



Job Title: Storekeeper III

Agency: Human Services

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

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

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: 10-72-78320

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

HOURS OF WORK 8:00 A.M. TO 4:30 P.M. Monday –Friday

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

CONTACT PERSON Alice M. Chambers Human Resources Representative

Elisabeth Ludeman Center 114 N. Orchard Drive Park Forest, IL 60411

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

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Job Title: Certified Medical Assistant, Oncology

Shift: 1st

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

Specialty: Oncology

Job Number: 2014-0080

Job Description:

Certified Medical Assistant, Oncology

Full Time

Position Responsibilities:

The Certified Medical Assistant in Oncology is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will have front desk duties as necessary

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Previous clinical experience in a Oncology setting

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https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140127101834&

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Job Title: Data Analyst

Department: RMC OMSP Administration

Shift: 1st

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

Specialty: Data Analysis

Job Number: 2013-2028

Position Highlights:

The Data Analyst is responsible for collecting data, quality control of the databases, and statistical analysis of data for admissions, education and residency applications within Rush Medical College (RMC). The Data Analyst will collect and analyze data, interpret results, and submit reports and recommendations to the leadership team. The Data Analyst will consult with the Manager, Database Systems to construct efficient and effective data architecture for RMC as well as lead discussions to help faculty, staff, Director of Admissions and Recruitment, Assistant Deans, and the Senior Associate Dean interpret results from the analysis and corresponding reports. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills and Abilities:

A bachelor's degree is required, preferably in mathematics or statistics; master's degree preferred.

2 – 4 years of related work experience, preferably in higher education or a healthcare environment.

Experience in manipulating large datasets and carrying out statistical analysis, ideally with an understanding of quantitative and qualitative research methodology.

Experience with complex database systems and reporting tools.

Proficiency using Microsoft Office Suite (Excel, Word, Access, PowerPoint).

Strong interpersonal, written and verbal communication skills.

Effective planning, organizational and time management skills, with the ability to handle multiple projects and conflicting deadlines.

Exceptional troubleshooting skills.

Demonstrated attention to detail.

Ability to work independently and as part of a team, ensuring high levels of communication, and taking personal responsibility for achieving goals and deadlines.

Ability to take initiative in all aspects of work. This position may require occasional weekend and evening hours; must be able to accommodate variable hours as needed.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140127101943&

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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 S. 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: Criminal Intelligence Analyst II

Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 02/07/14 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#: DFPR 8608

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college preferable with courses in law enforcement and/or business administration, or accounting. Requires minimum of four years of progressively responsible professional experience in fraud investigation or criminal investigation. Requires knowledge of State and Federal governmental regulations and accountabilities for the Mortgage Banking Charters. Requires a thorough knowledge of the techniques of procedural analysis, criminal investigation analysis, computers, criminal case organization, local/ state and federal criminal law, Requires knowledge of court testimony and evidence preparation. Requires ability to communicate clearly, concisely and logically, both orally and in writing. Requires ability to work with people at all levels and conduct affairs in a professional manner.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial and Professional Regulation
Banking Division 100 West Randolph Street - JRTC Building Chicago, IL
Agency Contact: A & R Shared Services Center
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702
217-782-9993 217-782-9925 Fax

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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Driver/Clerk

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description:

Responsible for the preparation and deployment of the Pace vanpool fleet. Assist Vanpool Services Department in providing technical assistance and support in the areas of maintenance, permanent/loaner van assignment, new vehicle acceptance/preparation, vehicle retirement/replacement, and fleet maintenance tracking.

Qualifications: Must be at least 21 years of age and possess a valid driver's license. Must have a minimum of 3 years experience in customer service.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=567

Human Resources Generalist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description:

Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=540

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Supervisor, Technical Support

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department. This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services. Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance.

Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication. Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems.

Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=651

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Inventory Controller

Location: Melrose Park

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management, Materials Planning, responsible for assisting the Senior Inventory Controller in all facets of stockroom operations, stocking parts, accepting and recording all incoming and outgoing shipments, i.e., parts, fluids and scrap, issuing parts to mechanics, recording parts usage from equipment repair orders in Oracle, reviewing stock levels and issuing reorder notices to replenish and maintain inventory, performing cycle counts, preparing requisitions, maintaining inventory balances and communicating regularly with the Maintenance Manager regarding materials requirements and availability. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 1 year of experience in materials, stockroom operations, inventory control or related field.

Must possess a valid Illinois Driver's License.

A basic knowledge of car/truck/bus parts is required.

Good verbal and written communication skills and a working knowledge of computerized parts inventory systems are required.

Qualified candidate must have a good work history. Lifting bus parts weighing up to 75 pounds is often required.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=213

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Environmental Services Aide I

MacNeal Hospital, Berwyn, IL
Department: Environmental Services
Schedule: Registry
Hours: 11:30am to 8pm

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

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

A High School Diploma or its' equivalent is preferred.

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

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=875245

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Dietary Attendant I

Weiss Memorial Hospital, Chicago, IL
Department: Food & Nutrition Services
Schedule: Registry
Shift: Rotation

Job Details:

HS Diploma/GED

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

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

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

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

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

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

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=511401

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ED Technician

West Suburban Medical Center, Oak Park, IL
Department: Emergency Department
Schedule: Full Time
Shift: Rotation

Job Details:

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

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

JOB QUALIFICATIONS

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

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&CJobId=402613

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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

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=20140127102126&

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Job Title: Lab Tech 1- Blood Bank

Department: RML Blood Bank Admin

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2013-1579

32 HOURS PER PAY PERIOD, NON BENEFITED, ROTATING SHIFT

Position Highlights: The laboratory technician enters patient demographic information and places laboratory test orders in the LIS. Issues laboratory results over the telephone in a professional and courteous manner. The technician exemplifies the Rush mission, vision, and values and acts in accordance with Rush policies.

Position Responsibilities: Order Laboratory Tests Correctly. Label specimens with no labeling errors. Perform multiple computer entry/inquiry/receiving functions. Work the pneumatic Tube Station according to operation guidelines. Prepare specimens accordingly for transport/delivery. Document specimen receipt and resolve problems if necessary. Properly uses telephone and gives accurate information. Perform tests and report result. Reports correct verbal results over the phone. Process phone order Add-On and Epic requests. Perform courier specimen pick up in a timely manner. Notify the appropriate personnel of problems. Volunteers or willingly participates in special projects and completes them within an agreed upon time frame.

Microbiology Duties: Perform specimen processing and receiving. Perform Microscan setup. Perform Rapid Testing. Load specimens on the blood culture and Fungal/AFB culture instruments. Stock supplies in Specimen Receiving and Microscan. Record temperatures. Perform and record quality control testing.

Blood Center Duties: Review blood product requests for special requirements. Reconcile blood and plasma inventory. Dispense blood products, using required safety checks. Return blood products after dispense, using required suitability criteria. Packs and unpacks blood coolers with required documentation. Disinfect the work area and blood coolers. This is a representative description of duties for the above position. It is not an exhaustive list of duties which may be required.

Position Qualifications Include:

High school diploma/GED required. Medical Technology student. Knowledge of medical and laboratory terminology preferred. Typing skills of 35 wpm preferred.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140127102211&

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Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required. Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs.

Other duties as assigned.

Qualifications:

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age. Class A CDL and A/C certifications required.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

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http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661

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Mechanic Helper

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and must attend and meet the criteria of Pace's Mechanic Training Program.

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification.

Must successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required.

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

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=483

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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 Huguélet 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: Fire Protection Specialist I

Agency: State Fire Marshal

Closing Date/Time: Thu. 02/06/14 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#: 50-50-SFM14-001

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, applies paraprofessional fire protection knowledge in the review of plans and material specifications for the Office of the State Fire Marshal; Reviews applications, plans and specifications to determine compliance of building features and systems including Life Safety Code compliance as well as adequacy of fire suppression and fire alarm systems; Reviews submitted applications and plans for the installation of aboveground flammable and combustible liquid storage tanks and LP-Gas tanks. Responds to question from agency inspectors, local fire authorities and the regulated public in relation to agency rules and plan review correspondence.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two (2) years of college, preferably with courses in engineering, physical science or fire science. Requires three (3) years of experience conducting fire protection plan review with a municipal fire department, another state agency or private industry.

Work Hours: 8:30 am - 5:00 pm, Monday through Friday

Location: Office of the State Fire Marshal

Technical Services 100 West Randolph Chicago, IL

Agency Contact: Wanda Kieft-Flood / Public Safety Shared Services

1301 Concordia Court, P.O. 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).

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Job Title: Mental Health Worker (Acute Adult Psych part-time Days)

Department: 13 Kellogg - Adult Psychiatry

Shift: 1st

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

Specialty: Adult Psychiatry

Job Number: 2014-0006

Job Description:

Are you looking to bring your interest in adult psychiatry to a leading academic medical center?

If so, you may be the right candidate for our part-time Mental Health Worker position!

Position Highlights:

On this acute adult unit we treat adult patients with a wide range of ages and diagnoses with individualized programs utilizing a mix of modalities, one-on-ones and groups.

In addition to Mental Health Workers, treatment team includes MDs, RNs, Social Workers, OT, and Art Therapists

Position is part-time day shift (40hrs/pay period; benefit eligible)

Position Responsibilities:

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the treatment of patients, and participate in and lead group sessions.

Duties include taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

Position Qualifications:

Bachelors degree in behavioral sciences/related field

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

Apply online at

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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

Position Highlights:

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 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.

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