



**Cart Attendant Team Member**

Date: 11/11/2014

Location: Chicago, IL

Job Number: 4159049

Description: Keep carts clean, dry and available. | Keep store and restrooms clean. | Maintain clean, great-looking outside areas. | Resolve guest concerns quickly and professionally. |

Requirements:

Move carts, lift heavy items and use a ladder. | Use excellent guest service skills. | Neatly arrange items on shelves. | Work well outside in varying weather. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6455223-cart-attendant-team-member-jobs>

**Price Accuracy Team Leader**

Date: 11/12/2014

Location: Chicago, IL

Job Number: 3727282

Description: Lead a team that delivers accurate pricing and presentation. | Coach and review team member performance. | Quickly correct pricing as needed. | Maintain a clean, great-looking store. |

Requirements: Must be at least 18 with a high school diploma or equivalent. | Lift 40 pounds. | Move items using proper equipment and techniques. | Read labels and other product information. | Cross train and work in other areas of store as needed. | Quickly and accurately scan and bag all items and collect payment. |

Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid5677083-price-accuracy-team-leader-jobs>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Presentation Team Member**

Date: 11/07/2014

Location: Chicago, IL

Job Number: 4034064

Description: Deliver a great-looking store. | Work as part of a fast, fun and friendly team. | Arrange and reset store shelves, signs, labels and merchandise. | Provide accurate pricing on store shelves. | Requirements: Use excellent planning, organizational and numerical skills. | Move merchandise using proper equipment. | Use technology to read instructions, reports and information. | Maintain a clean, well-organized work environment. | Keep aisles free of clutter and carts. | Use basic math skills. | Benefits: Target merchandise discount. | Competitive pay. | Flexible scheduling.

Apply online at <http://jobs.target.com/chicago/store-hourly/jobid6219844-presentation-team-member-jobs>

### **Mechanic**

Location: Melrose Park

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment. Removes and replaces all units and rebuilds small components. Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system. Performs duties of the classification and other duties as assigned or required.

Qualifications: Qualified candidate must be 21 years of age and must possess at least three (3) years previous diesel/gas experience and/or technical training. Must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position. Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=443](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=443)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title OFFICE ASSISTANT**

Position #: 8101865

Job Type: Full-Time

Job Category University Staff

FLSA Status: Non-Exempt

Department / School / College Campus Transportation-07060A

Is this partially or fully grant funded? No

**Minimum Education or Experience**

High school diploma or equivalent and one year of related experience in an office setting.

Certificates, credentials or licenses required to perform the duties of this position:

Computer Skills: Knowledge of Microsoft Office is required and an ability to learn various university- and department-specific software.

- Qualifications:
- Associate's degree strongly preferred.
  - At least 2 years of customer service and 1 year of cash handling experience is required.
  - Good communication skills required.
  - Ability to work well independently.
  - A flexible schedule is required.
  - Basic math, reading, writing, and typing skills.

**Physical Demands and Working Conditions**

Does this job involve significant physical strain or activity? Repetitive Motions

What unusual working conditions are associated with this job?

Campus Rogers Park-Lake Shore

**POSITION INFORMATION**

Job Open Date 11-11-2014

Job Close Date Open Until Filled

Candidates Eligible to Apply? All Candidates

Application Types Accepted University Staff Application

[www.careers.luc.edu/applicants/Central?quickFind=57635](http://www.careers.luc.edu/applicants/Central?quickFind=57635)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **ADMINISTRATIVE ASSISTANT 1**

Job Location: Chicago, IL

### Position Highlights:

An administrative assistant is responsible for providing direct administrative support for the Department including research, clinical and teaching efforts of the physicians.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. Performance Areas/Behaviors: Customer First

Goes the extra mile to identify, fulfill and exceed customer needs. Promotes customer rights and ensures confidentiality and privacy at all times.

Continuously looks for, suggest and works on better ways to conduct work. Is open to new ideas and changes; encourages other to do the same. Plans for change by involving all those who may be impacted from the start.

Treats each employee as an equal and valued member of the team: works cooperatively with other employees to complete the work.

Willingly flexes to meet changing workload demands and priorities. Helps make Rush University Medical Center a great place to work by promoting positives and committing to resolve problems.

### Position Qualifications Include:

Associates degree required. Bachelor's degree is preferred.

Proficient experience with Excel is required.

Must have strong interpersonal skills and the ability to manage multiple tasks

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at <http://careers.jobstrush.com/us/chicago/administrative/jobid6487870-administrative-assistant-1>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Receptionist / Operator**

Employee Type: Part-Time

Location: Chicago, IL

Job Type: Health Care, Customer Service, Admin - Clerical

Experience: Not Specified

Date Posted: 11/12/2014

### Job Description

Part-time Casual position (every other Saturday & Sunday, 7a-3p)

Acts as the first point of contact for La Rabida's Children's Hospital.

Uses the internal communications system to page Hospital employees, greets visitors, and directs callers to the appropriate department or individual.

### Job Requirements

High school diploma or equivalent required.

Customer Service background required.

Two years experience as receptionist / operator preferred.

Knowledge of basic security operations preferred.

Experience with multi-purpose lines.

Demonstrated computer skills including experience with Microsoft Office software also preferred.

Apply online at [http://www.jobs.net/jobs/larabida/en-us/job/United-States/Receptionist-Operator/J3F4VH62Y1CHVLN34M8/?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](http://www.jobs.net/jobs/larabida/en-us/job/United-States/Receptionist-Operator/J3F4VH62Y1CHVLN34M8/?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Category: Administrative Support**

Position Title: Customer Service Coordinator

Department: Bursar's Office

**GENERAL DESCRIPTION**

The Customer Service Coordinator receives, triages and serves incoming customers in the Student Accounting Office. This position is the primary phone, email and in-person contact for the department. The Customer Service Coordinator is responsible for actively listening and assessing customer needs and providing full-cycle customer service from initial point of contact to final resolution. The person in this role will work closely with counterparts in other offices to coordinate service delivery and make recommendations for improved delivery of customer service within the Student Accounting Office.

**QUALIFICATIONS**

Education & Experience: High School diploma or equivalent required; Bachelors degree preferred.

Preferred Skills: Ideal candidate will be energized by providing consistently friendly and thorough customer service, particularly to students. Candidate must demonstrate an ability to dialogue with a broad customer base and be sensitive to and accommodating of diversity.

Candidate must be a strong multi-tasker. Organizational skills must allow for consistent follow-up and retention of relevant information.

Ideal candidate will be able to learn new systems quickly and demonstrate initiative.

Basic computer skills including ability to use Microsoft Office products required.

Certifications & Licenses: No special certifications or licenses required.

Physical Environment: Normal office environment

Shared workspace

Other Physical Environment: This position is located at a receiving desk in a shared office space. The room is open to customers.

Frequency of Exposure: Normal office environment

Physical Environment Minimal physical demands.

Position Classification Number:

Location: IIT-Main Campus (MC), 3300 S. Federal, Chicago

Special Instructions to Applicants:

Requisition Number: 0601719

[www.iitri.iit.edu/applicants/Central?quickFind=5245](http://www.iitri.iit.edu/applicants/Central?quickFind=5245) or  
<https://www.iitri.iit.edu/applicants/jsp/shared/position/JobDetails.jsp?time=1415918148206>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Job: AP Clerk**

### Job Description

This position functions within the Accounting/Finance Department to administer activities related to account payables and receivables.

Accountable for all payments of goods, receivables and services necessary for the basic operation.

### Essential Functions:

Code Invoices

Post invoices into the financial accounting system

Generate accounts payable and refund checks

Research vendor statements, phone calls and discrepancies

File paid and unpaid invoices and statements

Create process and procedures for accounts payable function

Process check request, garnishments and tax payments insuring all appropriate approvals have been received

Apply customer payments

Research and solve payment discrepancies

Process credit card payments and credits

Make adjustments to accounts as needed

Monthly reporting on all payable and receivable activity

### Requirements

Must possess, at a minimum, high school diploma or equivalent.

Must have at least 2-3 years of relevant experience.

Apply online at <http://jobs.seniorlifestyle.com/ap-clerk/job/4979064?source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSourcesIndeed>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**RETAIL SALES / CUSTOMER SERVICE - CHICAGO, IL - \$9.50 / HR + BONUS**

Chicago, IL

Self Storage

**JOB DESCRIPTION**

If you enjoy customer service and sales and wish to leave behind long weekends and evening hours, then a Property Manager position is for you.

**BENEFITS**

Hourly rate of \$9.50

Opportunity to earn a raise of \$.50 per hour after six (6) months of employment

Opportunity to participate in our performance-based incentive program after six (6) months of employment

On-site paid company housing at many locations if/when available

Competitive Paid Time Off (PTO) program that grows with tenure. Program also includes an annual cash payout of any unused hours in excess of 40.

Medical/Dental/Vision, Life Insurance, STD and LTD

401(k) With Matching Contributions

15 days of Fully Paid and Comprehensive New Manager Training

Qualifications

Successful candidates come from a variety of customer-centered, selling environments including retail, restaurant, fast food and more. All have common knowledge, skills and abilities which include:

Minimum one year of Customer Service and/or Sales experience

Energetic, outgoing, customer oriented personality

Strong communication, interpersonal and problem resolution skills

Enjoys and easily operates independently or as part of a small team

Detail oriented with strong organizational and time management skills

Some knowledge of computers in a windows environment

Valid driver's license with access to reliable transportation used during the work day

Willingness to work in multiple locations

Can work from 9:30am to 6pm any day of the week, including weekends and holidays

Ability and willingness to perform light cleaning and maintenance such as sweeping, mopping, wiping windows, etc...

Willing to submit to a pre-employment background check and drug test

If this all sounds like the right fit for you, we want to hear from you today! Please apply on line at <https://publicstorage.jibeapply.com/jobs/143275/Chicago-IL-RETAIL-SALES-CUSTOMER-SERVICE-CHICAGO-IL-9-50-HR-BONUS?lang=en-US> to be considered

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





### **Contract Buyer I**

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

#### Job Description:

Under the direction of the Section Manager, Purchasing, responsible for conducting micro, small, and less complex formal procurements which include the purchase of IT Hardware, general administrative and building services, parts, and MRO supplies.

Performs price/cost analyses. Evaluates and edits requisitions, specifications and statements of work in cooperation with the end users to ensure compliance with Pace and FTA/other requirements; determines contract type, develops bid solicitation documents, establishes bidder lists, conducts public bid openings, and tabulates bids according to procedures; determines responsiveness and responsibility and resolves contractual issues.

Is the point of contact for vendors and internal customers (requisitioners) during the procurement process. Other duties as assigned or required. Entry level position, willing to train the right candidate if he/she meets minimum education requirements stated below.

#### Qualifications:

Qualified candidate must have between 0 to 2 years of purchasing/contracting experience and a Bachelor's degree.

A degree in Business or other related discipline preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Corporate level (non-manufacturing) or Government procurement/contracting experience a plus, however, not required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=306](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=306)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



## **Clinical Documentation Specialist - RN**

Department: HIM Medical Records

Schedule: Full Time

Shift: Days

### Job Details:

Bachelors degree required

Licensure Required

Reporting to the Regional Director Clinical Documentation/Chicago Market is responsible for improving the overall quality and completeness of clinical documentation. Performs concurrent record reviews on all selected admissions and document findings.

Facilitates modifications to clinical documentation to accurately reflect patient severity of illness and risk of mortality through extensive interaction with physicians, case management, nursing staff, other patient care givers and medical records coding staff.

### JOB SPECIFICATIONS:

1. Current licensure as a Registered Nurse in the State of Illinois.
2. Two (2) years of experience in an acute care setting.
3. Knowledge of care delivery documentation systems and related medical records documents.
4. Strong broad-based clinical knowledge and understanding of the pathology/physiology of disease processes.
5. Level of knowledge normally acquired through the completion of a Bachelor's Degree in Nursing.

\*CB\*

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**NURSING SUPERVISOR**

Department: Nursing Administration

Schedule: Full Time

Shift: Rotation

**Job Details:**

The Administrative Supervisor is a clinical and administrative resource to nursing personnel on evening; nights, weekends and holidays to facilitate the delivery of safe and effective patient care in the absence of the unit manager. This person is also responsible for coordinating allocation of all inpatient beds on evening, nights, weekends and holidays. This person will ensure adequate staffing on units; informs nursing and hospital administration of identified or potential problems, and also provide direction for problem solving activities in any are or department of the hospital when outcomes will affect patient care.

1. BSN required.
2. Current licensure as a registered nurse in the state of Illinois.
3. Three (3) to five (5) years relevant clinical experience required and/or management experience.
4. CPR certified, ACLS preferred.
5. Exhibits service excellence skills to patients, visitors, physicians, and co-workers. Shows courtesy, compassion and respect.
6. Analytical ability to assist with complex patient care situations, investigate and resolve administrative problems and so forth.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Operation Administrator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:**

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

**Qualifications:**

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=655](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



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

Agency: Children & Family Services  
Salary: \$4,291.00 - \$6,452.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: Joliet Investigations 2014

**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. Must be able 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: Mon-Fri 830a-5p  
Vacancies are located at: 1619 W. Jefferson Joliet, IL 60435

Contact: LORA BUSSE-FLECK  
NORTHERN REGION 8 E. GALENA BOULEVARD AURORA, ILLINOIS 60506  
FAX: (630) 801-3530

**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

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Executive I - Opt N1**

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 11/24/14 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#: BC0293

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, plans, organizes and evaluates the recovery of grant and Medicaid expenditures; implements studies to determine if a claim can be filed against asset's in a deceased client's estate; organizes, directs and evaluates all preparation for filing Legal Documents; serves as liaison with the Local Offices and Cook County officials regarding estate/lien recoveries; reviews status determination of Legal Documents filed; provide technical assistance to Local Office staff in resolving questions related to the handling of estate claims and property liens; drafts periodic reports regarding estate/lien activity.

**Minimum Requirements:**

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

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Bureau of Collections / Technical Recover Section

401 South Clinton Chicago, IL 60607 (75) (Cook County)

Agency Contact: Mary Alsup 2200 Churchill Road Springfield, IL 62702

Work #: (217) 782-1348 Fax #: +1 (217) 557-4302

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 N1 - Healthcare & Family Srvs

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



Job Title: Juvenile Detention Manager  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$58,676.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 100

Minimum Requirements: Education/Experience & Skill:  
Minimum: Bachelor's degree from an accredited university or college with major coursework in social sciences, public administration, criminal justice or a related field. At least five years professional experience in a juvenile detention setting. Extensive knowledge of evidence-based principles and practices known to be effective with justice populations.

Preferred: Working knowledge and understanding of Illinois judicial branch structure and functions, and at least seven years experience working within a juvenile detention center, with at least three years at a management level. Extensive knowledge and experience of evidence-based principles and effective practices with youth in secure custody. Skill in preparing reports, statistics, and graphical illustrations.

Physical Requirements: Ability to sit for extended time periods. Must possess a valid Illinois driver's license and be able to frequently travel statewide.

Work Hours & Location/Agency Contact: Hours: 8:30 a.m. - 5:00 p.m.  
Administrative Office of the Illinois Courts / Probation Services Division  
222 N. LaSalle Street, 13th Floor Chicago, Illinois 60601  
Barbara Black (217) 524-6429

How to Apply:  
Interested individuals should submit - via email or hard copy - a letter of interest, resume, and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts  
Attention: Human Resource Unit, #3855  
3101 Old Jacksonville Road  
Springfield, Illinois 62704  
[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

This position will remain open until filled. However, those individuals submitting materials by Wednesday, November 26, 2014 will be given first consideration.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Human Services Caseworker**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,891.00 - \$5,797.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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

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

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Director of Human Resources**

Agency: Executive Inspector General \*

Salary: \$4,167.00 - \$6,250.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 01-205

Minimum Requirements:

- bachelor's degree in human resources, business or public administration or a related area of study
- five years of demonstrated success in leading human resources functions for an organization of at least 75 employees;
- five years of supervisory experience is desirable;
- extensive knowledge of State of Illinois personnel rules, and state and federal employment laws including EEO/AA, FMLA, FLSA, and Title VII;
- ability to keep and maintain current knowledge of the aforementioned areas;
- strong organizational skills;
- high personal ethical standards;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, and interact with others professionally.

Work Hours & Location/Agency Contact:

9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400

Chicago, IL 60602

Division of Human Resources

312.814.1789

How to Apply: Applicants should select the employment tab on our website at [www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Part-time Retirement Benefits Assistant**

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

#### Job Description:

Under the direction of the Department Manager, Human Resources, assists in the administration of union and non-bargained for retirement plans with approximately 1,600 active and retired participants; enrolls eligible union and non-bargained-for employees into respective 401(k) plans; researches and resolves participants account issues; processes 401(k) plan loan payoffs and final distributions; reconciles monthly 401(k) loan reports between payroll and service provider records; reconciles payroll contribution records and trustees participant allocation reports; coordinates activities related to the external audits of the union retirement plans; performs administrative duties during absence of Human Resources Assistant; and performs reception desk duties during the absence of the Receptionist. Other HR duties as assigned.

#### Qualifications:

Qualified candidate must have a High School Diploma and 1-2 years prior office experience.

Preferred Candidate will have a College Degree and prior Retirement/Benefits Administration experience.

Candidate must be detail-oriented, have excellent organizational skills, and be able to communicate effectively both verbally and in writing.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=689](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=689)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Senior Database Administrator**

Location: Arlington Heights

Office: Internal Services

Department: Information Technology

**Job Description:** Under the direction of the Department Manager, IT Applications, performs as lead for designing, developing, implementing, maintaining, and monitoring all databases (Oracle, Microsoft SQL Server and Sybase). Coordinates, implements and oversees the strategies and initiatives for database architecture and administration. Preserves the integrity and design of databases. Analyzes database performances; analyzes security database concerns; and checks health of database daily. Creates new databases. Ensures database network connectivity of all workstations. Plans, coordinates and conducts unit testing, quality assurance testing, end-to-end systems testing, production parallel testing and end-user and technical support training for all database applications. Implements information technology solutions and leads post-implementation reviews for all database applications. Coaches co-workers and provides them technical assistance and direction on database production support issues, service requests and projects. Creates and manages project plans and timelines for assigned resources, which includes estimated person hours, actual work hours, target dates, completion dates, budget, costs, milestones, and status reporting for all projects, requests and production support activities for database applications.

**Qualifications:** Minimum of a Bachelors Degree in the field of computer science or equivalent plus 5 years work experience in the field of database design and administration. **Previous Work Experience:** 5 years hands-on experience supporting databases; advanced knowledge of database technology and strong familiarity with relational database design as it applies to all software; strong familiarity with Oracle and Microsoft software products; experience installing, configuring, and maintaining databases; familiarity with database software and development tools such as Oracle Enterprise Manager; demonstrated ability to train team members on database administration; ability to troubleshoot and conduct research into database issues; ability to research database products as required; some exposure to Oracle E-Business Suite applications (12.1.x), Real Application Cluster 11g and their usage; demonstrated ability to interact with all levels of personnel, including management, from both business and technical teams, especially in relation to the definition and implementation of system solutions. Must have strong organizational skills. Must be a strong logical and analytical thinker. Must have the ability to think broadly and consider impacts across systems and within the organization. Must have excellent written and interpersonal skills are a must.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=635](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=635)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Seasonal Toll Collector - South Cook County**

Opening Date/Time: Thu. 11/13/14 12:00 AM Central Time

Closing Date/Time: Wed. 11/26/14 11:59 PM Central Time

Salary: \$10.00/Hour Job Type: Service Maintenance

Location: TC/South Cook County (Hillside, Justice, Bridgeview, Hazelcrest, Country Club Hills), Illinois Department: Toll Operations

Examples Of Essential Duties: Seasonal/Temporary Toll Collectors report directly to the Plaza Manager, Plaza Supervisor and/or Collector-in-Charge. Abide by the Rules and Regulations as set forth by the Authority. Seasonal/Temporary Toll Collectors inform supervisors with information of any unusual road conditions, traffic accidents, and/or disabled vehicles. Returns temporary banks, and ensures proper deposit of monies collected. After repayment of temporary bank, ensures proper deposit of remaining monies collected. Properly disposes of all waste material and maintains a clean work environment. Wears and maintains uniform shirts in a clean and presentable manner. Perform other duties as assigned. Must possess the agility to walk up and down curbs, cross as many as 25 traffic lanes, and navigate stairs and doors while carrying a cash drawer. Must have the physical ability to withstand the rigors of working long periods in a standing position as well as being subjected to the severity of seasonal temperature extremes. Vision to work in both daytime and evening time conditions to be able to distinguish types of vehicles from a distance and provide change without errors is required. The ability to negotiate traffic lanes in a safe manner. Required to provide positive and courteous behavior towards patrons and interact professionally with co-workers and supervisors at all times.

Typical Qualifications: Must be able to work from approximately May 15, 2015 through October 31, 2015. One (1) year of customer service, cash handling, retail or bank experience is required. The ability to be available to work seven (7) days per week, twenty-four (24) hours a day, including nights, weekends, and holidays is required. The ability to lift twenty-five(25) pounds is required. Excellent verbal and written communication skills are required. Must pass a written examination with a seventy five (75%) percent or higher score to qualify for an interview.

Supplemental Information: 1. Receives and assumes responsibility for temporary change bank. 2. Classifies vehicles, collects and assumes responsibilities for the appropriate tolls in accordance with the toll rate schedule. 3. In cases of overpayment, provides patron with appropriate change for monies tendered. 4. Returns temporary bank amount before end of workday.

Apply online at

<http://agency.governmentjobs.com/illinoistollway/default.cfm#opportunities>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others