



Job Title: Pharmacy Tech II, Inpatient Pharmacy

Department: Pharmacy

Shift: 4th (Rotating)

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

Job Number: 2013-1512

Job Description:

Pharmacy Tech II, Inpatient Pharmacy

Position Responsibilities:

The Pharmacy Technician II, under the general supervision of pharmacy supervisors and staff pharmacists, performs duties such as labeling, preparing, and filling of medication orders for patients on care units of the Medical Center. Such medication orders are prepared up to the point of final checking and dispensing by a registered pharmacist.

Requirements include:

High school graduate or equivalent

Ability to compute mathematical calculations required for usual dosage determinations

IL Pharmacy Tech license or eligibility for licensure

Previous experience as a pharmacy technician

PTCB certification

Company Highlights:

Rush's new 14-story hospital — which opened in January 2012 — is the cornerstone of the Rush Transformation, an ongoing effort to build new facilities, renovate existing buildings and adopt new technology

Rush University Medical Center is a three time Magnet facility located in Chicago, IL - www.rush.edu

Leading academic medical center, acute care hospital w/ 676 licensed beds

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140127103459&

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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD

100 South Grand Avenue East, 3rd floor Springfield, IL 62762

How to Apply:

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

Option 1 - General

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: G-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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: Financial & Professional Regulation
Closing Date/Time: Thu. 02/06/14 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#: DFPR 8613

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, independently performs a wide variety of complex clerical and office support duties in the Residential Real Property Disclosure Program Unit. Provides a wide variety of complex, specialized office support functions. Serves as a receptionist. Receives incoming mail; opens, date stamps, sorts and distributes.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45 wpm. Requires ability to operate a personal computer.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Financial & Professional Regulation
Banking/Residential Real Property Disclosure Program
100 West Randolph Chicago, IL Cook County
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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Housing Assignment Coordinator

Posted Date 1/21/2014

Requisition # 17918

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Other - Other Department Housing Services, Lincoln Park Campus

General Summary

The Housing Assignment Coordinator will coordinate on-campus residential agreements and assignments for Lincoln Park and the Loop, administer the housing management software, and maintain housing wait and priority lists to prescribed supervisory standards. This position will also assist the supervisor, as required, to establish positive relationships with other University offices regarding program specific student assignments, generation of statistical reports, and the coordination of communications to students interested in on-campus residential housing. This position is responsible for the Lincoln Park and Loop campus housing.

Minimum Requirements

- Associate's degree or certification in business or secretarial science (two year) program.
- 3+ years of experience in administrative/secretarial positions in a University/Corporate setting.
- Proficient in Microsoft Office Suite (Word, Excel, Access).
- Strong verbal and written communications skills.
- Appreciation for and commitment to multiculturalism and diversity issues.
- Ability to work independently and able to manage priorities and tasks.
- Ability to effectively interact with students, parents, colleagues, vendors, University staff and faculty.
- Ability to provide student-centered customer service.
- Ability to maintain confidential information.
- Ability to work some evening and weekend hours, as required for peak operational periods; occasional overtime during peak times expected. On-call with cell phone coverage rotation for responding to operational emergencies for evenings, weekends, and holidays. On-call coverage rotation is shared between 2 staff.

Preferred Requirements: •Bachelor's degree in business or liberal arts.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action Employer.

Apply online at <https://jobs-depaul.icims.com/jobs/17918/housing-assignment-coordinator/job>

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Part-Time Community Engagement Coordinator

Posted Date 1/22/2014

Requisition # 17924

Functional Title Part-Time Community Engagement Coordinator

Position Type Part-Time

Salaried/Hourly Hourly

Category Other – Other

Department Chaddick Institute Campus Lincoln Park Campus

Location US-IL-Chicago

General Summary

This position is funded by an external gift source. If the gift terminates for any reason, if gift funding is lost or reduced for any reason, or if the budgetary needs for fulfilling the gift requirements change, your employment with the University will be immediately discontinued.

The Part-Time Community Engagement Coordinator will facilitate outreach between the Chaddick Institute and local organizations/individuals. This position will report to the Institute's Director/Budget & Hiring Manager. This position will also travel with the Institute's Director/Budget & Hiring Manager to Curitiba, Brazil to assist with study abroad classes.

Principal Duties and Responsibilities •Outreach to community organizations. •Itinerary coordination. •Translate. •Perform other duties as assigned.

Minimum Requirements •Fluent in Spanish. •Familiarity with graduate programs in public service and administration to assist students on the immersion trip.

Preferred Requirements:

•Familiarity with international development issues. •Proficient in Portuguese.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action Employer.

