



**Job Title: Child Protection Specialist - Opt SS**

Agency: Children & Family Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1448032-487886

Minimum Requirements: Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Requires ability to speak and write Spanish at a colloquial skill level.

The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

**Work Hours & Location/Agency Contact:**

Work hours: Monday through Friday 8:30 AM to 5:00 PM Supervisor: A. Brent

Location: 1701 S. First Ave Maywood, Il 60153

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option SS - Spanish Speaking**

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**Job Title: Child Support Specialist Trainee - Opt SS**

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS3071

Minimum Requirements: Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a relate field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or eight years of experience performing paraprofessional functions in the Child Support Services program area; requires ability to speak, read and write Spanish at a colloquial skill level.

\*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS100 application.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.  
Location: Division of Child Support Services / ARO - Downstate Operations (55)  
Lake County Satellite Office 227A North Genesee Waukegan, Illinois 60085 (Lake County)

Contact Person: Kathy Hunter  
Division of Child Support Services 509 South Sixth Street Springfield, Illinois 62701  
217-557-3900 Office 217-557-1676 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Corrections Leisure Activities Specialist I**

Agency: Juvenile Justice

Closing Date/Time: Thu. 10/16/14 4:00 PM Central Time

Salary: \$3,792.00 - \$5,854.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC006

Bid ID#: IDJJ-27-15-14-0010

**Description of Duties/Essential Functions Benefits Supplemental Questions**

Under direct supervision, develops and coordinates various recreation programs for benefit of youth; provides security, maintenance and accountability of all Leisure Time Services (LTS) areas; maintains daily inventories of equipment and supplies; maintains records of activities; participates in training and LTS seminars

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with a Bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphics, color and design, therapeutic recreation, music, theater, or speech and communications; requires working knowledge of methods, techniques and purposes of leisure activities; requires elementary knowledge of leisure activities programs and skills development tailored to individual needs; requires working knowledge of arts and crafts instructions; requires elementary knowledge of agency regulations, policies, and proper channels of communication as supplies to the leisure time programming; requires elementary knowledge of attitudes, problems and behavior of individuals and groups in a correctional security setting.

**Work Hours & Location/Agency Contact:**

Work Hours: Sunday thru Thur. 12pm - 8pm Friday & Saturday-Off days.

and Tuesday thru Saturday-12pm - 8pm Sunday & Monday -Off days

Illinois Youth Center-St. Charles 3825 Campton Hills Road St. Charles, IL 60175

Contact: Dinalois Hamilton, HRR/TA

3825 Campton Hills Road St. Charles, IL 60175 Fax: 630-584-1014

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Executive Secretary III - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1413089-135095

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, functions as the administrative secretary in the Deputy Director's office; types a variety of complex and confidential material; attends and provides input into various staff meetings; provides information on Departmental activities in response to various inquiries; requests information from divisions and sections of the Department to develop reports for the Deputy Director and staff; interprets policy, procedures, and directives to Department staff; maintains confidential files and materials.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years' secretarial or business college and three years of secretarial experience; or completion of high school and five years secretarial experience; requires working knowledge of agency programs, rules and regulations; requires the ability to type accurately at 55 wpm.

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

Location: 1911 S. Indiana, Chicago, IL 60616

Contact: Johnnie Rambo 1911 S Indiana Ave 9th Floor Chicago, IL 60616

312-328-2461 312-328-2321 (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](http://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](mailto: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: Mental Health Technician Trainee I**

Agency: Human Services

Closing Date/Time: Mon. 10/13/14 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#: 10-75-85898

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 13

Detail Pool 6:30 am - 3:00 pm Rotating Days Off

Job#14 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Coordinator - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Fri. 10/17/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1460012-601655

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs administrative secretarial and office support function, including confidential matters; gathers, analyzes, and interprets data from various sources; conducts special projects and studies utilizing various data; makes independent decisions requiring knowledge of rules and interpretations of management policies concerning various programs; responds to inquiries requiring general knowledge of program operations. Prepares and types various forms, charts, team statistics, and questionnaires. Completes youth shelter population report on a daily basis, forwarding to managers, administrative staff, executive staff, and other appropriate staff; receives and reviews updated information on youth, entering and deleting information in shelter status reports; forwards report to each shift supervisor. Handles timekeeping and other administrative support functions for administrator and unit staff.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

**Work Hours & Location/Agency Contact:**

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: 1911 S. INDIANA CHICAGO, IL 60616 SUPERVISOR: S. Minter

AGENCY CONTACT: Sue Allen-Oates

JRTC/100 West Randolph, 6-100 Chicago, Illinois 60601 Fax: 312- 814-7134

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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**Job Title: Public Service Administrator - Opt 7**

Agency: Gaming Board

Closing Date/Time: Mon. 10/20/14 11:59 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IGB 9900

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with coursework in law enforcement, pre-law, accounting or business administration or related field. Requires prior experience equivalent to three years of progressively responsible administrative experience in a law enforcement agency. Requires successful completion of a firearms qualification course annually as a condition of employment. Requires graduation from an accredited police academy. Requires working knowledge of gaming laws, rules and regulations. Requires working knowledge of laws of arrest, search and seizure, service of legal process. Requires proficiency in the use of firearms and the physical strength and agility to practice the art of self defense. Requires an appropriate valid driver's license and the ability and willingness to travel. Requires ability to perform shift work, including weekends and holidays.

Work Hours & Location/Agency Contact: Work Hours: rotating work schedule

Work Location: Illinois Gaming Board

Enforcement/Docksite Operations/Elgin 250 S. Gove - GVC Elgin, IL Kane 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 7 - Law Enforcmnt/Correctnl

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**Job Title: Social Service Program Planner III**

Agency: Human Services

Closing Date/Time: Fri. 10/17/14 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: 1

Plan/BU: RC062

Bid ID#: 10-97-86106

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related Master's Degree. Requires one year of progressively responsible professional experience in community organization, social service work or in program planning and development. Requires knowledge and experience using Microsoft Office and Outlook. Requires ability to gather and analyze data. Requires experience in working with the TANF and SNAP population regarding employment and training aspects. Requires knowledge and experience with the Work Verification Systems (WVS). Requires ability to travel throughout the state.

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

Bureau of Workforce Development / Workforce Development Unit

1308 W 105th St, FLR 1 Chicago, IL 60643

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## **PUBLIC SERVICE ADMINISTRATOR - OPT 8E**

An Equal Opportunity Employer

BID ID #: 50-50-SFM14-022

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: RC063

SALARY: \$6,141.00 - \$9,472.00 Monthly

OPENING DATE: 10/07/14 CLOSING DATE: 10/21/14 05:00 PM

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**

Under Administrative direction of the Chief of Staff, serves as Manager of Technical Services; as a registered professional engineer, applies professional fire protection engineering knowledge in supervising the Division's Engineers that perform professional and paraprofessional fire protection and engineering duties of plan and application review. Provides in-depth training to newly hired fire prevention and petroleum and chemical safety inspectors, as well as on-going training to staff within those divisions. Performs instructional presentations to occupancy owners, fire service personnel, other state agencies, local building inspectors and various forums.

**MINIMUM REQUIREMENTS** Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience as a registered professional engineer. Requires a professional engineer license.

### **WORK HOURS & LOCATION/AGENCY CONTACT**

WORK HOURS: 8:00am to 4:30pm, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal

JRTC, 100 West Randolph Street Chicago, IL

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794 PHONE: 217-557-6015

### **HOW TO APPLY**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

### **Option 8E - Engineer Professional**

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**\*Part-Time Driver - Chicago - Mount Prospect**

Job ID 2014-109047

Category Customer Service/Support - Driver

Location US-IL

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

**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 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 400 Dempster St. Mount Prospect, IL.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

**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:

Mon/Fri: 8:00am-5:00pm & Sat: 8:00am-1:00pm

Weds/Thurs: 8:00am-5:00pm & Sat: 8:00am-1:00pm

Mon/Tues/Fri: 8:00am-5:00pm

Apply online at [https://us-erac.icims.com/jobs/109047/\\*part-time-driver---chicago---mount-prospect/job](https://us-erac.icims.com/jobs/109047/*part-time-driver---chicago---mount-prospect/job)

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### **Driver Midway International Airport Part Time**

Job ID 2014-124368

Category Customer Service/Support - Driver

Location US-IL-Chicago

Area Chicago Midway Arpt

Options:

#### Overview:

The Driver is responsible for moving and positioning vehicles to various designated locations for servicing, transport and/or rental. Perform all responsibilities with a focus on the needs of our customers and in accordance with our Quality Standards.

