



Job Title: Supply Chain Tech 1

Department: Receiving & Warehouse

Shift: 1st

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

Specialty: Supply Chain

Job Number: 2013-2022

Principal Duties and Responsibilities:

Inclusive of all Supply Chain Tech I duties (i.e. SPD, Receiving, and Warehouse). Receive, pack, and unpack items to be stocked and/or delivered on shelves/bins/point of use locations (i.e. in the warehouse, storerooms, units, and any off-site locations). Receive and/or count stock items with accuracy and correctly record data manually or using the computer. Verify established inventory par levels by comparing them to actual physical counts and re-order replenishment stock accordingly. Ensure accuracy of received supplies by counting and comparing packing lists/restock lists with delivered goods and inspect for damage, defects, or breakage, reporting any of these issues to the supervisor. Must meet established Supply Chain Policy #1 job performance standards and all scheduled timelines. Loads and offloads AGV system supply carts and appropriately park/stage carts for next utilization. Must also be able to use AGV system touch screen correctly to send cart types to scheduled locations. Clean and maintain shelves within stocking areas and in work station areas to ensure compliance with safety and infection control regulations. Answer all telephone calls in accordance to the department's telephone script, ensuring calls are properly answered and appropriate actions are followed in a timely manner. Apply ICARE and IConnect in all interactions between inter/intra departments.

Knowledge, Skills, and Abilities:

One year working experience in a service industry position or equivalent job experience. High School Diploma/GED required. Must have basic math, reading, and writing skills. Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. The majority of the work day is spent on feet lifting, pushing, pulling and walking distances on a daily repetitive basis. Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions. Familiarity with personal computers preferred. Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140106112936&

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Job Title: Administrative Manager, Associates in Internal Medicine

Department: MSP Univ Primary Care

Shift: 1st

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

Specialty: Internal Medicine, General

Job Number: 2013-2041

Job Description:

Associates In Internal Medicine is a dynamic practice located in the Professional Office Building of the Rush Campus

Wonderful opportunity to work with a very collaborative team: five Physicians, Nurse Manager, Nurse Practitioner and Medical Assistants

Practice is Medical Home Certified

Hours are Mon-Friday ranging from 7:30-5P; one half Saturday a month

Position Responsibilities:

Manages the daily operational activities of Associates in Internal Medicine office at Rush University Medical Center. Supervises patient access, medical records and on site collections. Acts as a liaison between physician leadership, staff and other departments. Works closely with key physician and administrative leaders in the department.

Responsible for the training and orientation of support personnel including maintaining files for employees, identifying and reporting assessment of staff needs.

Supervise front office staff and provides input for performance evaluations.

Assures the smooth operation of the area, serving as a resource and problem solver.

Participate in regular staff meetings to offer input and identify problems or opportunities within the area. Monitors overall office performance and seeks ways to improve efficiency and reduce expenses.

Position Qualifications:

The Administrative Manager position requires a motivated, well-organized, and conscientious individual who is able to manage multiple tasks at the same time.

High school diploma required, Associate degree or Bachelor's degree preferred

Two or more years of prior healthcare experience required

Strong interpersonal human relations skills are necessary to effectively communicate with patients, physicians, and all levels of medical center personnel.

Basic management experience required

Proficient in Microsoft programs (Excel, Word, Powerpoint)

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140106113026&

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Research Project Assistant

Posted Date 1/3/2014 Requisition # 17909

Position Type Full-Time Salaried/Hourly Non-Exempt Category Other - Other

Department Center for Community Research

Campus Lincoln Park Campus Location US-IL-Chicago

The Research Project Assistant will report to the Director of the Center for Community Research. The Research Project Assistant will help the Director and the Project Directors of the department with tasks as needed.

Principal Duties and Responsibilities

- Schedule appointments and interviews.
- Administer and conduct interviews with participants.
- Enter, analyze, and interpret data.
- Conduct basic library research.
- Assist in the writing of manuscripts.
- Participate in weekly research meetings.
- Complete tasks designated by the director.
- Perform other duties as assigned.

Minimum Requirements •Bachelor's of Arts or Bachelor's of Science.