Apply online at <https://parttime-depaul.icims.com/jobs/17924/part-time-community-engagement-coordinator/job>

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Part-Time Research Assistant

Posted Date 1/23/2014

Requisition # 17921

Functional Title Part-Time Research Assistant

Position Type Part-Time

Salaried/Hourly Hourly

Department Center for Community Research Campus Lincoln Park

General Summary

This position is funded by an external grant source. If the grant terminates for any reason, if grant funding is lost or reduced for any reason, or if the budgetary needs for fulfilling the grant requirements change, your employment with the University will be immediately discontinued. The Part-Time Research Assistant will report to the director of the Center for Community Research. This position will help the director and the project directors of the department with tasks, as needed. The hourly rate for this position is \$10.99/hour, up to 25 hours per week.

Principal Duties and Responsibilities

- Schedule appointments and interviews.
- Administer and conduct interviews with participants.
- Enter and analyze data.
- Participate in weekly research meetings.
- Complete tasks designated by the director.
- Perform other duties as assigned.

Minimum Requirements

- College degree or higher-level course work in psychology.
- Interest in gaining experience to pursue a higher level of education.
- General computer knowledge and basic knowledge of Microsoft Office (i.e. MS Word, MS Excel, etc.) and SPSS.
- Possess strong writing skills.
- Reliable, task-oriented, and self-motivated.
- Coordinate daily tasks, communicate effectively, and work as directed.

Preferred Requirements: •Research experience in a related social science field.

Salary & Benefits:

DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary. <https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action Employer.

Apply online at <https://parttime-depaul.icims.com/jobs/17921/part-time-research-assistant/job>

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Barista-Counterperson (Part-Time)

Job: Restaurant -United States

Schedule: Part Time

Job ID: CHI001179-EN

THE JEWEL OF CHICAGO'S MAGNIFICENT MILE InterContinental Chicago is a lot like the city itself; historic but hip, refined but relaxed, cultured but comfortable. A member of Michigan Avenue's architectural elite since 1929, our hotel is within easy reach of Chicago's incomparable museums, stores, theatres and restaurants. Navy Pier, Shedd Aquarium and Oak Street Beach are minutes away.

We currently have a position available as a Barista-Counterperson (Part-Time). This fast paced customer service role is responsible for preparing and serving menu items such as Starbucks standard specialty coffees, drinks, sandwiches, salads, etc in a prompt and professional manner. Ensuring enthusiastically satisfied customers all of the time.

Qualifications: High school diploma or equivalent vocational training. Ability to communicate in English with customers and co-workers. Legible writing and ability to compute basic mathematical calculations. One year customer service experience required. Cash handling experience is desired. Preferred candidates with Baristas experience/skills. Prior experience in coffee, retail or restaurant is strongly preferred. Potential candidates will have to pass Starbucks Initial Store Training Certification. Will be required to work a rotating shift including evenings, weekends, and/or holidays

This job requires the following abilities/skills:

- Ability to carry or lift items weighing up to 20 pounds
- Stand and move about the work area
- Handle food, objects, products and utensils
- Bending, stooping, kneeling
- Must be able to work rotating shifts
- Ability to work scheduled shift in all types of conditions pertinent to the job
- Ability to perform job functions in a fast paced environment, with attention to detail, speed and accuracy
- Ability to remain calm and use sound judgment
- Ability to work under pressure meeting production timelines for guest and fellow workers
- Ability to work with all products and equipment prescribed
- Ability to work cohesively with co-workers as part of a team
- Ability to work with hot food and beverage items
- Must speak fluent English, using correct grammar
- Must be able to maintain a highly positive and friendly image that will reflect well on hotel's overall professional appearance
- Ability to adhere to dress code standards

Apply online at <http://ihg.jobs.net/job/barista-part-time-starbucks-intercontinental-chicago-magnificent-mile/J3J6KR6F9ZNBWXJ6GD/>

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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

Option 1 – General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

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: Public Service Administrator - Opt 8L

Agency: Property Tax Appeal Board

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

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 78709

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, serves as the Deputy Chief Administrative Law Judge and a working supervisor of the Cook County Office Section; conducts hearings concerning property tax assessments; confers and corresponds with taxpayers, attorneys, local government officials and others; assists the Chief Administrative Law Judge in case review and directs the activities of staff conducting hearings throughout the Cook County area.

Minimum Requirements:

Requires possession of a valid license to practice law in the state of Illinois; requires four years of responsible professional experience in the valuation and appraisal of real properties; requires thorough knowledge of state property tax laws and assessment principles and techniques; requires thorough knowledge of training techniques and proceedings; requires ability to supervise and direct the work of a professional staff; requires ability to establish satisfactory working relationships with local government officials, attorneys, taxpayers and property owners; requires ability and willingness to travel to hearing sites throughout Cook County and other counties as assigned.

Work Hours & Location/Agency Contact:

WORK LOCATION: Property Tax Appeal Board / Suburban North Regional Office
9511 W. Harrison Street, Suite LL-54 Des Plaines, IL 60016

WORK HOURS: 8:00am - 4:00pm, Monday - Friday, Saturday/Sunday Off

AGENCY CONTACT: Becky Hesse 402 Stratton Office Building Springfield, IL 62706

Ph: 217/557-0122 Fax: 217/557-9429 Becky.hesse@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 8L - Law License Illinois

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Kitchen Manager

As an AMC® kitchen manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need kitchen managers to help run the show. You'll help make sure our in-theatre dining kitchens run smoothly so that guests enjoy their food, beverages and movies. Sound hands on? Here's what we're cooking up:

Assist with daily kitchen operations by focusing on the fundamentals:

- Ensure all menu items are fresh, appetizing and properly prepared
- Provide service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Follow recipes to ensure consistent food quality and presentation
- Conduct line checks twice per day to ensure food-safe temperatures and ingredient quality
- Update prep lists to ensure proper amounts of products are always available
- Communicate with cooks to ensure proper assembly of orders within average ticket time
- Monitor portions and presentation on the line while meeting or exceeding production times

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need one year of kitchen experience in a line capacity at a high-volume, high-quality establishment. You'll also have to demonstrate proficiency in kitchen operations and execution. And be ServSafe certified. Possessing relevant knowledge and trends of the food service industry, a culinary degree and H.A.C.C.P. certification would be nice too.

So, think you can follow our recipe? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable cooking experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/kitchen-manager>. You could end up working in show business!

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Job Title: Registered Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$4,527.00 - \$6,141.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: 34-50-13-Cont. 2

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.
Requires licensure as Registered Nurse in the State of Illinois.

Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions.

Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Varying Shifts on rotating schedules
IL Veterans' Home #1 Veterans' Drive Manteno, Illinois

Contact: Jeri Gulli 815/468-6581 ext 328

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: Registered Nurse II

Agency: Human Services

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

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: EMHC-14-0401

Minimum Requirements:

Position requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Position also requires licensure as a Registered Nurse in the State of Illinois.

Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact: Shift: Days: 8am - 4pm
Elgin Mental Health Center - Community Psychiatric Services

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext 2060; Fax: 847-429-4933

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: Rehabilitation Case Coordinator I

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,001.00 - \$3,783.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm
Varies Statewide in the Div. of Rehabilitation Services
Contact: Bureau of Employee Services
100 S. Grand Ave. East, 3rd Floor, Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

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: Security Therapy Aide I

Agency: Human Services

Closing Date/Time: Mon. 02/03/14 4:00 PM Central Time

Salary: \$3,532.00 - \$5,110.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 15

Plan/BU: RC009 Bid ID#: EMHC-14-0301

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Nursing Manager and clinical guidance of a Registered Nurse, provides direct care and supervision to adults who need treatment and containment in a moderate security forensic unit while receiving care for psychiatric symptoms. Supervises, monitors and observes patient activities and behaviors. Monitors and supervises patient movement during meals, recreational activities, and off unit programs. Performs routine face checks of patients. Attends treatment planning meetings, reports and documents patient behavior and provides input in the development and implementation of treatment programs with team members. Attends and provides input into shift meetings and staff training.

Minimum Requirements:

Requires completion of an approved STA Training Program; Requires physical strength and ability to restrain combative individuals. Any applicant who is not currently a State Employee should complete a CMS 100 application and go to one of the State Testing Site and take the test for Security Therapy Aide Trainee.

Work Hours & Location/Agency Contact: Shift: To Be Determined

Work Location: Elgin Mental Health Center - Forensic Treatment Program

CONTACT INFORMATION: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, Ext 2060; Fax: 847-429-4933

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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Manager

As an AMC theatre manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world.

You'll be in charge of making sure the theatre runs smoothly so that every single guest enjoys the show, managing theatre associates and maintaining an environment that provides superior customer service. Sound hands on? It is.

Ensure successful daily theatre operations by executing the following fundamentals:

- Providing service that is friendly, helpful and fast
- Maintaining facilities that are clean, safe and in good repair
- Providing an experience that is comfortable, distraction-free and picture-perfect
- Serving fresh, appetizing and properly prepared food and beverages
- Encourage associates to maximize their personal growth and development by:

- Guaranteeing associates meet and exceed guest-service standards
- Ensuring proper staffing in each area of the theatre
- Performing daily opening and closing operational duties
- Reviewing financial numbers on a regular basis and make operations adjustments, as necessary
- Overseeing an individual theatre department, as assigned by theatre General Manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. Do you have what it takes?

- Receptive to training and personal development
- Effective written and oral communication skills along with strong analytical skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors
- Possess computer skills and applicable work experience

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/manager> . You could end up working in show business.

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Cashier

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

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

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

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

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

Thanking the guest

Ensure the security of all box office cash and tickets

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

Distribute and understand how to operate assisted moviegoing equipment

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

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

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

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

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

Proficient guest service, administrative and follow-up skills

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

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

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

Ability to meet tight deadlines under minimal supervision

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

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

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

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Concessionist

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

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

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

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Capability to communicate and work effectively with guests in a high-volume setting
- Good verbal communication skills as well as math and cash-handling skills
- Ability to meet tight deadlines under minimal supervision

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

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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

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

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

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

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

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