



**Job Title: Administrative Assistant II - Opt H7**

Agency: Human Services

Closing Date/Time: Tue. 11/26/13 5:00 PM Central Time

Salary: \$42.17 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-76875-PS CONTRACT

Description of Duties/Essential Functions Benefits Supplemental Questions

**\*THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION\***

The Partnerships for Success (PFS) Project Coordinator will assist with day-to day management of the project. The Project Coordinator will serve primarily contact for sub-recipients and provide support to the sub-recipients. Oversight of the Partnerships for Success sub-recipients implementation of work plans to address underage drinking. Ensuring providers are using the strategic prevention framework, using evidence-based environmental strategies and the logic models are logical and appropriate.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of a bachelors degree. Requires a minimum of three years experience. Field of substance abuse prevention, knowledge and experience in using the Strategic Prevention Framework and environmental evidence-based prevention. Requires excellent oral and written communication and facilitation skills.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT:

FY'14 (JULY 1, 2013 - JUNE 30, 2014) 680 HOURS x \$42.17/hr

IL Dept of Human Services

Office of Family & Community Services 401 S Clinton Chicago, Illinois

BIDDING CONTACT: DHS, Division of Family & Community Services

ATTN: Kim Fornero, Bureau Chief 401 S Clinton, 4th Floor Chicago, Illinois 60607

HOW TO APPLY:

INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

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**Job Title: Executive I - Opt H7**

Agency: Human Services

Closing Date/Time: Tue. 11/26/13 5:00 PM Central Time

Salary: \$35.09 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-76874-PS CONTRACT

**\*THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION\***

This individual will be the Business Process Specialist, part of the team executing the Ford Foundation/Urban Institute Work Support Strategies Grant. This individual will serve as a technical expert regarding business process design and implementation of new processes in local offices, and will assist with the statewide effort to re-engineer business processes in the offices around the state providing core benefits to working families.

**Minimum Requirements:**

Requirements include a Bachelor's degree or higher; a minimum of four years experience in policy and/or program administration and/or business process design or re-engineering skills. Knowledge of and familiarity with the SNAP, medical assistance and Child Care programs that are the focus of this grant, and /or experience working with other programs and benefit delivery models; superior oral and written communication skills; the ability to work independently and well with others; Experience with business process changes, industrial engineering and/or industrial design.

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

**TERM OF CONTRACT:**

FY'14 (JULY 1, 2013 - JUNE 30, 2014) 1222.5 HOURS x \$35.09/hr

IL Dept of Human Services

Office of Family & Community Services 401 S Clinton Chicago, Illinois

**BIDDING CONTACT:** DHS, Division of Family & Community Services

**ATTN:** Alicia Huguélet 401 S Clinton, 3rd Floor Chicago, Illinois 60607

**HOW TO APPLY:**

**INTERESTED APPLICANTS MUST SUBMIT A CMS100 EMPLOYMENT APPLICATION, INCLUDING THE POSTING ID TO THE CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.**

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**Job Title: Forensic Science Administrator II**

Agency: State Police

Closing Date/Time: Wed. 11/27/13 5:00 PM Central Time

Salary: \$6,696.00 - \$9,960.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: 21-31-ISP13-094

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction as an Assistant Deputy Laboratory Director, performs technical and supervisory duties as a policy implementing manager of the Forensic Science Center at Chicago (FSC-C) Evidence Control Center (ECC) section. Supervises subordinate staff; monitors work activities of the ECC, and coordinates all activities as it relates to the computer Aided Laboratory Management System (CALMS).

**Minimum Requirements:**

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological natural, physical, or forensic sciences or related disciplines.

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

Work Hours: 8:30am – 5:00pm Monday – Friday

Work Location: Illinois State Police Forensic Science Center at Chicago  
1941 West Roosevelt Road Chicago, IL 60608-1248

Agency Contact: Wanda Kieft-Flood  
Public Safety Shared Services Center

IDOC 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).

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## **Usher**

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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## **Supervisor**

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast  
Maintain facilities that are clean, safe and in good repair

Provide an experience that is comfortable, distraction-free and picture-perfect  
Serve fresh, appetizing and properly prepared food and beverages

Assist with other functions as instructed by the General Manager  
Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

Proven supervisory experience with effective managerial and training skills  
Persuasive written and oral communication skills along with strong analytical skills  
Ability to effectively delegate and follow up with booth crew members  
Proficient guest service, administrative and follow-up skills

Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners  
Ability to consistently meet deadlines in a timely fashion  
Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too.

