newman

Phone: 217-786-6964

Fax: 217-786-7164

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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Banquet Set-Up Supervisor - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts Employee Type: Full-Time Location: Chicago, IL Job Type: Management, Restaurant - Food Service Experience: Not Specified Date Posted: 1/20/2015 Job: Conference & Banqueting Services -United States Schedule: Full Time Job ID: R105105-EN

The Career Opportunity: Banquet Set-Up Supervisor Key responsibilities of the role include:

- Lead banquet set-up teams
- Attend meetings and walk thrus
- Set-up and/or break-down tables, chairs, audio visual equipment and platforms/stages and other equipment as specified by group requirements. Set-up table linens, skirting and table top items. Clean, store, and secure in an organized manner all tables, chairs and audio visual equipment, platforms/stages and other equipment used for banquet functions.
- Maintain cleanliness of banquet rooms, banquet hallways, and storage and service areas.
- Refresh rooms during breaks. Retrieve clean linen/skirting, and stock in storage areas.
- May pick-up and deliver all boxes and materials for function. Perform other duties as assigned.

Job Requirements

Qualifications: High school diploma or equivalent. Some college is preferred. Must be able to read, write, and speak fluent English; including basic reading writing and math. General knowledge of banquet operations preferred, including the ability to read BEO's and diagrams. Will be required to work nights, weekends, and/or holidays.

This job requires the following abilities:

- Handling, carrying or lifting items weighing up to 100 pounds
- Moving about the function areas
- Bending, stooping and kneeling
- Ability to work in fast paced teamwork environment
- Able to adhere to hotels grooming/dress code standards
- Must be able to maintain a highly positive friendly image that reflect well on Hotel's overall professional appearance
- Must be able to adhere to all safety, security and confidentiality policies and procedures

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Banquet-Set-Up-Supervisor-InterContinental-Chicago-Magnificent-Mile/J3G1VV6CF120T7V5HB1/>

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Server - Hotel Indigo - Chicago IL

Company: Hotel Indigo
Employee Type: Full-Time
Job Type: Hospitality - Hotel
Experience: Not Specified
Date Posted: 1/22/2015
Job: Restaurant -United States
Schedule: Full Time
Job ID: R105181-EN

We currently have a Server position available at our Holiday Indigo - Chicago property located in Illinois. In this role you will greet all guests and take beverage and food orders in a prompt and professional manner while you prepare food and beverages for service to hotel guests and present food according to established health and presentation standards. You will clear and clean tables in a prompt and efficient manner and clean and/or wipe down tables, chairs, walls, windows, mirrors, and floors as necessary. The Server will perform side-work, and other opening or closing duties as required and ensure that wait staff stations are clean and maintained throughout shift. You may receive guest payments and process transactions as outlined in the cash and charge procedures and may assist with other duties as assigned.

****This role will interact with guests and ensure a great customer experience.**

Availability to work AM and PM Shifts is needed. Will assist with Banquet events.**

Salary: \$9.00 / Hourly + Tips

Job Requirements: Qualifications include some food service experience with general knowledge of restaurant operations. An alcohol awareness certification and/or food service permit or valid health/food handler cards is necessary, as required by local or state government agency. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds, moving about the restaurant, handling food objects, plates, trays, glasses etc, bending, stooping and kneeling.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Server-Hotel-Indigo-Chicago-IL/J3K1CJ6PTWP5JHVKMNF/>

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Room Attendant - Candlewood Suites - Chicago O'Hare IL

Company: Candlewood Suites
Employee Type: Full-Time
Location: Chicago, IL
Job Type: Customer Service
Experience: Not Specified
Date Posted: 1/17/2015
Job: General Housekeeping -United States
Schedule: Full Time
Job ID: R106046-EN

We currently have a Room Attendant position available at our Candlewood Suites Chicago O'Hare property located in Illinois. In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures. Salary: \$9.50 - \$10.50 / Hourly

Job Requirements

Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Room-Attendant-Candlewood-Suites-Chicago-O-Hare-IL/J3H2DG6JR0BYXQRLHNJ/>

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Full-Time Room Attendant - Candlewood Suites - Chicago Naperville IL

Company: Candlewood Suites Employee Type: Full-Time Location: Warrenville, IL Job Type: Customer Service Experience: Not Specified Date Posted: 1/22/2015
Job: General Housekeeping -United States
Schedule: Full Time
Job ID: R103587-EN

We currently have a Full-Time Room Attendant position available at our Candlewood Suites Chicago Naperville property located in Illinois.

