



Part-Time Driver Franklin Park

Job ID 2015-145812

Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

Overview:

Enterprise Rent-A-Car is the largest and fastest growing privately owned automotive rental and leasing company in the U.S. With over 7,000 branch offices worldwide, Enterprise ranks #1 in the Insurance Replacement Market with yearly revenues of over \$10 billion.

The Driver delivers vehicles safely and timely to the appropriate destination(s).

The starting salary is \$10.00/hour

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 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

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age. 12 months work experience preferred.

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

No drug or alcohol related conviction on driving record in the past five 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 \$10.00 per hour. Must be willing to work weekends

Must be able to work a flexible schedule of 3-4 days a week, 25 hours a week.

Apply online at <https://us-erac.icims.com/jobs/145812/part-time-driver-franklin-park/job>

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Part-Time Car Detail (O'Hare Airport)

Job ID 2015-145814

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago O'Hare Airport

Overview:

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.

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. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, 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

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years old. High school diploma or GED required

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

No drug or alcohol related conviction on driving record in the past 5 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 \$10.00/hour at a non negotiable starting salary.

Apply online at <https://us-erac.icims.com/jobs/145814/part-time-car-detail-%28o%27hare-airport%29/job>

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Title: Retail Personal Banker I - 161 N Clark

Requisition #: 158938

Employment Type: Regular Full or Part Time: Full-time

FLSA Status: Non-Exempt

Posted Date: 10/23/2015

Grade: 06

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

GENERAL FUNCTION: Selected candidates are intended to become a Retail Personal Banker I after completing a 4-8 week on-boarding and education program that includes rotations in Operations and Sales & Service. There will be a certification at the conclusion of the program to provide selected candidates the opportunity to demonstrate skills necessary to successfully perform a role within the Retail Personal Banker job family. The Personal Banker I is a Financial Center position focused on using the consultative sales process to proactively identify and meet the financial needs of customers or prospects. The Personal Banker I maintains focus on acquiring new households and/or deepening existing customer relationships through a variety of activities, including but not limited to lobby leadership (Financial Centers) or aisle time (Bank Marts) and tele-consulting. This role is responsible for processing teller transactions as well as working as a member of the platform staff.

Bank Operations:

- o Adhere to established policies and procedures while opening/servicing the full range of Retail products.
- o Participate in the consumer loan and bankcard process, owning sourced loans from application through closing.
- o Participate in the opening/closing process of the Financial Center or Bank Mart as directed by the Financial Center Manager.
- o Keep up to date on Retail procedures in place to mitigate fraudulent activity and unnecessary risk or exposure.

WORKING CONDITIONS: . Normal office environment. . Extending viewing of computer screens. . This program will require the ability to travel within the affiliate for training as well as scheduling flexibility. . Travel outside of the affiliate will be required for various classroom training sessions.

Fifth Third Bank is proud to have an engaged and inclusive culture and to promote and ensure equal employment opportunity in all employment decisions regardless of race, color, gender, national origin, religion, age, disability, sexual orientation, gender identity, pregnancy, military status, veteran status or any other legally protected status.

Apply online at

https://cvg53.ngahrhosting.com/Main/careerportal/Job_Profile.cfm?szOrderID=158938&szReturnToSearch=1&szWordsToHighlight=

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Title: CSR / Teller - Itasca BC - Part Time

Requisition #: 159060

Employment Type: Regular Full or Part Time: Part-time

FLSA Status: Non-Exempt

Posted Date: 10/28/2015

Grade: 02

Affiliate: FIFTH THIRD BANK, CHICAGO-ROLLING MEADOWS

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

Additional preferred requirements for the Banking Customer Service Rep include:

- Minimum 1 year experience in a Banking, Retail, Sales or other role that involves cash handling and customer service
- High school education or equivalent experience
- Strong working knowledge of banking retail policies and procedures
- 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

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

Additional preferred requirements for the Banking Customer Service Rep include:

- Minimum 1 year experience in a Banking, Retail, Sales or other role that involves cash handling and customer service
- High school education or equivalent experience
- Strong working knowledge of banking retail policies and procedures
- 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

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Apply online at

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Driver - Relief Schedule (Full Time/Days)

Kankakee, IL

Supply Chain

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans

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Carrier Manager

Chicago, IL
Supply Chain

Accountabilities:

Strong working knowledge of a strategic carrier daily capacity and network * Strong working knowledge of customer's supply chain, requirements, and new initiatives (Achieve favorable service perception)