- Interest in gaining experience to pursue a higher level of education.
- Possess strong writing skills.
- Computer knowledge and basic knowledge of Microsoft Office (i.e. MS Word, MS Excel, etc.) and SPSS.
- 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.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/faq/faq_faq_can.shtml

DePaul University is an Equal Opportunity/Affirmative Action Employer.

Apply online at <https://jobs-depaul.icims.com/jobs/17909/research-project-assistant/job>

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Systems Specialist, Intermediate

Posted Date 1/3/2014 Requisition # 17540

Position Type Full-Time Salaried/Hourly Exempt

Category Information Technology Department Information Technology Operations

Campus Loop Campus Location US-IL-Chicago

, Active Directory, LDAP Directory Services, and Microsoft SQL Server is desired.

Principal Duties and Responsibilities

- Understand and document DePaul's current systems and processes as related to identity management.
- Automate documented business processes via identity management technologies and scripting in accordance with business process and work-flow designs.
- Detect, troubleshoot, and support client and user issues with identity management system, work with vendors and other IT resources, as necessary.
- Act as a backup administrator for other systems, as needed.
- Perform other duties as assigned.

Minimum Requirements

- Bachelor's degree in computer science.

- 1 year of experience in system administration, scripting (PowerShell, Windows VB, .NET, PERL).
- 1-3 years of knowledge with PeopleSoft, Oracle, SQL Server, SharePoint, IIS, Exchange, File & Print Services, SQL and Web Service technologies.

- Knowledge of production change control, Microsoft's Windows platform and its components (Windows Server OS and Windows Desktop OS, Microsoft directory services technology stack) and related products.
- Possess a basic understanding of IT security principles.
- Utilization of active listening skills are essential to the proper documentation and automation of business processes.
- Strong technical communication (verbal and written) skills and possess the ability to clearly communicate throughout the organization.
- Strong organizational skills and self-motivated.
- Ability to multi-task in a fast paced environment.

- Ability to be on call 24/7 based on primary and secondary support assignments.

- Ability to work off hours work, including nights and weekends.

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

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: http://www.state.il.us/dcfs/faq/faq_faq_can.shtml

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39000 FAMILY CENTERED CARE RN 59234

Category: Nursing

Facility: Gottlieb Memorial Hospital

Department: 39000 OB/GYN UNIT

Schedule: Part Time

Shift: Evenings

Hours: 40 hrs pay period/3-1130p

Job Details: As a part of Loyola University Health System, Gottlieb Memorial Hospital is supported by an unprecedented level of academic medical strength. We are now able to give patients access to state-of-the-art treatments and leading edge procedures not available elsewhere in the community. Gottlieb Memorial Hospital is currently searching for qualified applicants for their Family Centered Care RN position in Melrose Park, IL.

Position Summary: Utilizes current nursing practices to provide patient care while focusing on the needs of the patient and exemplifying the service excellence goals of care, concern, respect and cooperation. As a contributing member of a health care team, develops and provides a comprehensive plan of care for assigned patients.

Qualifications: Current licensure in the State of Illinois as evidenced by primary source verification. Evidence of current/continued competence in the practice of professional nursing in terms of both knowledge base and skill level. Skill in the interpretation of basic fetal monitoring or willingness to enroll in basic fetal monitoring course within 6 months of employment, and demonstrate evidence of certification. Completion of intensive skills based orientation program specific to Family Centered Care within 2 to 3 months of employment. Understanding of the neonate with knowledge of normal growth and development patterns, including the social, psychological, emotional and spiritual aspects of their care. Advanced Neonatal Resuscitation certification as required within one year of employment. Past experience in labor and delivery for two years is preferred.