Pay is \$8.75/Hour

#### Responsibilities:

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management.

Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations.

Move vehicles to different areas of the lot or facility as needed and directed by management.

Answer customer questions or direct them to the appropriate person.

Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

#### Qualifications:

Must be at least 18 years of age.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 5 years (DUI/DWI).

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 \$8.75/ hour non negotiable

Must be able to work a flexible scheduled that includes nights and a weekend day.

Apply online at <https://us-erac.icims.com/jobs/124368/driver-midway-international-airport-part-time/job>

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**CDL Bus Driver - Full Time - O'Hare International Airport - Late Afternoon Shift including Weekends**

Job ID 2014-115896

Category Transportation - All Positions

Location US-IL-Chicago

Area Chicago O'Hare Intl Arpt

We are subject to certain Department of Transportation Requirements:

Requires a Commercial Driver's License (CDL) with Passenger and Air Brake Endorsements. Candidate will be required to submit to and successfully complete a D.O.T. medical examination and pre-employment drug test. May drive a maximum of 10 hours after 8 consecutive hours off duty. You may not work more than 70 hours in 8 consecutive days.

Responsibilities: Provide customer service including greeting, arrival statement; identify level of service, determining airline drop-off, giving direction to exit and thanking customers. Provide safe, clean and comfortable transportation. Ensure that the bus is mechanically sound and that all required preventive and scheduled maintenance has been performed. Obey traffic regulations, use defensive driving skills and drive with seatbelts fastened. Assist passengers on and off the bus and help with luggage as needed. Operate radio in a professional manner using ten codes to keep base and other buses informed of traffic and location status. Inspect bus for damage and ensure that all equipment is in working order. Inform manager of any maintenance and or safety hazards. Follow route and bus spacing as required by location busing standards. Additional duties as assigned by management.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications: Must be at least 25 years of age

High School Diploma or G.E.D. required. Minimum of 1 year bus driving experience

transporting passengers. Must have a Illinois Commercial Driver's License

Must be able to lift a minimum of 50 lbs to assist customers with luggage

CDL Driver's License Passenger and Brake Endorsement

No more than 1 moving violations and/or at-fault accidents on driving record in the past

3 years, and no drug or alcohol related convictions on driving record in the past 5 years

(ie., DUI/DWI) 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 able to work the following shift/schedule: Afternoons 3:30pm-12am including weekends. Shift may vary throughout the year.

Apply online at <https://us-erac.icims.com/jobs/115896/cdl-bus-driver---full-time---o%27hare-international-airport---late-afternoon-shift-including-weekends/job>

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**Part-Time Service Agent (car detailer) - Calumet City, IL**

Job ID 2014-121838

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

**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

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 accidents 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 accept the starting pay of \$8.25/hr

Must be able to work the following schedule:

Tuesday, Wednesday - 12pm-6pm Saturday - 9am-12pm

Apply online at [https://us-erac.icims.com/jobs/121838/\\*part-time-service-agent-%28car-detailer%29---calumet-city%2c-il/job](https://us-erac.icims.com/jobs/121838/*part-time-service-agent-%28car-detailer%29---calumet-city%2c-il/job)

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## **Management Trainee - Chicago: South Side/South Suburbs**

Job ID 2014-121792

Category Management Trainee Program - All Positions

Location US-IL

Area Chicago: South Suburbs

### Overview:

Once you've completed your initial orientation and training, you'll be assigned to a branch office in your home area and the hands-on training begins. You'll learn valuable business skills from capable mentors who were once in your shoes. Nearly 100% of all our managers and corporate executives started out as Management Trainees.

During your first year, you will actively participate in everything from sales and marketing and customer service to operations and finance. As you progress, you will be tested and evaluated to determine your proficiency in these areas. Successful completion of these tests and evaluations will result in rewards, pay increases and the opportunity for continued promotions.

As you progress, increasingly more opportunities will become available to you. You can choose, as most people do, to continue your rewarding ascent within our Rental Operations managerial track or you can explore one of many other exciting options including Fleet Management, Human Resources, Car Sales, Accounting, Marketing and more.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

### Qualifications:

Bachelor's degree required. Must have relevant experience in 2 of the following 3 categories:

Sales

Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service

Management/Supervisory/Leadership

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 conviction on driving record within the last 3 years (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.

Apply online at <https://us-erac.icims.com/jobs/121792/management-trainee---chicago%3a--south-side-south-suburbs/job>

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**Job Position: Office Assistant**

Organization: KIPP Ascend Primary

City: Chicago, IL

Preferred Locations: Chicago, IL

Type: Leadership & Support Staff Contact: Margarita Herrera

Full Time/Part Time: Full-Time Email: [careers@kippchicago.org](mailto:careers@kippchicago.org)

Start Date: Immediate

**JOB DESCRIPTION**

KIPP Chicago seeks an experienced individual for the position of Office Assistant. This position serves as the first point-of-contact for all teachers, parents, and students as they arrive at the school daily. This is full-time position at KIPP Ascend Primary. The Office Assistant will report to the Principal.

Manage Communication

·Answer main school telephone number ·Check and respond to school voicemail  
·Answer door buzzer ·Ensure all visitors are accounted for in the building ·Welcome parents and visitors, maintain visitor log, respond to visitor and parent requests as appropriate ·Maintain complete sets of all parent and staff forms

Oversee Student Attendance ·Track tardy students as they come in the door ·Enter tardy students into PowerSchool ·Follow-up via phone with the families of absent students ·Process early dismissals

**QUALIFICATIONS**

·At least two years of college ·A minimum of two years administrative experience (experience in a school setting preferred) ·Excellent oral and written communication skills · Excellent organizational skills and detail orientation ·Strong typing and technology skills, specifically with Microsoft Word and Excel ·Evidence of strong interpersonal skills ·Evidence of personal initiative and follow through

**COMPENSATION:** KIPP Chicago offers a competitive salary commensurate with experience and a comprehensive benefits package.

**TO APPLY:** Interested candidates should create an online profile and submit their cover letter and resume. To learn more about KIPP Chicago Schools please visit our website at [www.kippchicago.org](http://www.kippchicago.org)

**STATEMENT OF NON-DISCRIMINATION:** KIPP Chicago is committed to a policy of equal treatment for all individuals applying for employment. KIPP Chicago does not discriminate on the basis of race, color, gender, sexual orientation, national or ethnic background. No phone calls and no emails please.

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### **Clerical Assistant**

Posting Number S150007P  
Posting Date 07/22/2014  
Closing Date 08/15/2014  
Title Clerical Assistant  
Working Title Clerical Assistant  
Employee Class Extra Help  
Department Engineering Studies  
Salary Range  
Full-time/ Part-time Full-time  
Specialization  
Familiarity with Office Procedures  
Hours Per Week 16  
Anticipated Start Date 09/01/2014  
If Temporary, End Date 05/15/2015

#### **Job Summary**

To support instructors, administrators, and office staff run summer engineering programs in the weekend STEM program.

Minimum Qualification: High school graduate

#### **Preferred Qualifications**

Knowledge, Skills and Abilities: Office skills and knowledge of office operations

Posting Specific Questions: Required fields are indicated with an asterisk (\*).

\* What is the highest level of education attained?

GED

High School Diploma

Associates Degree

Bachelors Degree

Masters Degree

PHD

\* Do you agree to a criminal background check? Yes No

Required Documents - Resume

Apply online at <https://chicagostate.peopleadmin.com/postings/8454>

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## **Department Assistant (2)**

Posted Date 9/25/2014

Requisition # 18325

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Other - Other

Department Writing, Rhetoric, and Discourse

Campus Lincoln Park Campus

Location US-IL-Chicago

### General Summary

The Department Assistant (2) in Writing, Rhetoric, and Discourse, will offer direct support for the department's academic programs by assisting the department chair and graduate program directors in the execution of routine curricular activities. This position will also manage the department website and non-budgetary aspects of special projects, such as the department's speaker series and awards ceremony.

