



Title: Lead CSR / Teller - Lakeview BC - Full Time

Requisition #: 146383

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division Retail

Posted Date: 10/20/2014

Grade: 04

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

Requirements

Lead Customer Service Representative – Bank Customer Service Rep

Preferred Job Requirements

As a Lead Customer Service Representative with Fifth Third Bank, you must have exceptional interpersonal, written and verbal communication skills, strong leadership skills and excellent time management and problem-solving skills. You must be able to interact confidently and comfortably with the public, take initiative and utilize sound judgment to make decisions and work positively and cooperatively with a team.

Additional preferred requirements for the Lead Customer Service Representative include:

- Minimum 1 year banking experience
- High School Diploma or GED equivalent
- Strong working knowledge of banking retail policies and procedures to the degree that you can perform essential duties with minimal supervision
- Advanced math abilities
- Computer proficiency
- Ability to work a flexible schedule
- Ability to lift up to 25 pounds and stand for most of your shift

Experience-Preferred Job Requirements

As a Lead Customer Service Representative with Fifth Third Bank, you must have exceptional interpersonal, written and verbal communication skills, strong leadership skills and excellent time management and problem-solving skills. You must be able to interact confidently and comfortably with the public, take initiative and utilize sound judgment to make decisions and work positively and cooperatively with a team.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=146383&szReturnToSearch=1&szWordsToHighlight=

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Title: Mortgage Processor II

Requisition #: 146341

Employment Type: Regular

Full or Part Time: Full-time

FLSA Status: Non-Exempt

Division Mortgage

Posted Date: 10/17/2014

Grade: 07

Affiliate: FIFTH THIRD MORTGAGE CO.

Experience

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

* This position requires SAFE Act registration at the time of employment through the Nationwide Mortgage Licensing System (NMLS).

High school diploma or equivalent required.
Associates degree preferred.

Previous Mortgage experience in processing or closing preferred.
Knowledge of conventional and/or government guidelines.

Knowledge of processing procedures; knowledge of underwriting and/or closing procedures preferred.

Knowledge of federal lending regulations governing residential real estate lending.
Residential mortgage loan processing experience.

Demonstrated organizational skills. Strong written and verbal communications skills.
Demonstrated teamwork, customer service, and follow-up skills.

Strong PC skills (MS Office) required, experience with Mortgage origination systems, platforms tools and technology preferred. T
The NMLS web site (mortgage.nationwidelicencingsystem.org) provides the MU4R questions and

Registration required for employment in this position.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=146341&szReturnToSearch=1&szWordsToHighlight=

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LEVY RESTAURANTS

Great food in an exciting atmosphere is what you will find at the United Center. Levy Restaurants at the United Center, is currently hiring for the following part time/seasonal positions:

Concessions - Runner, Standworker, Bartender, Supervisors
Restaurants - Host, Runner, Server, Server Assistant
Retail - Sales Associate, Retail Warehouse Associate
Sanitation - Cleaning Crew
Suites - Dessert Attendant, Host, Server, Server Assistant, Supervisor, Guest Relations Representative
Warehouse - Op-Tech
Office Support - Administrative Assistant
Accounting - Cash Room Associate
Banquets - Lounge Attendant
Culinary - Dishwasher, Cook I, Cook II, Cook III, Receiving Clerk, Porter

If you are interested in working for a truly unique and exciting company, apply today by visiting <http://workatlevy.com/jobs>.

REG/REGISTRAR

Facility Presence Saints Mary and Elizabeth Medical Center
Department PATIENT ACCESS
Schedule Registry/PRN/Flex
Shift Day/Night rotation
Hours 3-11pm
Location Chicago, IL
Req Number 127949

Job Details Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=367634>

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CASHIER

Facility Presence Resurrection Medical Center

Department FOOD SERVICES

Schedule Part-time (benefits eligible)

Shift 4 hour shift

Hours 4:00pm - 8:00pm

Location Chicago, IL

Req Number 132696

Status: Part-Time, benefits eligible

Shift: 4 hour shift

Weekends: Rotating

Work Hours: 4:00pm 8:00pm

On Call: No

Location: Presence Resurrection Medical Center

7435 W. Talcott Avenue

Chicago, IL 60631

Summary: Under the direction and guidance of the Supervisor or Manager Food Service, the cashier performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A cashier may work in various areas of the department such as patient tray line, dish room, cafeteria, diet office or catering as assigned. The cashier is responsible for accurately ringing up all sales in the cafeteria and reconciling the cash drawer after every shift.