Position Requirements: Minimum Education: Required: Bachelors of Nursing Degree
Minimum Experience: Required: Less than one year of previous job-related experience
Preferred: 2 years of previous job-related experience
Licensure/Certifications: Required: Current CPR (Cardiopulmonary Resuscitation),
Current Registered Nurse License State of Illinois

Apply online at

https://www.healthcaresource.com/gottlieb/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=754994

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Job Title: Human Resource Associate - Opt 2 (Merit Comp)

Agency: Human Services
Closing Date/Time: Mon. 01/13/14 4:00 PM Central Time
Salary: \$2,367.00 - \$4,502.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: CF014
Bid ID#: EMHC-14-0201

Description of Duties/Essential Functions Benefits Supplemental Questions
Assists and acts as a confidential assistant to labor relations; researches and collects data for use by professionals in pre-suspension meetings, rules and contract grievances, Civil Service Commission hearings, court cases, Labor Management Meetings. Schedules these meetings with management and bargaining representatives. Provides back-up to the FMLA Coordinator. Serves when needed as a office receptionist in the Human Resource office and responds to inquiries from the general public and EMHC staff regarding employment opportunities, general benefit information as well as general information regarding leaves of absence.

This position is a Merit Comp position.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college. Requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: Shift: 8:00am-4:00pm Monday-Friday
Elgin Mental Health Center - Labor Relations & Human Resource Office
CONTACT: 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).
Option 2 – Typing

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54620 CERTIFIED MEDICAL ASSISTANT 21601

Category: Patient Care Support
Facility: Gottlieb Memorial Hospital
Department: 54620 NORTH AVENUE
Schedule: Full Time
Shift: Varied
Hours: M-F 8am-6pm Sat 8-2

Job Details:

Assists physician with patient examination and treatment. Responsible for preparing patient for examination, recording vital signs: height, weight, blood pressure, etc. Conducts routine lab tests, collection, and preparation of specimens. Assists in patient scheduling, referrals and laboratory test follow up. Calls in pharmacy prescriptions under the director of the physician.

Job Requirements Education

Required: High school diploma or GED
Experience Required: Experience in an immediate care center or physician's office
Certification Required: Registered or certified as medical assistant through AAMA or AMT; CPR certification

Apply online at

https://www.healthcaresource.com/gottlieb/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=112197

Maintenance Planner - Hourly

Talent Area : Manufacturing/Production Operations
Location : Niles, IL, USA
Other Location :
Requisition Number : 00019165
Full or Part Time : Regular Employee FT

Position Description

Responsible for administering a preventive maintenance program for a production facility. Three to five years of related maintenance experience is typically required.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4168583>

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Activities Instructor (Windy City Hoops) Job ID: 1184

Closing Date: 04/01/2014

Recreation/Activities Instructor (H)

Date Posted: 10/17/2013

Location: DISTRICTWIDE

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills.

Candidates in this position will be expected to work evenings (5-10pm) on Thursdays, Fridays and Saturdays for up to one year.

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

Expected Salary: \$16.18 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Business Manager–Business Enterprises - DAW0000108

Primary Location: Dawson Technical Institute

Employee Type: Full Time | Regular

Union Code: N/A

Job Posting: Jan 3, 2014, 2:41:00 PM

Duties and Responsibilities •Develops and prepares the annual budget. Continually monitors budget and ensures all transactions are properly posted. •Provides quarterly projections through revenue estimates from grants, donations, and underwriting. Tracks, verifies, and reconciles grant contract funds, deposits, donations, and other underwriting activities. •Maintains the accounting system to ensure expenditures are posted to appropriate categories. Supervises accounting activities at all Enterprises, including allocations of cost for child development centers, and tax payments at Washburne Café, Fountain Café, WCI, Gallery 37, Sikia, Incubator Kitchen, and Taste of Chicago. •Attends and participates in weekly public operations meetings by providing accurate and up to date sales and cost figures. •Develops policies and procedures to ensure budget control of each department. Establishes and adheres to internal controls which documents costs including cash audits for all retail outlets. •Supervises support staff responsible for processing requisitions, posting revenues, purchase orders, procurement, and resolving vendor and customer service issues. Ensures completeness and accuracy of this information. Interviews and recommends hire, discipline, and termination of all staff. •Advises management on fiscal affairs by preparing financial forecasts, analyzing past performance, and/or conducting other fiscal analyses. Maintain three year forecast for all business units. •Performs other duties as assigned.