We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>.

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### **Facility Maintenance Manager**

As an AMC facility maintenance manager you'll ensure the best possible out-of-home entertainment experience available. That's what we do. We're AMC®, and we're one of the largest entertainment companies in the world. You'll make daily, weekly and monthly inspections of the theatre that could result in routine maintenance and repairs. What exactly do we mean by "routine"? Painting, carpentry and plumbing to name a few tasks. Plus fixing concession equipment, seats and any related building components. You'll also train the theatre's facility assistant, who helps you with these duties. Sound hands on? It is. And if that's the way you like it, check out your soon-to-be responsibilities:

Develop routine systems to guarantee constant monitoring of critical areas in theatre  
Complete necessary repairs and schedule any repairs with vendors as needed  
Report facility problems that can't be immediately repaired to the General Manager  
Provide constant attention to all safety issues, ensuring theatre emergency systems are operational through regular inspections and review of vendor maintenance contracts  
Observe, direct and follow-up with janitorial service provider about cleaning duties  
Manage the theatre's variable operating expenses for maintenance, repairs and supplies  
Uphold AMC's high standards and deliver entertaining company-wide programs  
As a facility maintenance manager at an AMC theatre, you'll also be required to demonstrate:

Solid mechanical skills and manual dexterity  
Intermediate proficiencies in building trades such as painting, wallpapering, plumbing, fixing seats and repairing equipment  
Excellent written and oral communication skills to clearly describe building issues to supervisors/colleagues  
Extreme attention to detail to perform and document facility inspections  
Proficient guest service, administrative and follow-up skills  
Safe use of all cleaning materials in the theatre  
Experience safely completing tasks with tools, ladders and lifts  
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/facility-maintenance-manager>. You could end up working in show business.

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**Job Title: Human Resources Specialist**

Agency: Human Services

Closing Date/Time: Mon. 12/02/13 4:59 PM Central Time

Salary: \$2,674.00 - \$6,488.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10/79-13/57

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Hospital Administrator, serves as the facility's Labor Relations Administrator, EEO/AA Officer and ADA Coordinator. Verifies facility compliance with Labor contracts, labor laws, grievance procedures, CMS rules and regulations and all applicable facility policies and procedures.

**Minimum Requirements:**

Requires knowledge, skills and mental development equivalent to completion of four years of college and two years of professional human resources experience. Requires knowledge of Illinois labor laws, Department of Human Rights procedures, EEOC procedures, Personnel Code, Rules, Collective Bargaining Contract Civil Rights Act and all applicable guidelines. Requires extensive knowledge of the framing of correspondence and reports with grammatical correctness. Requires basic computer programs and their application use.

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

Chicago Read Mental Health Center Monday-Friday 8am-4pm

CONTACT INFORMATION: Summer Doxie Human Resource Office  
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634  
Email address: [Summer.Doxie@illinois.gov](mailto:Summer.Doxie@illinois.gov) fax 773-794-5583

**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: Health Services Investigator I, Option A - General - Opt SSA**

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 11/27/13 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DFPR 8474

Minimum Requirements: \* Requires bachelor's degree, preferably with coursework in law, government and health related fields. \* Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of state agencies; methods and procedures of office management. Requires ability to prepare written reports based upon findings of investigations to be filed with State's Attorney for prosecution or for use as a basis for license revocations proceedings by the department; recognize and gather appropriate evidentiary statements, exhibits and materials for use in prosecution of cases or disciplinary actions, maintain security during investigative activities, prepare case reports for referral to regulatory staff and/or prosecuting agencies; exercise discretion and judgment in making decisions concerning the status of cases, and recommend what action the department should initiate; applies and interprets agency policies and procedures. Requires the ability to speak and write Spanish at a colloquial skill level. Requires possession of an appropriate valid driver s license. Requires the ability to travel. \* Education and experience requirements are mandatory minimums in accordance with the Medical Practice Act of 1987 (225 ILCS 60/7 [1992]), and the Illinois Dental Practice Act (225 ILCS 25/41 [1992]).

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: DFPR/Professional Regulation /Enforcement-Health Related  
9511 Harrison Avenue Des Plaines, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702

Phone: 217-782-6239 / FAX: 217-782-9925

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 A - General

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**Job Title: Human Services Casework Manager**

Agency: Human Services

Closing Date/Time: Mon. 11/25/13 5:00 PM Central Time

Salary: \$29.28 - \$44.43 hourly; \$2,204.77 - \$3,344.77 biweekly

\$4,777.00 - \$7,247.00 monthly; \$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-92-76832

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

**Minimum Requirements:**

Requires skill, knowledge and mental development equivalent to completion of 4 years college with courses in social science or business. Requires 2 years professional supervisory experience in a public welfare agency or 3 years professional experience as a caseworker in a public welfare agency or completion of an agency sponsored management internship program. Requires thorough knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

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

Work Location: Lake County FCRC 3235 W Belvidere Rd Park City, IL 60085

Contact: Employee Services

100 S Grand Ave East, 3rd Fl Springfield, IL 62762 FAX: 217-524-3826

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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**Community Outreach Worker - DAL0000201**

Job: Communications/Marketing  
Primary Location: Daley College  
Employee Type: Full Time | Regular  
Union Code: N/A  
Job Posting: Nov 15, 2013, 11:22:00 AM

**Duties and Responsibilities**

The Advanced Manufacturing College to Careers program is headquartered at Richard J. Daley College. Serves as a community presence to meet City Colleges of Chicago strategic goals and objectives and represents the district's interest to the public. Fosters an environment in which community support objectives are viewed as a high business priority affecting the reputation and success of the District.

- Conducts one-on-one interviews with active Community-Based Organizations (CBOs) and Faith-Based Organizations (FBOs), and community leaders that serve within the assigned college region identified by the District Director. Maintains positive relationships with the same.
- Represents the City Colleges of Chicago with branded material in various non-profit community organizations' functions related to charitable or community-based activities.
- Develops and maintains a contact database for the department.
- Works with the District Director to implement community affairs relations and create partnership and support for CCC and Reinvention efforts.
- Recommends to District Director community events relevant to meeting CCC goals and objectives.
- Identifies opportunities to achieve community support and meet City Colleges of Chicago objectives, and refers potential opportunities to the District Director.
- Performs other duties as assigned.

**Qualifications**

- A Bachelor's degree in Community Relations or related field required. A combination of education and professional work experience may be considered at the discretion of management.
- One to three years demonstrated experience in a college or university setting, non-profit service organization or the private sector related to community relations or one to three years of experience developing community relationships.
- A high level of personal skills is required to make persuasive presentations to individuals or groups and to deal effectively with people from all segments of the community.
- Ability to initiate, develop and maintain mission-productive relationships with internal and external constituents.
- Strong verbal and written communication skills to communicate with individuals from diverse socioeconomic backgrounds both within the organization and with external funding agencies. Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.
- Computer proficiency.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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**Job Title: Occupational Therapist**

Agency: Human Services

Closing Date/Time: Mon. 11/25/13 4:00 PM Central Time

Salary: \$4,253.00 - \$6,373.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 4

Plan/BU: RC063

Bid ID#: EMHC-13-3001

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Director of Rehabilitation Services, provides occupational therapy assessments, treatment, discharge planning and consultation to patients based on identified needs; serves as consultant, both facility-wide and within the community, regarding occupational therapy issues, treatments, techniques and equipment

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in Occupational Therapy from a recognized school and requires licensure as an Occupational Therapist by the Illinois Department of Professional Regulations.

Work Hours & Location/Agency Contact: Shift: To Be Determined

Location: Elgin Mental Health Center; Forensic Treatment Program

**CONTACT INFORMATION:**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Phone: 847-742-1040, ext 2060; Fax: 847-429-4933

**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: Pharmacy Technician**

Agency: Human Services

Closing Date/Time: Wed. 12/04/13 5:00 PM Central Time

Salary: \$2,798.00 - \$3,840.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-76925

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of a registered pharmacist, assist in dispensing medications; receives cassettes and send cassettes from/to Madden Mental Health Center; review prescriptions, enters prescription data in the computer; completes logs and reports; performs simple stock keeping and housekeeping duties. Performs duties in accordance with applicable HCFA, Public Health, JCAHO, DHS and Chicago Read Mental Health Center rules and procedures as well as other applicable laws and regulations.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of 4 years of high school. Requires Illinois certification as a certified pharmacy technician. Must be at least 18 years of age.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday  
Chicago Read-Mental Health Center / Pharmacy & Clinical Support Services  
4200 North Oak Park Avenue Chicago, IL

**BIDDING CONTACT: DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL**  
ATTN: KRIS TAPOCIK  
100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762  
FAX: (217) 524 3385

**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: Support Service Worker**

Agency: Human Services

Closing Date/Time: Mon. 11/25/13 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-77073

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

Work Hours & Location/Agency Contact: Monday –Friday 8:00 AM -4:30 PM  
WORK LOCATION Elisabeth Ludeman Center  
114 North Orchard Drive Park Forest, IL 60466  
CONTACT PERSON: Alice M. Chambers / Human Resources Representative  
Elisabeth Ludeman Center  
114 North Orchard Drive Park Forest, IL 60466 708-283-3015

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

Agency: Human Services

Closing Date/Time: Mon. 11/25/13 5:00 PM Central Time

Salary: \$3,172.00 - \$4,042.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-72-77074

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, serves as shift coordinator and lead worker to lower dietary staff on assigned shift. Coordinates Dietary activities such as food preparation, cleaning, receiving and storing of food items. Completes daily time sheets, schedules work assignments and prepares weekly delivery schedules of perishable supplies. Assigns and reviews work; provides guidance and training to assigned staff; advises immediate supervisor regarding performance of staff. Monitors scheduled benefit time to verify enough staff are present to maintain workload.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of High School. Requires two years of experience, such as could be gained at the Support Service Provider level in one of the support service functional areas to which assigned. Requires possession of a valid Illinois Food Service Sanitation Certification.

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

Work Hours: Rotating Week Days off & Every third weekend off 6:00 a.m. to 2:00 p.m.

Work Location: Ludeman Center / Dietary Department

114 North Orchard Drive Park Forest, IL 60466

Agency Contact: Alice M. Chambers / Human Resources Representative

114 N. Orchard Dr., Bldg. #60 Park Forest, IL 60466 (708) 283-3015

**How to Apply:**

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**Job Title: Refrigeration Technician**

Requisition Number: 28034

Job Category - Department: Technicians/Service Employees

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 0%

Work City: Saint Charles

Work State: Illinois

Work Zip: 60174

**Position Description:** This is a Master level Diesel Mechanic position which is responsible for diagnosing and repairing medium to heavy-duty refrigerated trucks and trailers under minimal supervision. Repairs will include Preventative Maintenance inspections and repairs, air and hydraulic brake repairs, tire repairs, warranty procedures, driveline, steering & suspension, electrical trouble-shooting, AC, refrigeration, overhauls, overhauls & rebuilds of engines and transmissions, plus other duties as assigned.

**Requirements:** •18 years of age or older. •Must be able to read codes and instructions on the computer. •Must be able to document repairs on the computer.

**Additional Requirements:** •High School Diploma or GED equivalent preferred. •Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications. •5 years of proven medium to heavy-duty vehicle repair including: PM's, tire & wheel, air & hydraulic brakes, diagnosis, computerized diagnostics, electrical trouble-shooting, electronic component repair and a minimum of 2 years experience in refrigeration &/or overhauls and rebuilds of heavy-duty diesel engines and transmissions. •Prefer certifications in tire & wheel, brakes, AC &/or EPA, engine rebuild, DOT inspections, transmissions, engines. •Must possess at minimum a set of hand tools up to (3/4"). •Ability to work flexible schedules including shift work, weekends, holidays and on-call rotations for roadside assistance. •5+ years work experience post completion of trade qualification. •Experience of Thermo King Magnum Plus Reefers, Thermo King V500 & V700 Max Spectrum Refrigeration units. •Strong verbal & documentation skills. •Dependable, responsible team player with a positive attitude. •Experience in Carrier Ultima and Supra a plus. •Familiar with Thermo King Wintac. •Certified in CFC 608. •CDL license required.

**Internal Candidates:** Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork.  
**Responsibilities:** Will diagnose and repair medium to heavy-duty trucks and trailers.

Apply online at <http://www.ryder.com/career/opportunities/technicians.aspx>

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Job Self Storage

Primary Location: Illinois-Chicago-North Suburban-Lincolnwood

Schedule Full-time

**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 (1) 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 any day of the week from 9:30am to 6pm any day of the week, possibly 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

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**Job Title: Diesel Mechanic / Supervisor**

Requisition Number: 27210

Job Category - Department: Technicians/Service Employees

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 0%

Work City: Bensenville

Work State: Illinois

Work Zip: 60106

**Position Description:** This is a Shift Leader position assisting the Service Manager. The TIC will be responsible for scheduling, planning & assigning work to the Technicians and Service employees under their direction while ensuring quality of work produced and compliance with all Safety and EPA rules and regulations.

**Requirements:** •18 years of age or older

- Must be able to read codes and instructions on the computer
- Must have computer experience in Microsoft Word, Microsoft Excel, internet and other related Maintenance computerized programs in order to create reports or communicate with customers, vendors and company representatives

**Additional Requirements:** •High School Diploma or GED equivalent preferred

- Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications
- Must meet at minimum Tech II up to Tech IV qualifications plus a minimum of 6 months supervisory or training experience
- Ability to work flexible schedules including shift work, weekends, holidays and on-call rotations for roadside assistance
- Must be proficient in SMO, SBT, payroll system, warranty recovery and employee handbook
- Must have a thorough understanding of Unit utilization procedures

**Internal Candidates:** Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork.

**Responsibilities:** Responsible for assisting and training Technicians as needed, providing customer service to the daily customers, and giving feedback to the Service Manager on the performance of employees for appraisal or disciplinary purposes. In addition, the Technician in Charge may also oversee parts distribution & inventory, shop reporting, warranty recovery, unit tracking, payroll administration and other duties assigned by the Supervisor/Manager.

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**Job Title: Technical Manager I Northern Recruitment Specialist**

Agency: Transportation

Closing Date/Time: Wed. 12/04/13 4:30 PM Central Time

Salary: \$3,530.00 - \$6,270.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#37521

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

This position performs research, monitoring, outreach, development of marketing material and review of applications for various recruitment initiatives and programs. This position assists the Recruitment Unit Manager in the implementation of diversity recruitment and outreach programs and initiatives under direction of the Chief of Diversity Recruitment and Outreach.

Minimum Requirements: The following criteria is required:

- Valid driver's license
- Statewide and possible out-of-state travel with occasional overnight travel

The following criteria is desired:

- Knowledge, skill, and mental development equal to completion of four years of college preferably with major course work in marketing, communications, psychology; or equivalent combination of experience and training
- Ability to maintain harmonious relationships with employees, agency officials, colleges and universities and the general public
- Ability to maintain confidentiality
- Working knowledge of office procedures relative to IDOT recruitment processes and systems
- Strong oral and written communication skills

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

Office of the Secretary/Diversity Recruitment and Outreach

100 W Randolph St. Suite 6-600, Chicago, IL

8:00 am – 4:30 pm / Monday – Friday

\*Evenings, weekends and travel (in-state and out of state) will be required

How to Apply: Technical Applications (PM 1080) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by Wednesday, December 4, 2013, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews. To obtain an IDOT Technical application visit: <http://www.dot.il.gov/techapp/COvacancy.html>

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:  
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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 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: Veterans Nursing Assistant - Certified - PART-TIME**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$2,893.00 - \$4,043.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-76475-2W2-PT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs; prepares and maintains records and reports. Performs routine cleaning and organization of resident units and equipment including: storage areas, beds, closets, bedside tables and furnishings.

Minimum Requirements: In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing." Requires working knowledge of principles or accurate observation and recording; usage, cleaning and storage of equipment; safety rules for transferring residents and utilization of good body mechanics. Requires ability to follow written and oral instructions from licensed personnel; to complete work assignments including required flow sheets and documentation; to maintain courteous, cooperative relationships with residents, families, visitors and staff.

Work Hours & Location/Agency Contact: 3:00pm-11:00pm -PART-TIME: 24 Hrs per wk  
Work: Saturday, Sunday and Thursday  
Off: Monday, Tuesday, