



Job Title: Environmental Health Specialist II - Opt SS

Agency: Public Health

Closing Date/Time: Mon. 11/17/14 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: RC062 Bid ID#: IDPH 76525

Minimum Requirements: Requires a Bachelor's degree from an accredited university or college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires one year of professional experience in environmental health. Requires elementary knowledge of biology, chemistry, Microbiology and toxicology as they relate to environmental health and safety. Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires elementary knowledge of general environmental health sanitation principles and practices. Requires ability to learn to conduct field inspections, surveys and investigations to determine eligibility for licensure or certification and / or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to learn related field investigative techniques. Requires ability to collect field samples and operate field testing equipment. Requires ability to prepare routine reports, correspondence and activity logs. Requires ability to communicate effectively both verbally and in writing. Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public. Requires a valid Illinois driver's license. Requires ability to speak and write in Spanish at a colloquial skill level.

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Health Protection

Division of Food, Drugs, & Dairies 4212 W. St. Charles Rd. Bellwood, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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 SS - Spanish Speaking

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Title: Team Member

Requisition Number 14-1031
City Arlington Heights North
State IL

Description

Join One Amazing Company!

Goodwill Retail Services, one of the fastest growing retailers in the area, is seeking individuals who have a desire to grow with us. Join us today to get started on your own Goodwill Career Path.

Our part-time associates are dedicated to providing fast, friendly service to our customers and donors. In addition, they work diligently to keep the store clean, safe, and welcoming. Team Members have the opportunity to provide quality customer service through many unique positions including cashier, donation attendant, merchandise pricer, and stocker.

Successful candidates will demonstrate the following competencies:

- Action Oriented
- Approachability
- Customer Focus
- Integrity & Trust

Working at Goodwill is more than a job. You will be supporting our mission to provide training, employment and supportive services for people with disabilities or disadvantages who seek greater independence.

Requirements One year of retail or production experience is preferred.

Goodwill is an Equal Opportunity/Affirmative Action Employer.
Minorities, women, vets and individuals with disabilities are encouraged to apply.

Apply online at

https://rn21.ultipro.com/GOO1011/JobBoard/JobDetails.aspx? ID=*269F125F38C75483

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Job Title: Licensed Practical Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements:

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

How to Apply:

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

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Job Title: Supply Chain Tech 1

Department: Receiving & Warehouse

Shift: 1st

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

Specialty: Warehousing

Job Number: 2014-2217

Job Description:

Rush University Medical Center presents an opportunity for a Supply Chain Tech I. The Supply Chain Tech is responsible for the day to day receipt and distribution of supplies to the medical center units and affiliates. This individual will promote and be supportive of the institutional ICARE values (Innovation, Collaboration, Accountability, Respect, and Excellence), the IConnect Service Behaviors, and exemplify Supply Chain's mission and vision, while acting in accordance with Rush policies and procedures. This is a first shift position.

Knowledge, Skills, and Abilities

One year working experience in a service industry position or equivalent job experience. High School Diploma/GED required. Must have basic math, reading, and writing skills.

Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise. The majority of the work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis.

Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions.

Familiar with personal computers preferred.

Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

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

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Job Title: Assistant Research Coordinator

Department: RES A Rheumatology

Shift: 1st

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

Specialty: Rheumatology

Job Number: 2014-2080

Job Description:

The Department of Medicine, Division of Rheumatology at Rush University Medical Center is looking to add an Assistant Research Coordinator to their team!

Knowledge, Skills and Abilities:

Bachelor's degree required; Master's degree preferred.

Strong working knowledge of database management.

High degree of comfort communicating with potential and enrolled participants.

Clinical research experience preferred, including case report form completion, data collection, data entry, and completion of regulatory requirements.

Previous experience in a research environment preferred.

Previous experience with data collection, submission, and documentation strongly preferred.

The ideal candidate is detail oriented and methodical.

Excellent verbal and written communication skills required.

Ability to work in a team environment required.

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Job Title: Certified Medical Assistant, Oncology

Shift: 1st

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

Specialty: Customer Service

Job Number: 2014-2112

Job Description: Full Time

For more than a century and a half, Rush University Medical Center in Chicago, Illinois has provided superior health care to hundreds of thousands of people. Everything we do centers on one goal: improving patient care. Ranked among the top academic medical centers in America, Rush is an outstanding place to build your career. We're educating tomorrow's health care professionals, researching new and more advanced treatment options, transforming our facilities and investing in new technologies—all with the goal of improving patient care now and into the future.

Position Responsibilities: The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting. The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing. The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician. Performs phlebotomy and EKGs. Will function in dual administrative front desk role as a backup when necessary****Will take a key role in the insurance verification process

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program; Current CPR Certification

Phlebotomy experience preferred

Minimum of three years clinical experience preferred

Ability to work in a high stress, fast paced environment

Experience with insurance verification and referrals

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.

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Client Experience Representative

This position is Full-Time with benefits (Health, Dental, Vision, 401k, etc.) This position pays 14.25/hr and performance review increases. The hours are 10:00a.m.-7:30p.m. We are located in Rosemont, IL.

DUTIES AND RESPONSIBILITIES:

1. Develops and maintains strong working relationships with Client Executives, accounts and patients in assigned territory.
2. Manages incoming and out-going call activity related to customer service. Directs calls to appropriate staff as needed.
3. Ensures every request is handled promptly. Process all Patient Request Forms for assigned territory timely.
4. Initiates the set-up of new LifeWatch accounts by adding clinics, physicians, and web users to all appropriate systems.
5. Handles or escalates all questions regarding LifeWatch Connect. Provides training as needed.
6. Coordinates shipment of devices to home patients and accounts.
7. Ensures necessary patient enrollment information is obtained in a timely manner. Contacts patient and/or account to obtain missing information when necessary.
8. Works closely with team members to ensure timely claims filing and department success.
9. Generates deficiency report daily and resolves all deficiencies in a timely manner to ensure individual and departmental goals are met.
10. Documents all patient account contact in patient file.
11. Handles requests for reports/medical records for assigned territory. Works all special requests for reports daily.
12. Enters enrollment information in the system as needed.
13. Involves supervisory staff when necessary and makes recommendations for process improvement.
14. Follow all policies, procedures and processes.
15. Assists with training new LW employees.
16. Other duties as assigned.

JOB REQUIREMENTS

Required: High School Diploma or equivalent

Minimum of three years customer service experience

Medical terminology knowledge

Competent computer skills

Preferred: Associates Degree / Bachelors Degree in related field

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Attendant Part-time FULLER PARK (CENTRAL REGION) YEAR ROUND (REPOST) Job ID: 1764

Closing Date: 11/06/2014

Custodial/Attendant (H)

Date Posted: 10/23/2014

Location: CENTRAL REGION - FULLER PARK

THIS POSITION IS BUDGETED TO WORK UP TO 25 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$13.61 per hour

Apply online at

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Project Manager (M) Job ID: 1742

Closing Date: 11/11/2014

Date Posted: 10/6/2014

Location: Northerly Island

Region: Central Level: 4167

Specialization: Facilities Contract Management

MINIMUM QUALIFICATIONS: Training and Experience: Bachelors degree or equivalent experience, preferably three to five (3 -5) years in project management for the appropriate field (Facilities Management, Contract Management, Project Management) is required; or an equivalent combination of training and experience is required. License requirement: Illinois Driver's License Desired Training and Experience: Experience identifying maintenance-service wants/needs involving multiple trades and developing contract specifications that balance the wants, needs, costs, timeliness, and other factors. Experience negotiating scope of work, preparing cost estimates, and preparing work instructions.

Knowledge, Skills and Abilities: Knowledge of the management processes in a variety of settings and the ability to apply this knowledge to the development of innovative solutions to problems in the design and implementation process. Professional knowledge of management principles and practices. Knowledge of computer methods and techniques. Demonstrated ability to manage successfully the design and implementation process for large and complex projects within demanding time and cost constraints. Demonstrated ability to manage project budget in design and implementation. Demonstrated ability to manage project schedules. Comprehensive understanding of project delivery gained through documented education and/or experience. Ability to perform multiple tasks concurrently. Ability to detail, to perform within deadlines, to maintain confidentiality and to manage multiple and various stakeholders. **Desired Knowledge, Skills and Abilities:** The principles and practices of contract negotiation, administration, and control as they relate to the provision of building services. City and state laws and regulations applicable to the maintenance of public buildings. Supervisory methods and techniques used in the negotiation, implementation, evaluation and compliance of contracted building service work performed by contracted employees. Municipal budgeting and financial planning practices. The principles, and practices of administrative organization and management and their application in solving a variety of operational and administrative problems. Current developments in the field of building maintenance. The use of personal computers and computer software applications used in contract and building service evaluation. **EXPECTED SALARY OFFER: \$57,000 - \$66,000**

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Senior Landscape Technician (M) Job ID: 1771

Closing Date: 11/30/2014

Professional/Senior Landscape Technician

Date Posted: 10/29/2014

Location: Planning & Development

Date Available: January 2015

Region: Administration

Level: 4281

MINIMUM QUALIFICATIONS:

Training and Experience: A Bachelor's Degree in Landscape Architecture from an accredited college or university with 3 – 5 years of experience within the profession or an equivalent combination of training and experience is required. Master's Degree in Landscape Architecture preferred. **License Requirement:** Valid State of Illinois Drivers License.

Knowledge, Skills and Abilities:

Thorough knowledge of landscape architectural practices. Working knowledge of city and state construction practices, rules and regulations. Ability to coordinate design projects from conception to completion. Thorough knowledge of the latest version of AutoCAD, Adobe Photoshop and Microsoft Office (Word, Excel and PowerPoint).

Knowledge of horticulture and horticultural maintenance considerations, with some field experience preferred. Experience in the design and general cost estimating for parks, playgrounds, playing fields, public open spaces, and natural areas. Ability to manage and coordinate multiple design projects from conception to completion, in a team atmosphere. General knowledge of LEED practices. Thorough knowledge of the latest version of AutoCAD, Adobe Photoshop, Adobe Illustrator, InDesign, and SketchUp. Basic knowledge of GIS mapping software.

Career Service | Local 153 | EEO: Professional | FLSA: Non-Exempt

EXPECTED SALARY OFFER: \$53,984.43 per year

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**PHYSICAL INSTRUCTOR (H) GARFIELD PARK (CENTRAL REGION)
REPOST Job ID: 1772**

Closing Date: 11/13/2014

Date Posted: 10/30/2014

Location: CENTRAL REGION - GARFIELD PARK

THIS POSITION IS BUDGETED UP TO 25 HOURS A WEEK.

EXAMPLES OF DUTIES: Plans and implements course curricula for instruction of sports, games and competitive athletics. Provides instruction and supervision to patrons in sports, games and competitive athletics. Demonstrates proper techniques and skills for recreation and athletics. Adapts programs to reflect differing levels of participant skill development. Provides instruction in advanced strategies of team and individual sports, physical fitness and conditioning. Provides information on rules of individual and team sports. Explains basics of low organized activities. Instructs rhythm and movement. Enforces and promotes safety guidelines for recreation and athletic activities. Resolves conflicts among participants. Issues and maintains inventory of recreation equipment and supplies. Sets up recreation apparatus and equipment. Officiates team and individual sports. Promotes sportsmanship and encourages creativity in participants. Communicates constructively with participants, parents, volunteers and community. Consults with individuals and community groups to determine their interests, needs and desires. Determines tournament eligibility requirements. Verifies dates and standards. Establishes schedules for tournaments, leagues and competitions. Conducts meetings on competitions and other special events. Maintains records and prepares reports. Supervises unorganized play and enforces rules and regulations. Conducts and attends workshops and in-service training seminars.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: At least twenty (20) hours from an accredited college in recreation, leisure studies or physical education required. A.A. degree in one (1) of these fields is recommended; Bachelor's degree preferred. Requirement may be temporarily waived for applicants who have been employed in a year round Chicago Park District recreation position at least five (5) years.

Knowledge, Skills and Abilities: Knowledge of athletic, leisure and recreational theories and principles. Skill in teaching recreational, leisure and athletic activities. Effective oral and written communication skills. Organizational skills. Ability to evaluate skill levels and teach recreational, leisure and athletic activities accordingly.

SEIU Local 73

SALARY: \$16.81 / hour

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Job Title Carpenter 'A'

Location Skokie, IL, US

Job Type Full - Time Temporary

Department Bus & Rail Maintenance

Position Summary

SALARY TARGET: \$43.35 PER HOUR. Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

THIS IS A FULL-TIME TEMPORARY POSITION.

Qualifications

EDUCATION/EXPERIENCE REQUIREMENTS

Must possess a minimum of five year's verifiable experience as a journeyman carpenter or have completed the Authority's Carpenter Apprentice Program.

Must submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Must supply own non-powered tools.

Must pass a physical examination.

PHYSICAL REQUIREMENTS

Required to be able to perform duties that involve various positions such as: standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling.

Required to lift and carry materials weighing up to 50 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES

Must possess a working knowledge of arithmetic operations including fractions, decimals and percentages.

Must read and interpret blue prints and drawings.

Must be skilled in the use of powered and non-powered hand tools.

Must be skilled in the use of mill type machinery such as table saws, joiners, planners, drill presses, etc.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title Senior Manager, Maintenance - Rail

Location Skokie, IL, US

Job Type Full - Time Permanent

Department Rail Maintenance

SALARY TARGET IS \$96,233. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Plans, supervises and coordinates vehicle maintenance programs and activities.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's Degree or a combination of education and experience relating to areas of responsibility, or equivalent military experience.

3+ years experience in vehicle maintenance servicing or repair. Maintenance of rail car experience preferred.

Multiple years of supervisory experience.

5+ years of transit operations experience, preferred.

Experience in interviewing employees regarding accidents, complaints, grievances and/or disciplinary actions.

Must be able to pass Rail Safety certification. Must be able to pass Rail Safety certification.

PHYSICAL REQUIREMENTS

Must be able to lift small to medium sized tools weighing up to 50 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the structure, accountability functions and overall mission of the Rail Maintenance Division.

Thorough knowledge and understanding of the scope and types of repairs, inspection, cleaning and maintenance performed at the terminal/garage level.

Must have knowledge of environmental safety, chemicals and waste.

Must have knowledge of various trade contracts and unions.

Must be organized and detail oriented.

Proficient in basic computer operations and word processing, spreadsheet, presentation and database software.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Machinist (Rail)

Location Skokie, IL, US

Job Type Full - Time Temporary

Department Rail Operations

SALARY TARGET: \$44.35 PER HOUR. Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

THIS IS A FULL-TIME TEMPORARY POSITION.

Performs all mechanical work on rail car and non-revenue equipment, parts production and repair.

EDUCATION/EXPERIENCE REQUIREMENTS

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Required to furnish the essential hand tools used on this job.

Required to perform the physical activities associated with this position.

Required to possess a minimum of five years verifiable experience as a machinist in a recognized machine shop.

PHYSICAL REQUIREMENTS

Required to lift materials weighing up to 50 pounds.

Required to walk, stand, bend, kneel and climb.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be proficient in the use and operation of the various machines and hand tools used in machinist work.

Must be proficient in reading and interpreting blueprints.

Required to understand written and oral instructions.

Must possess a thorough knowledge of basic arithmetical operations including fractions and decimals.

This is a bargained for position and is not subject to CTA's residency ordinance.

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Job Title Analyst, Risk Management & Compliance

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Law

SALARY TARGET IS \$55,000. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target.