In this role you will clean and service assigned rooms or areas according to established standards and procedures including making beds, dusting, vacuuming, cleaning and sanitizing bathrooms, removing trash etc. which may include cleaning of kitchen areas, room refrigerator, coffee maker, cups, glasses, silverware etc. The Room Attendant will notify the supervisor when service is complete so rooms may be sold or occupied while you monitor and control supplies and amenities, and minimize waste within all areas of housekeeping. Report, turn in, and/or log all lost and found items according to established procedures.

Salary: \$9.00 - \$11.00 / Hourly

Job Requirements

Requirements include basic reading, writing and math skills and some housekeeping experience is preferred. You may be required to work nights, weekends, and/or holidays. This job requires ability to perform the following: carrying or lifting items weighing up to 50 pounds and pushing and/or pulling approximately 200 pounds, frequently standing up and moving about the facility, frequently handling objects and equipment to maintain the facility, frequently bending, stooping and kneeling.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan. Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people. Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Full-Time-Room-Attendant-Candlewood-Suites-Chicago-Naperville-IL/J3G4GW727STFP4B4S46/>

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Job Title: Reimbursement Officer I

Agency: Human Services

Closing Date/Time: Wed. 02/04/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 115-02

Description of Duties/Essential Functions Benefits Supplemental Questions Investigates and evaluates financial liability of patients, their estates and their legally responsible relatives; determines equitable schedule of charges for services when payment is due; completes forms to establish billing including claims for third party payments. Inputs Illinois I forms (recipient financial information) and Consent Forms into computer system. Inputs charges into system and updates consent forms; inputs third party billing such as insurance. Medicare Part A, Medicare Part B and Medicaid as related to payment for patient care and treatment.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, economic or business administration, preferably including courses in insurance, estate and probate law. Requires one year of work experience in the reimbursement field.

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

McFarland Mental Health Center, 901 Southwind Road, Springfield, IL. 62703

Mrs. Cynthia Newman

Human Resource Representative

Phone: 217-786-6964 Fax: 217-786-7164

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: Corrections Food Service Supervisor III - DIXON CC

Agency: Corrections

Closing Date/Time: Tue. 02/03/15 4:00 PM Central Time

Salary: \$4,649.00 - \$6,970.00 monthly

Job Type: Full-Time

Location: Lee County, Illinois

Number of Vacancies: 1

Plan/BU: CU500 Bid ID#: IDOC29-93-15-0435

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Food Service Program Manager, supervises the Food Service Program; directs staff in preparation and serving of food for the institution; supervises lower level staff assigned to the Dietary Department; estimates needs for food products for food preparation; enforces disciplinary, safety and sanitary and custodial measures.

POSITION NUMBER: 09795-29-93-330-00-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school. requires three years institution food preparation experience such as could be gained as a CFSS 1 or CFSS 2 or supervisory experience in a large scale food service operation. Requires completion of a pre-service orientation training course within six months of employment. Requires extensive knowledge of institutional rules and regulations and requirements for the control of residents. Requires the possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health. Requires extensive knowledge of preparing, serving and acquiring good on a large scale food service. Requires an ability to maintain satisfactory working relationships with other employees and residents. Requires the physical ability to perform assigned duties.

Work Hours & Location/Agency Contact: HOURS OF WORK: 10:00am to 6:00pm, Sunday through Thursday, Fri/Sat off

AGENCY/LOCATION: IDOC/Dixon CC 2600 N. Brinton Avenue Dixon, IL 61021

CONTACT: Kathy Newstrand, HRR 2600 N. Brinton Avenue, Dixon, IL 61021 (815)288-5561 Ext. 2106

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: Highway Maintainer - INFORMATIONAL POSTING

Agency: Transportation
Closing Date/Time: Continuous
Salary: \$4,460.00 / Month
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1

Minimum Requirements: Education and Experience: Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school. Possession of a Class A commercial drivers license with appropriate endorsements, including air brakes. One year driving experience immediately preceding appointment free of incidents with could result in license suspension or revocation.
Knowledge, Skills and Abilities: Requires working knowledge as a laborer, preferably in highway construction, maintenance work, farming, or the building trades. Elementary knowledge of highway maintenance or construction work and materials. Skill in the use of hand tools and operation of maintenance equipment. The ability to perform arduous physical labor. Ability to understand and carry out oral and written instructions. Ability to gain and maintain productive working relationships.
Under State law, qualified veterans are entitled to points added to a passing grade and appointment preference. Please Note: Illinois National Guard/Reserves non-activated only receive points added to a passing grade. All veterans will be required to submit a certified copy of their DD214/DD215 as proof of service at the time of application.

Work Hours & Location/Agency Contact:
Work Hours and Location vary with each position

This is ONLY an Informational Posting intended to let interested persons know the requirements they must meet before being eligible for a Highway Maintainer position. Those requirements are:
1st-must possess Class "A" CDL (must have before testing)
2nd- contact Central Management Services for testing times (please see "how to apply" section of posting for CMS phone number)
3rd- take the Highway Maintainer test an obtain a grade in order to be placed on the Listing of Eligibles for that title

How to Apply: This position requires a grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information you may contact the agency contact listed above OR by contacting CMS at (217) 782-7100, (217) 785-3979 (TTD/TTY), (800) 526-0844 (TTY Only)

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Job Title: Highway Maintainer - Spanish Speaking - INFORMATIONAL POSTING

Agency: Transportation

Closing Date/Time: Continuous

Salary: \$4,460.00 / Month Job Type: Full-Time

Location: Statewide, Illinois Number of Vacancies: 1

Minimum Requirements: This position requires the ability to speak, read and write Spanish at a colloquial level. **Education and Experience:** Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school. **Possession of a Class A commercial drivers license** with appropriate endorsements, including air brakes. One year driving experience immediately preceding appointment free of incidents with could result in license suspension or revocation.

Knowledge, Skills and Abilities: Requires working knowledge as a laborer, preferably in highway construction, maintenance work, farming, or the building trades. Elementary knowledge of highway maintenance or construction work and materials. Skill in the use of hand tools and operation of maintenance equipment. The ability to perform arduous physical labor. Ability to understand and carry out oral and written instructions. Ability to gain and maintain productive working relationships.

Under State law, qualified veterans are entitled to points added to a passing grade and appointment preference. Please Note: Illinois National Guard/Reserves non-activated only receive points added to a passing grade. All veterans will be required to submit a certified copy of their DD214/DD215 as proof of service at the time of application. **Work Hours & Location/Agency Contact:** Work Hrs and Location vary with each position

This is ONLY an Informational Posting intended to let interested persons know the requirements they must meet before being eligible for a Highway Maintainer position. Those requirements are: 1st-must possess Class "A" CDL (must have before testing) 2nd- contact Central Management Services for testing times (please see "how to apply" section of posting for CMS phone number) 3rd- take the Highway Maintainer test and obtain a grade in order to be placed on the Listing of Eligibles for that title

If you still have questions regarding this process please contact:
Illinois Department of Transportation / Bureau of Personnel Management
(217) 782-5594

How to Apply: This position requires a grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information you may contact the agency contact listed above OR by contacting CMS at (217) 782-7100, (217) 785-3979 (TTD/TTY), (800) 526-0844 (TTY Only)

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Job Title: Faculty Recruiter

Department: RUMG Administration

Shift: 1st

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

Specialty: Recruitment

Job Number: 2014-0193

Job Description:

Are you a Faculty Recruiter passionate about bringing your expertise to a leading University Medical Center?

If so, you are the right candidate for our Faculty Recruiter position at Rush!

Position Highlights:

Opportunities to maintain key working relationships with the Rush University Medical Center: Department Heads, Primary and Specialty Care / Clinic Chiefs of Professional Services /Hospital, Clinic and Departmental Administrative Management / Rush University Medical Center administrative and support staff / Rush University Medical Center residency/ fellowship programs/ regional and national physician associations and societies / Independent recruitment firms (temporary and permanent provider staffing) / External vendors (i.e., advertising agencies, moving companies, realtors)

Position Responsibilities:

Plans coordinates, implements and directs all activities for the recruitment and hiring of primary care and specialty care physicians

Advises and collaborates with senior management within the organization with regard to physician recruitment and retention, budget issues, hiring strategies and search/selection committee management.

Position Qualifications Include:

Bachelor's degree in a related field or related healthcare background in physician recruitment and physician practice management in either a community hospital or academic setting.

Must have demonstrated effective communication and negotiation skills as well as strong organizational and complex process management abilities.

Excellent computer skills required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150126165344&

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Job Title: Food Service Assistant 2 - Patient Food Service (Part-time)

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Specialty: Food Service

Job Number: 2014-2455

Job Description:

Are you interested in joining a leading health care organization? Do you have previous food service experience? If this describes you, then this is the job for you! We are seeking a dynamic Food Service Assistant II who exemplifies professionalism to join our Food & Nutrition team-

THIS IS A PART TIME POSITION WITH A ROTATING SHIFT. YOU MUST BE AVAILABLE FROM 4:00AM TILL 10:00PM.

Position Highlights: This Food Service Assistant assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs various cleaning duties. 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.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with or without accommodation required.

Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150126165416&

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Job Title: Financial Representative 2

Department: HCF Comm Bill & Collection

Shift: 1st

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

Specialty: Billing

Job Number: 2015-0146

Position Highlights:

Actively seeks payment of assigned payers. Utilizes current workflows, with effective use of on-line tools and resources. Contacts payers with proactive goals to resolve trends and issues. Assist in A/R projects as needed.

Position Qualifications Include:

High School Diploma required

Knowledge of DM workflow and of next steps for denied claims

Knowledge of EOB's, patient responsibility and remit codes associated with payments.

Minimum of 3-5 yrs. experience in commercial/managed care billing and/or collections is required

General knowledge in the healthcare field required.

Basic knowledge of the collection process and claims status is recommended.

Knowledge of CMS guidelines as they apply to claims required

Individual must be able to identify billing trends/issues.

Position requires good analytical, statistical and mathematical skills

Strong organizational abilities necessary for accurate reporting to payers and management.

Specific knowledge of Microsoft Excel and Word

Knowledge in EPIC Hospital Billing and Collections, ASF, NDAS, NEBO, Ecare, On-Base and Availity highly desired

3-5 yrs. work experience in the healthcare field preferred but not required.

Ability to perform multiple tasks with strong time management skills required.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150126165503&

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Part-time House Attendant - Crowne Plaza

Job Description:

Experience our superior accommodations in downtown Chicago, where we are surrounded by the ethnic Greektown restaurants and the unique restaurants of Restaurant Row on Randolph Street. Whether you are visiting the United Center to attend a Chicago Bulls game, taking in a concert or watching the Chicago Blackhawks, our downtown Chicago accommodations offer beautifully appointed rooms for business and pleasure travelers alike. Step out of your guest room and enjoy the view of the Chicago skyline from one of our balconies featured in every room.

JOB OVERVIEW:

In this position, you will support our room attendant team through linen delivery and other items needed for our guest rooms. This role will also be responsible for maintaining the cleanliness of the Hotel's public areas.

At Crowne Plaza ® we want our guests to relax and be themselves which means we need you to:

- Be you by being natural, professional and personable in the way you are with people
- Get ready by taking notice and using your knowledge so that you are prepared for anything
- Show you care by being thoughtful in the way you welcome and connect with guests
- Take action by showing initiative, taking ownership and going the extra mile

DUTIES AND RESPONSIBILITIES

- Cleaning and maintenance of the hotel's public areas including hallways, landings, stairwells and exterior grounds.
- Provide active support for room attendants on guest floors including the delivery and collection of supplies, amenities, linen and trash.

Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

High School Diploma / equivalent plus 6 months of janitorial or housekeeping experience preferably in a hotel of similar size. Must speak fluent English. Other languages preferred.

- Ability to be on feet for long periods, ability to lift/push/pull 50+ lbs.
- Must be willing to work a variety of AM, PM and overnight as well as holiday and weekend shifts.
- Ability to bend, stoop, and reach repeatedly.

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Part-time-House-Attendant-Crowne-Plaza/J3F02N6LSTZM8C9RTN9/>

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Bellman - Crowne Plaza

Job Description:

Experience our superior accommodations in downtown Chicago, where we are surrounded by the ethnic Greektown restaurants and the unique restaurants of Restaurant Row on Randolph Street. Whether you are visiting the United Center to attend a Chicago Bulls game, taking in a concert or watching the Chicago Blackhawks, our downtown Chicago accommodations offer beautifully appointed rooms for business and pleasure travelers alike. Step out of your guest room and enjoy the view of the Chicago skyline from one of our balconies featured in every room.

JOB OVERVIEW:

As a Bellman, you'll have the opportunity to be the first warm welcome that guests and meeting attendees receive when they step foot on property. Allow our guests to travel for success by assisting them with any luggage delivery/storage needs during their stay with us.

At Crowne Plaza®, we want our guests to feel successful and energized, which means we need you to:

- Create energy by being upbeat, fun loving and surprising and delighting our guests
- Act and look the part by being clever, professional and setting a positive example
- Know your guests by being thoughtful, adaptable and building connections for them
- Make it happen by being perceptive, finding a way to say 'yes' and taking ownership

QUALIFICATIONS AND REQUIREMENTS

High School Diploma degree / at least 6 months of direct customer service experience; hotel experience highly preferred. Must speak fluent English. Other languages preferred.

- Excellent guest relations
- Good telephone skills
- Effective multi-tasking skills
- Ability to handle difficult, stressful, or trying situations with confidence and a positive attitude
- Outgoing, friendly, courteous, organized and professional
- Prior hotel experience helpful

The statements in this job description are intended to describe the essential nature and level of work being performed. They are not intended to be ALL responsibilities or qualifications of the job.

Apply online at <http://ihg.jobs.net/job/Bellman-Crowne-Plaza/J3J6ND6V18W17GLK8LX/>

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Food Runner (Part Time), Michael Jordan Steak House - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts

Employee Type: Part-Time

Job Type: Other Experience: Not Specified

Date Posted: 1/11/2015

Job ID: R103259-EN

The Career Opportunity: Michael Jordan's Steak House - Food Runner (Part-Time)
Under the general guidance of the General Manager of the Michael Jordan Steak House, responsible for providing efficient and courteous Food & Beverage service to all guests.

QUALIFICATIONS

Essential:

- Must be able to speak and understand English
- High School diploma or equivalent
- Food Hygiene awareness and at least basic training.
- Ability to communicate in English with guest.
- Ability to compute basic mathematical calculations.
- Ability to provide legible written communication.

Desirable:

- Previous job related experience.
- Food Hygiene certificate.
- First aid awareness.
- Possess a friendly, upbeat & outgoing personality.

Essential Skills:

- Ability to perform job functions with attention to detail, speed and accuracy.
- Ability to prioritize, organize and follow through.
- Ability to be a clear thinker remains calm and resolves problems using Sound judgment. •Ability to work under pressure.
- Ability to work an 8-hr shift in all types of conditions pertinent to the job.
- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team.
- Ability & willingness to perform job tasks according to established standards.
- Must be flexible and able to work nights, weekends, and/or holidays as required.

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Food-Runner-Part-Time-Michael-Jordan-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3G42R6Y47PQWQH3RSZ/>

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