Qualifications •Bachelor's degree in Accounting or related field with three to four years of related experience. Previous experience in food service and higher education is preferable. •Minimum one year experience in managing state and federal educational grants. •Three years supervisory experience. •Must have demonstrated knowledge and a proven track record in fiscal planning and management. Must be self-directed, innovative and able to assess current operations in an effort to develop practical action solutions and improvements. •Must possess excellent written and verbal communication skills. •Must be computer proficient with knowledge of a variety of software programs. •Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Servicer

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Maintain bulletins, fliers and other materials on vehicles as directed.

Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties. Building custodial duties such as snow removal, cleaning, painting, groundkeeping, etc. as assigned.

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

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

Qualifications:

Must be at least 21 years of age, and possess, or be able to obtain, a valid class "B" Commercial Driver's License, have knowledge of service area and the ability to operate all Pace equipment.

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 be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=353

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Supervisor/Dispatcher

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations. Maintains appropriate dispatch paperwork. Answers phones and fields calls. Answer ADA calls and assist ADA as needed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions.

Must possess a general knowledge of computer systems with an emphasis on 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. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=85

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Merchandiser - Chicago

Talent Area: Merchandising/Merchandiser

Location: Chicago, IL, USA

Requisition Number: Hv023478

Full or Part Time: Regular Employee FT

Physical Abilities

- Ability to repetitively lift, carry, and position objects weighing up to 50 pounds without assistance.
- Ability to repetitively push and pull objects weighing up to 50 pounds without assistance while kneeling; squatting; reaching above the head; reaching at the waist; reaching below the knees; and bending at the knees.
- Ability to repetitively push and pull manual transport equipment (for example, pallet jack, handtruck) containing product loads a minimum of 100 yards without assistance.
- Ability to read information in small, medium, and large print.
- Ability to stand a minimum of 6 hours during the workday.
- Ability to walk a minimum of 4 miles during the workday.

Minimum Qualifications/Eligibility Requirements •Must be 18 years of age. •Must be eligible to work in the United States. •Must have a valid driver's license. •Must have current vehicle liability insurance. •Must have a driving record with no major moving violations in the last three (3) years.* •Must provide and maintain a personal vehicle for use during employee working hours.

Preferred Qualifications •1 year experience working in replenishment or as Merchandiser. •1 year experience working in grocery, retail, consumer goods, warehousing, or related field. •1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience. •1 year experience working with manual or powered pallet jacks. •Straddle stacker certification. •Powered pallet jack certification. •1 year experience working under little or no supervision. •1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the influence, and reckless driving. Minor moving violations include, but are not limited to, speeding, driving too close, failure to stop, and improper lane changes. Driving records, including minor moving violations, will be evaluated according to Coca-Cola Refreshments' guidelines to determine eligibility for the Merchandise

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-chicago-chicago-illinois-job-1-4170262>

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Job Title: Office Assistant - Opt SS2
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#: H-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 material 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. Requires ability to speak, read and write Spanish.

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 SS2 - Spanish Speaking/Typing

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Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 01/21/14 4:00 PM Central Time
Salary: \$2,877.00 - \$3,985.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: EMHC-14-0202

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Payroll Supervisor, performs complex and specialized clerical duties as facility timekeeper/payroll clerk; on a routine basis. Communicates on a regular basis with Unit Directors, Nursing Supervisors, Department Heads and other management staff to assure timely and accurate submission of all payroll/timekeeping data; answers inquiries and provides instructions regarding department and facility procedures and policies; may complete reports or assists in the completion of special projects utilizing Data-Ease or Lotus software programs on a personal computer.

Minimum Requirements:
Requires High School education plus 2 years progressively responsible office experience; working knowledge of basic software usage; knowledge of agency program rules and regulations; Must be able to type 45 wpm.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm
Location: Elgin Mental Health Center - Payroll/Timekeeping
Contact: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095; 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).

Option 2 – Typing

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Job Title: Physician Specialist - Option C/D - Opt 18

Agency: Human Services
Closing Date/Time: Tue. 01/21/14 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: EMHC-14-0203

Description of Duties/Essential Functions Benefits Supplemental Questions
As a primary physician specializing in the field of psychiatry, this position will be assigned Facility Wide. Conducts evaluations, orders and interprets lab tests and other medical and clinical diagnostic procedures; prescribes medications and other therapeutic treatment procedures. Performs medical exams; makes medical diagnosis and provides treatment and services to patients. Serves on a treatment team, evaluates patient progress and provides individual group and family therapy. Serves as a unit Psychiatrist and coordinates medical audits or medical program reviews and evaluations. Provides specialized medical consultative or program and policy advisory services. Serves on medical committees.

Minimum Requirements: Requires an Illinois Licensed Physician with Board Certification or Board Eligible in Psychiatry.

Work Hours & Location/Agency Contact: 08:00am - 4:00pm
Elgin Mental Health Center - Facility Wide
CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S St St., Elgin, IL 60123
Phone: 847-742-1040, ext 2060; Fax: 847-429-4933

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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 18 - Psychiatry & Neurology

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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

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, and in conformance to established standards, procedures and policy, utilizes professional training and expertise in the field of nursing to function as a Care Plan Coordinator on an assigned unit. Conducts and/or coordinates the MDS with appropriate participation of other health professionals, patients, and families; validates information and discusses discrepancies with the appropriate discipline. Signs and certifies the completion of each assessment; inputs the MDS and Care Plan into the computer system and maintain a care plan book on the unit; participates in Quality Assurance monitoring.

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: 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

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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Part-Time Driver - Highland Park

Job ID 2013-100470

Category Customer Service/Support - Driver

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

We are an Equal Opportunity Employer M/F/D/V.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based out of 1430 Old Skokie Valley Rd., Highland Park, IL

Responsibilities: The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions. Drive and deliver vehicles locally or out of area as needed, following all rules of the road. Deliver customers and vehicles to appropriate destination in a safe and courteous manner. Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles. Organize travel route and ensure vehicle paperwork is accurate and timely. May need to communicate via 2-way radio or cellular phone. May be asked to clean vehicles

Perform miscellaneous job-related duties as assigned

Qualifications: Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work the following schedule:

Monday: 8am-5pm

Tuesday: 8am-5pm

Friday: 8am-5pm

Apply online at https://us-erac.icims.com/jobs/100470/*part-time-driver---highland-park/job

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Part Time Sr. Customer Assistance Representative-Chicago Lincoln Park

Job ID 2013-97769 Category Customer Service/Support - Customer Service/Support

Location US-IL

Area Chicago City Northside: Lincoln Park/Lakeview/Wrigleyville/Logan Square

We are an Equal Opportunity Employer M/F/D/V.

Overview:

The Customer Assistance Representative Sr (CAR Sr) will provide a high level of customer service by assisting both internal and external customers, primarily face-to-face, supporting their branch and rental needs. The CAR Sr will gain knowledge through local training and hands-on experience to provide administrative support, service customers, and act as a rental back-up in a large home city branch or airport location. This is a part-time position that pays \$9.50/hr.

Benefits included with this position are:

- *Fun and friendly environment
- *On The Job Training in a Professional Work Environment
- *401k and Profit Sharing with employer contribution
- *Car Rental Discounts *Vehicle Purchasing Discounts
- *Earned Paid Days Off (after one year of cumulative service)

Qualifications:

Currently enrolled in college or received an associates or bachelor's degree

Must have 1 year of customer service experience in a professional setting

Prefer experience working in a sales environment

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related convictions on driving record in past 3 years (ie., DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apart from religious observances, preferred work schedule:

Monday 7:00am-12:00pm

Tuesday 7:00am-12:00pm

Friday 7:00am-12:00pm

Saturday 8:30am-1:30pm

Sunday 9:00am-12:00pm

Apply online at <https://us-erac.icims.com/jobs/97769/part-time-sr.-customer-assistance-representative-chicago-lincoln-park/job>

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Part-Time Service Agent (Car Detailer)- Western and Roosevelt

Job ID 2013-98316 Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: Southwest Suburbs

We are an Equal Opportunity Employer M/F/D/V.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 1224 S Western Ave., Chicago, IL 60608

Responsibilities: The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Qualifications: Must be at least 18 years old

Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedule: Monday - Friday 1:00pm - 6:00pm

Apply online at https://us-erac.icims.com/jobs/98316/*part-time-service-agent-%28car-detailer%29--western-and-roosevelt/job

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