Under general supervision, performs a variety of complex duties related to the analysis of risk management and compliance within the Authority. Investigates, researches, and coordinates timely responses to user departments regarding insurance limits, requirements, exclusions and other coverage matters. Performs various administrative duties related to insurance requirements, claims, and investigations.

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Risk Management, Business, or a related field, plus three (3) years of experience in business analysis or risk management, or an equivalent combination of education and experience. Law degree or other advanced degree may be substituted for some or all work experience.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of word processing and spreadsheet functions and software, i.e., Microsoft Office Suite and/or Corel Office Suite.

Working knowledge of insurance contracts, concepts, and industry standards.

Strong interpersonal skills necessary to effectively interact with all levels of CTA personnel, other business and agency representatives, and the public.

Strong leadership and team skills. Strong written and verbal communication skills.

Strong computer skills. Strong analytical problem solving approach skills.

Ability to maintain confidentiality.

Ability to deal effectively with people, resolve issues, and support change.

Ability to conduct and interpret quantitative/qualitative analysis.

Ability to be a self-starter and work independently as well as part of a team.

Applicants, if hired, must comply with CTA's residency ordinance.

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Title: Employment Services Representative

Requisition Number 14-0977

Post Date 10/21/2014

City Chicago

State IL

1. Act as liaison with employers, union, public and private employment agencies and other Goodwill staff to develop job opportunities that match both business and job seekers needs.
2. Develop, implement and monitor Individual Service Plans. Establish mutually-agreed and appropriate goals for each individual consumer.
3. Process and maintain in a timely manner, all necessary records and data including Monthly Progress Reports, computer entries, placement, follow-up and status change data, and Employer Job Orders.
4. Provide counseling, guidance and supportive services as needed, including career exploration, personal grooming, personal finance, job seeking, community resources, transitional jobs.
5. Orient newly hired consumers to the company's policies, procedures, products, services, standards, fringe benefits, and opportunities.
6. Provide job retention services that identify behavior or work conditions that are problematic to the individual consumer. Develop a plan to reduce target behavior(s) and remedy the situation.
7. Provide emotional and problem solving/support techniques to individual consumers.
8. Develop and maintain cooperative, professional relationships with all referral sources.
9. Provide ongoing support and assistance to employers.
10. Participate in job-related training and staff meetings.
11. Maintain a safe and orderly work environment.

Requirements

1. High School graduate and a minimum of four years successful work experience in a related field (Bachelor's degree preferred.)
2. Must have a valid driver's license.

Additional qualifications preferred:

1. One year prior experience working as a placement specialist or case manager.
2. One year experience in a leadership capacity.

Goodwill is an Equal Opportunity/Affirmative Action Employer.

Minorities, women, vets and individuals with disabilities are encouraged to apply.

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APPLICATION SUPPORT ANALYST

YMCA: YMCA of the USA

Location: Chicago, IL

GENERAL FUNCTIONS

The Application Support Analyst is responsible for providing user and business stakeholder support for all Y-USA applications. This includes receiving, triaging, troubleshooting and working all issues through resolution. This position will also maintain application support documentation.

KNOWLEDGE, SKILLS AND ABILITIES

Bachelor's degree or equivalent experience is required. Concentration in Technical or Business field is preferred

Minimum 3 years of experience of higher level application support and maintenance is required Advanced skills using Microsoft Office Suite are required

Strong verbal, written and interpersonal communication skills are required

Strong customer service skills are required

Ability to think logically and analytically in a problem solving environment is required

Ability to work both independently and as part of a team is required

Ability to resolve conflict and negotiate with differing parties is required

Ability to prioritize and manage time effectively to complete work and meet deadlines is required

Ability to learn new skills is required Ability to thrive in a changing work environment is required

Familiarity with .net and SQL programming is preferred

Salesforce experience is preferred

Business analysis experience is preferred

Commitment to the YMCA character development values of caring, honesty, respect and responsibility is required

EFFECT ON END RESULTS/ STRATEGIC IMPACT

The position will support end users of all Y-USA applications to ensure they are able to perform their necessary function.

Additional Compensation Details: DOE

HOW TO APPLY-Apply Online:

https://workforcenow.adp.com/jobs/apply/posting.html?client=DT4&jobId=16721&lang=en_US

Resumes until: 11/10/2014 Contact: Jennifer Boyd

4800 W. Chicago Avenue, Chicago, Illinois 60651
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MEMBERSHIP AND PROGRAM DIRECTOR

YMCA: Greater Joliet Area YMCA

Location: Joliet, IL

POSITION SUMMARY:

The position of Membership & Program Director will be responsible for all aspects of program development and implementation of successful programs and services in the Morris community including its surrounding areas. This individual will oversee membership, youth & family and health & wellness programming. This position will work alongside the branch Sports Director.

QUALIFICATIONS:

1. Bachelor's degree in human services, recreation, business or a related field, or equivalent.
2. Three to five years of related experience, preferably in a YMCA or other nonprofit agency.
3. Ability to direct assigned operations including program development, community engagement along with ability to be innovative and autonomous. Prefer knowledge of and previous experience with diverse populations.
4. Ability to establish and maintain collaborations with community organizations.
5. CPR and First Aid certifications may be required.

Salary: \$35,000 - \$40,000

Additional Compensation Details:

The Greater Joliet Area YMCA rewards dedicated full-time employees by offering a competitive benefits package that includes a defined contribution retirement plan with 12 percent of salary contributed by the association (when eligibility requirements are met), paid time off, health insurance including medical, dental and life insurance, a free family membership and professional development opportunities.

HOW TO APPLY

Please submit your resume along with 3 references (at least one personal) to Adriana Garcia, Human Resources Manager, at agarcia@jolietyymca.org

Apply By Email: agarcia@jolietyymca.org

Resumes until: 11/7/2014

Contact: Adriana Garcia

4800 W. Chicago Avenue, Chicago, Illinois 60651
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COORDINATOR, CONFERENCE CENTER

YMCA: YMCA of the USA

Location: Chicago, IL

GENERAL FUNCTIONS

The Coordinator, Conference Center is responsible for coordinating, scheduling and planning the usage and services of the conference center facility at the YMCA of the USA. This position is responsible for the effective and efficient use of the conference center facilities to ensure satisfactory service delivery to the center's clients and visitors. This position also serves as the first point of contact and greets and assists all visitors of YMCA of the USA.

KNOWLEDGE, SKILLS AND ABILITIES

Associate's degree or equivalent experience is required. Bachelor's degree is preferred
Minimum 2 years of experience providing conference service support for meetings and events is required; meetings support experience at a hotel or conference center is strongly preferred

Minimum 2 years of data entry and registration software experience is required

Knowledge of health, safety and emergency procedures is required

Excellent customer service skills along with a client service mindset is required

Ability to stay calm, composed and professional, especially during stressful time periods with multiple interruptions, and to maintain effective relationships with staff, guests and vendors is required

Excellent verbal, written and interpersonal communication skills are required

Intermediate computer and Microsoft Office skills are required

Demonstrated organizational skills with strong attention to detail and the ability to multi-task in managing the logistical details of events is required

Ability to push and lift 30 pounds is required in order to move wheeled desks, chairs and supplies is required

Ability to multi-task and meet deadlines is required Food and beverage vendor management experience is preferred

Experience utilizing conference center/meeting room reservation systems is preferred

Commitment to the YMCA character development values of caring, honesty, respect and responsibility is required

HOW TO APPLY: Apply Online:

https://workforcenow.adp.com/jobs/apply/posting.html?client=DT4&jobId=16603&lang=en_US

Resumes until: 11/6/2014

Contact: Jennifer Boyd

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Recreation Leader (Year Round- Part Time) Job ID: 1767

Closing Date: 11/11/14

Recreation/Recreation Leader

Date Posted: 10/28/2014

Location: Washington Park

Region: South

(a year-round, part-time position)

THIS POSITION IS BUDGETED UP TO 23 HOURS A WEEK.

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt

SALARY: \$12.17 per hour

Apply online at

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

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