Responsible for all carrier prospecting, management, negotiations, and relations leading to a strong long term partnership

Ability and willingness to support account management duties as needed by the business

Develop and lead key brokerage SOPS and Protocols

Participate in on-call, after hours and weekend duties as determined based on business needs

Scope of Interactions:

80% External - New and existing customers and asset based carriers

20% Internal - Collaboration with business development, account management, and leadership team

Key Skills / Experiences: Ability to effectively interact and build a favorable business relationship with all carriers and customers. Ability to influence a carrier to provide capacity during all supply / demand cycles. Drive for Results to excel at capacity management and load coverage in a variety of scenarios. Ability to learn key freight brokerage market dynamics and industry best practices. Ability to learn brokerage pricing techniques and tools to effectively secure capacity at optimal rates. Effective at negotiation. Strong team player and committed to teamwork in all situations. Ability to operate and flourish in a fast paced business start up. Willingness to support account management and customer service tasks. Willingness to embrace change and all other assigned duties for the greater good of the team. Prefer college degree and / or transportation / brokerage experience (at least one year)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

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Warehouse Supervisor 2nd shift

Chicago, IL
Supply Chain

This position contributes to the success of the Pepsi Beverages Company by supervising the loading of route and transport trucks for a warehouse facility.

Major Tasks, Accountabilities and Key Responsibilities:

Schedule the receiving and delivery of raw materials/finished products in a timely manner

Utilize docks, warehouse layout and route truck loading patterns that minimize loading time

Ensure the optimal inventory levels of full goods are maintained in order to fulfill daily sales needs

Provide timely service to sales department while minimizing warehouse and production costs

Supervise warehouse loaders within the warehouse

Ensure the team is adequately staffed, managed and trained

Maintain the inventory system to aid in production scheduling

Maintain all housekeeping and safety standards

Education and Certifications:

Bachelor's Degree required; Experience in consumer packaged goods or a related industry a plus

Work Experience:

A minimum of 2 years of Operations or Logistics experience

Ability to work a flexible schedule including early mornings, evenings and/or weekends

Demonstrated planning and organization skills

Demonstrated front-line supervisory skills

Skills & Capabilities:

Ability to work a flexible schedule including early mornings, evenings and/or weekends
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

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Cust Dev Asst Representative

Chicago, IL

Technical Skills:

Establish contract agreement and Executional Framework objectives in targeted new accounts, achieving volume and revenue targets through mix of products and points of distribution. Sells in First Focus and local promotions to identified customers
Utilizes P.E.P.S.I. and PREMIER to provide superior customer service
Fully executes ALL elements of SMART selling on every order

Technical Skills:

Assumes and/or retains advantage position placements in targeted accounts
Assures merchandising standards are executed in all accounts
Meets PQI objectives
Follow safe work practices (vehicle accidents, injuries)

Leadership Behaviors:

Manages daily execution by knowing the business and focusing on the customer
Demonstrates personal accountability while adhering to PBC's values
Communicates clearly with customers as well as other PBC functions
Self-motivated

Measures:

Volume
Net Revenue
Accounts Serviced As Scheduled
Order Quality
Product distribution
Break/OOD (PQI)
Equipment placements

Qualifications:

Spanish fluency required
Bachelor's Degree Preferred
1-2 Years of Selling Experience Preferred
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.
PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

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Production Supervisor 2nd shift

Chicago, IL
Supply Chain

This position contributes to the success of the company by directing the production team to meet customer needs and achieve standards related to cost, line efficiencies, waste, safety and productivity.

This individual must set production performance standards and align the organization to achieve standards.

Function: Supply Chain
Company/Division: PBC

Education and Certifications:

Bachelor's Degree required; Experience in consumer packaged goods or a related industry a plus

Work Experience:

A minimum of 2 years of Operations or Logistics experience
Ability to work a flexible schedule including early mornings, evenings and/or weekends
Demonstrated planning and organization skills
Demonstrated front-line supervisory skills

Skills & Capabilities:

Ability to work a flexible schedule including early mornings, evenings and/or weekends
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Driver - Relief Schedule - FT/Days*~

Elk Grove Village, IL

Engineering, Manufacturing, Utilities

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management. This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

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Merchandiser - PT/Days (SEASONAL)"~

Aurora, IL

Engineering, Manufacturing, Utilities

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location.

This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity

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Job Title: Building/Grounds Laborer

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC042
Bid ID#: 10-91-93595

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, performs manual work in the cleaning and general maintenance of a local district office.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, broom). Requires elementary knowledge of grounds/building maintenance and building cleaning methods.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Broadway IMRP Office, 5050 North Broadway, 2nd, 3rd, & 4th flrs., Chicago, IL 60643

Bidding Contact: Lisa Horsley
100 South Grand Ave East. Springfield, IL 62762
Phone: 217-557-0347
Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply:

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@illinois.gov

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: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-93659

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Local Office Administrator, serves as Client Employment and Training Coordinator for the assigned geographical area. Organizes, plans, executes, controls and evaluates the Welfare-to-Work (WTW) Program in Family & Community Services. Directs activity in making and tracking referrals for clients; reviews progress of participation. Establishes and maintains relationships with local employers and employment contractors. Markets the Welfare-to-Work Program in the assigned geographical area.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year administrative experience in a public or business organization.

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

Englewood FCRC, 5323 S Western Ave., Chicago, IL 60609

Bidding Contact: Lisa Horsley

100 South Grand Ave East, Springfield, IL 62762

Phone: 217-557-0347 Fax: 217-524-2116 DHS.hiringunit@illinois.gov

How to Apply: Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@illinois.gov

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 H7 - Dept Human Services

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Job Title: Human Services Casework Manager

Agency: Human Services

Closing Date/Time: Fri. 11/06/15 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: 1

Plan/BU: RC062

Bid ID#: 10-91-93640

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 applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver 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 welfare agency or three years of professional experience in welfare teaching, public health or other 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
Broadway IMRP, 5050 North Broadway, Chicago, IL 60643
Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley, 100 South Grand Ave East, 3rd floor, Springfield, IL 62762
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: Office Administrator III - Opt 1

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-93712

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as working supervisor to clerical staff in the Records Unit, mail room and stockroom; maintains confidential files/documents of active/closed DHS cases and distributes/prepares mail.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years study at a secretarial/business college and one year office experience; or, completion of high school and three years Office Assistant experience; or, three years of independent business experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
South Suburban FCS, 3301 Wireton, Blue Island, IL 60406
Bidding Contact: Lisa Horsley
100 South Grand Ave East, Springfield, IL 62762
Phone: 217-557-0347 Fax: 217-524-2116
DHS.hiringunit@illinois.gov

How to Apply: Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@illinois.gov

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: Tue. 11/10/15 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
\$33,384.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-93676

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type 35 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Woodlawn FCRC, 915 E 63rd St., Chicago, IL 60637
Bidding Contact: Lisa Horsley
100 South Grand Ave East, Springfield, IL 62762
Phone: 217-557-0347 Fax: 217-524-2116 DHS.hiringunit@illinois.gov

How to Apply:

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to DHS.HiringUnit@illinois.gov

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: Human Services

Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly; \$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-93677

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties in the Medical Unit, types documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring applications of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 words per minute. Requires knowledge and understanding of medical, technical and legal terminology.

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

Englewood FCS, 5323 S Western Blvd., Chicago, IL 60609

Bidding Contact: Lisa Horsley

100 South Grand Ave East, Springfield, IL 62762

Phone: 217-557-0347 Fax: 217-524-2116 DHS.hiringunit@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 2 - Typing

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Job Title: Office Coordinator - Opt 2

Agency: Human Services
Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly; \$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-93545

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Uptown Office of the Division of Family & Community Services, DHS. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
Uptown FCRC, 2112 W Lawrence, Chicago, IL 60625
Bidding Contact: Lisa Horsley
100 South Grand Ave East, Springfield, IL 62762
Phone: 217-557-0347 Fax: 217-524-2116
DHS.hiringunit@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 2 - Typing

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services
Closing Date/Time: Mon. 11/09/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-91-93716

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
MidSouth FCRC, 1642 W. 59th St., 2nd Floor, Chicago, IL 60636

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
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: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Tue. 11/10/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly; \$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-93709

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as program trainer in a local office of the Division of Family & Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integration of training goals. Requires travel in performance of duties.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

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

Roseland FCRC, 11203 S Ellis, Chicago, IL 60628

Bidding Contact: Lisa Horsley, 100 South Grand Ave East, Springfield, IL 62762

Phone: 217-557-0347 Fax: 217-524-2116 DHS.hiringunit@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).

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