**Minimum Requirements:** High School Degree or equivalent experience. Minimum of two to four years of experience in a clerical support position in a university/corporate setting. Advanced knowledge of Microsoft Office Suite. Desire to expand skills in a continually developing environment of communication technology. Thorough knowledge of the university's administrative practices and procedures. Excellent communication and interpersonal skills, speaking and writing. Ability to be diplomatic. Ability to handle confidential information and be detail-oriented.

**Preferred Requirements:** College degree.

**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](http://www.state.il.us/dcfs/faq/faq_faq_can.shtml)

DePaul University is an Equal Opportunity/Affirmative Action Employer.

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**Guidance Counselor Assistant (Community/Parent Involvement)  
(Job Number: P018916)**

Description

CLASS TITLE: Guidance Counselor Assistant

CHARACTERISTICS OF THE CLASS: Under the supervision of a school counselor, works with students to provide information concerning careers, continuing education, and postsecondary education financial aid; and performs related duties as required.

ESSENTIAL FUNCTIONS: Disseminates information to students, including pamphlets, books, and audio-visual aids for the purpose of stimulating interest and discussion concerning careers, vocations, and continuing education; provides assistance to students in locating specific information and literature regarding careers, occupational training programs, colleges, universities, and trade schools; assists students in the completion of various applications and educational financial aid forms; assists students in completing individualized tasks assigned by a school counselor; assists school counselors in establishing and maintaining student records; compiles, records, and updates routine reports as necessary; locates and acquires career and postsecondary education materials and assembles information packets for teachers for classroom use; maintains inventories of books and pamphlets and replenishes materials as necessary; responds to telephone inquiries concerning general guidance counseling activities.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent). Previous office and clerical experience in a counseling or school related setting is highly desirable.

Knowledge, Abilities, and Skill. Basic knowledge of the principles and practices of guidance counseling, knowledge of occupational and educational guidance resources, general knowledge of Chicago Public Schools rules and regulations.

Ability to work with and for school-aged children and school personnel, ability to follow written and verbal instructions, ability to establish and maintain routine records and reports.

Good oral and written communication skills, skill in the application of basic guidance counseling techniques, skill in the operation of basic office equipment, skill in demonstrating sensitivity to the career and educational goals of students.

Physical Requirements. Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. A position is classified as Sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=57404>

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**Janitor**

Division : Mercy Housing Management Group (MHM)

Location : Chicago IL US 60640

Property : Major Jenkins Apts

Job Type : Full Time

Career Level : Experienced (Non-Manager)

Education : High School or equivalent

**Job Description :**

Must be a team player who provides safe, decent, and affordable housing to the residents of the community. The Janitor/Housekeeper will work in conjunction with maintenance staff to coordinate an appropriate schedule to meet the regular operational maintenance requirements of the property.

**Job Requirements :**

Education:

High School Diploma preferred.

Experience:

Experience with janitorial routine.

Abilities:

Sensitivity to the special needs of the resident population.

Good communication skills; able to understand and follow directions.

Ability to perform minor repairs.

Flexibility and reliability.

Treat a variety of people with respect and compassion.

Represent Mercy Housing with a professional manner at all times.

Understand and commit to the Mission and Values of Mercy Housing.

% of Travel Required : None

Open Date : 09/26/14

Apply online at

<https://mercyhousing.tms.hrdepartment.com/jobs/5691/JanitorChicago-IL?referrer=93>

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to work at Brookfield Zoo!  
*Apply now to be considered  
for our upcoming hiring events!*

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- Admissions Associates
- Motor Tram Tour Guides
- Food Service Associates
- Banquet Servers • Bartenders
- Line Cooks • Dishwashers
- Merchandise Associates
- Custodial
- Groundskeepers
- Camp Counselors
- Zookeepers

Must be at least 16 years of age.

*Visit our online Career Center to see our  
current openings and to apply online!*

*www.CZS.org*



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*Inspiring Conservation Leadership*

**Job Hotline: (708) 688-8881**

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The Chicago Zoological Society is a private nonprofit organization that operates  
Brookfield Zoo on land owned by the Forest Preserves of Cook County.

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