Essential Duties include, but are not limited to:

- Maintains knowledge of cash handling policies and adheres to them. Knows the price of food items and accurately rings up customers ensuring charges are reconciled to the appropriate department. Monitors the cash register and quickly rings up the customer.
- Prepares, serves, and stores food in a safe and sanitary manner ensuring all sanitation policies and procedures are followed in accordance with the HACCP principles.
- Restocks and cleans all items in their service area throughout the shift.

Qualifications:

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

Education and/or Experience:

- High School diploma or equivalent - 1-3 years experience preferred

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=843874>

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=439

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POSITION: Purchasing Coordinator

DEPARTMENT: Purchasing

REPORTS TO: Purchasing Manager

FLSA STATUS: Non -Exempt

SMG, the leader in privately managed public assembly facilities has an excellent and immediate opening for a Purchasing Coordinator at the McCormick Place Facility. The Purchasing Coordinator performs essential functions pertaining to the preparation and administration of all aspects of purchasing including Purchase Orders, Bids, Request for Proposals and Quotes.

QUALIFICATIONS:

- Bachelor's Degree from an accredited University in Management, Finance, Public or Business Administration or a related field: or equivalent work experience (2 or more years of progressive experience in a Business environment).
- Minimum of 2 or more years of work related experience within a fast paced environment and including experience, ability to meet multiple deadlines.
- Proficient in MS Word and Excel. Knowledge of financial software preferred.
- Must have excellent organizational skills with proven ability to prioritize effectively.
- Excellent communication skills, both verbal and written.

***** ONLY THE FIRST 100 APPLICANTS WILL BE ACCEPTED *****

TO APPLY:

This position offers a competitive salary and benefit package. Please submit your resume/cover letter along with salary requirements to:

Erica Smith
McCormick Place/SMG – Human Resources
301 E. Cermak Rd, Chicago, IL 60616
Fax Number: (312) 791-6449
E-mail: hr@mccormickplace.com
No Phone Calls

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities and protected Veterans to apply. VEVRAA Federal Contractor.

Date Opened: 10-15-14 Closing Date: 10-28-14

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FOUNDATION ROOM CHEF DE CUISINE

Job Code : 5735

Division : HOBE/House of Blues

Location : Chicago IL US 60610 329 N. Dearborn Street

Job Type : Full Time

Career Level : Manager/Director (Manager/Supervisor of Staff)

Education : High School or equivalent

Category : Food/Beverage

The Role:

Responsible for all Food & Beverage; operations; related costs, procedures, quality, and all back of house labor percentages & budgets.

Responsibilities:

Financial Performance of Departments

Meets or exceeds budgetary expectation

Food & Beverage Cost

Labor Cost

Operating Account Inventory is controlled, monitored and maintained weekly

Develop menu engineering program to project and monitor trend and predict cost

Write weekly reports to DOVO, and Corporate Reports to reflect weekly operations and financial results (pre-cost, perpetual inventory, weekly report, schedule, special planner, and variance report) Supervision of the Department

Job Requirements :

Minimum Requirements:

Minimum 3 years kitchen management experience and Fine Dining cooking experience in management. Skilled in cooking, cost controls, management, crew training and development. Working knowledge of Kitchen and dishwashing procedures

Knowledge of Food and Beverage costs, labor costs, and product cost

Computer knowledge: Excel worksheets, databases, word processing, and Micros

Ability to run all kitchen operations

Preferred:

Knowledge of operations and procedures of a multi-faceted entertainment facility

Physical Demands/Working Environment:

Able to lift at least 40 lbs.

Able to stand for long periods of time (10 – 12 hours)

Able to tolerate extreme heat

Able to work in a fast paced environment

Apply online at <http://www.livenationentertainment.com/Careers/USA/>

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MARKETING OPERATIONS COORDINATOR- ARTS & THEATRE

Job Code : 5673

Division : Ticketmaster

Location : Chicago IL US 60607

Job Type : Full Time

Career Level : Experienced (Non-Manager)

Category : Marketing

Job Requirements : BA/BS in Marketing or a related field. Minimum of two years' experience in similar role, preferably in the digital media and entertainment industry. Arts, or theatrical entertainment experience preferred. Proven understanding of digital media platforms and businesses. Must be creative and have excellent communication skills- both verbal and written. Must be capable of managing many projects simultaneously. Strong competence in Microsoft Office products—Word, Excel, PowerPoint and Outlook. Familiarity with graphic web design tools and image manipulation tools is a plus. Ability to use Adobe Photoshop and a basic understanding of HTML are also a plus. Effective and efficient use of internal tools (layout, promo, artist images, etc.). Effective, professional written and oral communication skills. The ability to effectively interact with clients and colleagues across the executive, mid-manager and day-to-day operations levels in a professional, service-oriented manner. An aptitude for working with cross-functional teams and building consensus for your plans across varying levels of the organization. The ability to clearly articulate the value of Ticketmaster's marketing assets and services. Knowledge of our solutions and the ability to recommend process improvements to increase productivity and efficiency. The dexterity to successfully manage, in a fast-paced, deadline-driven environment, multiple ongoing assignments, unplanned assignments and interruptions, and internal and external requests; and to prioritize and carry out those assignments effectively such that you exceed reasonable internal and external expectations. The ability to take the reins on any typical project and the resourcefulness to find the answers you need to get the job done.

If the above description sounds like you and fits your background, apply online at <http://www.livenation.com/careers/index.html> to join the Live Nation Entertainment team today!

Applicants for employment in the U.S. must possess work authorization which does not require sponsorship by the employer for a visa. EQUAL EMPLOYMENT OPPORTUNITY Live Nation Entertainment strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

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Job Title: Accountant Supervisor

Agency: Human Services

Closing Date/Time: Fri. 10/31/14 4:00 PM Central Time

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

Location: Lake County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-70-14-0055

Description of Duties/Essential Functions Benefits Supplemental Questions
Directs/supervises the Accounting Department through subordinate staff providing a full range of accounting functions such as locally held funds, voucher preparation and processing, property control, etc. Prepares and monitors the on-going Facility Spending Plan for line items other than Personal Services. Determines and analyzes status of expenditures, commitments, obligations in relation to the plan. Develops PC programs as monitoring aids. Reports to other areas of their spending allotment status. Assists Business Administration and Contract Coordinator in preparation of contract generic decision memo. Prepares forms for legislative audit commission, GAAP worksheets. Maintains all accounting data for facility verifying all departmental standards are followed, reconciles general ledger and on-going verification of the facility trial balance. Provides guidance to staff in evaluation of financial liability of residents, their estates, or legally responsible person. Serves as liaison with department external auditors when Accounting Department is audited. Responds to finds and implements plans of correction. Posts data onto Appropriations Accounting, locally held funds, general ledger systems. Implements/maintains management directives consistent with Statewide Accounting and management Systems (SAMS) and CARS.

Minimum Requirements: Requires knowledge, skills, mental development equivalent to four years of college with courses in business administration and accounting. Requires 2 years professional experience in accounting, external auditing, budgetary planning and control or public accounting. Requires extensive knowledge of accounting and auditing theory, principles, methods, and procedures.

Work Hours & Location/Agency Contact:

Ann M. Kiley Center - State of Illinois 1401 W. Dugdale Road Waukegan, IL 60085

Monday through Friday, 8:00am - 4:30pm

Contact: Dawn English - Human Resources fax: 847-249-0722

How to Apply: Non-state employees - submit CMS100 application to address above within the posting period and send a copy to Central Management Services Grades/Examining (address on application) to obtain a certified grade for this title.

Failure to follow these instructions may result in rejection of your bid; as well as not receiving the bid within the time frame indicated above.

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Job Title: Educator - Opt C

Agency: Juvenile Justice

Closing Date/Time: Thu. 10/30/14 4:00 PM Central Time

Salary: \$4,311.00 - \$7,969.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC063

Bid ID#: IDJJ27-17-14-0007 / 0013

Minimum Requirements: Requires a bachelor's degree and a valid initial, Standard, or Master Illinois' teaching certificate in special education with endorsement in BD, LD and/or SEDS (K-12); requires elementary knowledge of behavior modification principles; requires ability to communicate and instruct students with physical and mental impairments and disabilities; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

POSITION NUMBER: 13100-27-10-407-01-04

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION/AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource Rep.

Illinois Youth Center - Chicago P.O. Box 12247 Chicago, Illinois 60612

Tel. No. - 312-633-5219 x-4080 FAX - 312-633-5229

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 C - Special Education

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Job Title: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Fri. 10/31/14 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly \$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: 10-91-86532/86353

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in Family & Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements:

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

Work Hours & Location/Agency Contact: 8:30am-5:00pm
FSE&T 1642 W 59th Street, 1st Floor Chicago, IL 60636
Please submit CMS 100 (revised 08/2014) applications to:
Milee Butcher / Bureau of Employee Services Contractual Rights Hiring Unit
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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 Technician II

Agency: Human Services

Closing Date/Time: Fri. 10/31/14 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10/79-14/14

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

Minimum Requirements:

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities.

Work Hours & Location/Agency Contact: 2 Eve 3pm-11pm

CONTACT INFORMATION: Summer Doxie /Human Resource Office
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Mental Health Technician Trainee I

Agency: Human Services

Closing Date/Time: Fri. 10/24/14 5:00 PM Central Time

Salary: \$2,577.00 - \$3,454.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 25

Plan/BU: RC009 Bid ID#: 10-75-86247

Minimum Requirements: Requires elementary knowledge of nursing care, first aid and personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled patients. Requires physical ability to pass CPI training; requires physical ability physically restrain patients to prevent them from hurting themselves or others; requires physical ability to conduct unit rounds; requires physical ability to respond to facility-wide emergencies; requires visual and hearing acuity levels to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation. Requires ability to write clear & cohesive statements in the clinical records. Requires mental ability to exercise good judgment in all human interactions & patient care activities. Requires ability to develop and maintain harmonious working relationships with direct care staff. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Work Hours & Location/Agency Contact:

Job #1 through 10 Detail Pool 6:30 am - 3:00 pm Rotating Days Off

Job#11 through 25 Detail Pool 2:45 pm - 11:15 pm Rotating Days Off

Note: Work location and shift assignments will be made based on operational needs and are subject to change. Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 phone: 815-939-8221 (fax: 815-939-8560).

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).

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Job Title: Office Associate - Opt 2

Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 10/31/14 6:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: DFPR 9877

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. Requires extensive knowledge of 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. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires ability to operate a personal computer. Requires skill in typing accurately at 45 wpm.

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/Residential Real Property Disclosure Program
100 W. Randolph Street Chicago, IL Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110 Springfield, IL 62702
217-558-0962 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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Job Title: Registered Nurse II - MDS Lead

Agency: Veterans Affairs

Closing Date/Time: Fri. 10/31/14 4:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: 34-50-15-79805

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general supervision of the Director of Nursing and in conformance with established standards procedures and policies, utilizes professional training and expertise for all components of the MDS system; responsible for the overall planning, organization, implementation and evaluation of the MDS process; serves as the lead worker of MDS nurses; provides training to new staff on MDS system; in-services staff on proper procedures and any changes or updates on MDS requirements; transmits MDS assessments as required by the Federal Veterans Administration Regulation.

Minimum Requirements:

Requires a valid Illinois Registered Nursing license; requires MDS Certification for a period of at least one (1) year; requires previous experience with MDS 3.0; requires necessary computer skills for documentation of MDS assessment, care plan, and transmission; requires the ability to guide, motivate, orient and educate staff and previous experience in providing in-service; requires thorough knowledge of the methods and techniques utilized in developing educational programs; requires ability to develop and maintain harmonious working relationships with staff; prefer Centers for Medicare and Medicaid Services (CMS) long term care experience of at least one (1) year and knowledge of Prospective Payment System (PPS) requirements.

Work Hours & Location/Agency Contact: 8:00am - 4:00pm Monday - Friday
1/2 hour unpaid meal break

IL Veterans' Home-Manteno 1 Veterans' Drive Manteno, Illinois 60950
Human Resources

IL Veterans' Home-Manteno 1 Veterans' Drive Manteno, Illinois 60950
Phone: (815) 468-6581 ext. 328 Fax: (815) 468-1596

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

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Job Title: Rehabilitation Workshop Instructor II

Agency: Human Services

Closing Date/Time: Fri. 10/31/14 5:00 PM Central Time

Salary: \$3,300.00 - \$4,300.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-72-85720

Description of Duties/Essential Functions Benefits Supplemental Questions
The Rehabilitation Workshop Instructor provides State and Federally mandated training services to these individuals and ensures that goals are met and subcontract requirements are followed. The Instructor hands out work assignments, making sure that supplies are available; completes and maintains administrative and habilitative records, including payroll reports and daily job task assignments for persons enrolled in the program; reports on and compares the progress of the persons enrolled in the program with established training objectives at team meetings; develops and makes improvements in job training programs; inspects finished goods to ensure quality and quantity are correct; ensures items are shipped out on time. Orders repairs of machinery and tools used in the workshop.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in rehabilitation, psychology, sociology, or related field or four years high school and two years experience in a rehabilitation workshop or related field.

Work Hours & Location/Agency Contact:

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

Contact Person: Alice M. Chambers / Human Resources Representative

114 N. Orchard Dr. Park Forest, IL 60466 (708) 283-3015

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: Senior Public Service Administrator - Opt 8K

Agency: Human Services

Closing Date/Time: Thu. 10/30/14 5:00 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: 10-72-80902

Description of Duties/Essential Functions Benefits Supplemental Questions

The Chief Psychologist develops and monitors psychological and behavioral standards, policies and procedures and behavioral training programs at Ludeman Developmental Center. Chairs Behavior Intervention Committee. Serves as a non-voting member of the Human Rights Committee. Provides administrative and clinical psychological or behavioral components.

Minimum Requirements:

Requires skill and mental development equivalent to completion of four years of college with course work in social or human services field. Requires registration as a Clinical Psychologist in the State of Illinois. Requires four years experience working with individuals who are developmentally disabled. Requires thorough knowledge of behavior analysis principles. Requires extensive knowledge of Federal, State and Private Accrediting guidelines concerning habilitation programs for individuals who have a developmental disability. Requires thorough knowledge of training methods.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. to 5:00 p.m.

Location: Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

Contact: Alice Chambers / Human Resources Representative

114 N. Orchard Drive (708) 283-3015

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 8K - Licensed Psychologist

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Part-Time Facilities Maintenance Assistant

Location: Arlington Heights

Office: Internal Services

Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required.

Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

Qualifications:

Must have a valid Driver's license and have a high school diploma.

Associate's Degree preferred. 1 to 2 years in facilities maintenance desired. Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667

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Administrative Secretary/Receptionist

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Division Manager, or designate, responsible for all administrative related functions, Receptionist, Dial-A-Ride/Paratransit administration and back up to payroll.

Is responsible for the tracking of leave time (including availability) for all employees; handles bargained for uniform reconciliation; will serve as cash and check receipts custodian, back up payroll, back up Dial-A-Ride Dispatch, Maintenance and Safety Sections and perform secretarial functions as necessary.

Will assist with a variety of projects including filing, preparing presentations, data entry, typing and other administrative functions, and will serve as backup to Elgin Terminal Clerks. Will be assigned Revenue Services projects and assigned other duties as needed.

Qualifications:

Qualified candidate must possess secretarial, Microsoft Excel skills including typing/word processing skills equivalent to the level of Administrative Secretary.

Cash and check receipts experience or equivalent and good demonstrable math and problem-solving skills are required. Proficiency in use of other office machines including calculator and computer is also required, MSWord and Excel.

Qualified candidate must possess good organizational and communication skills, adaptability, flexibility and exercise sound, independent judgment while always maintaining confidentiality.

Ability to handle cash and check receipts, understand payroll practices.

Knowledge of the Elgin, Illinois area and Associate or Bachelor Degree preferred. Qualified candidate must have a good work and attendance history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=543

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Electronic Technician I

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Supervisor, Technical Services or designate, responsible for all field and in-house repair of electronic Automatic Passenger Counter System, electronic fare boxes, destination signs and Electro-Mechanical Revenue Collection Equipment which will be to component level. Other duties as assigned or required.

Qualifications:

Qualified candidate must have a degree from an accredited electronics school or its equivalent. A solid digital background with good mechanical aptitude and knowledge of low power transmitters and receivers is essential. Some related hands on experience preferred. The performance of these duties may be required at any time of the day and night, any day and night of the week. Candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=99

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 with

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

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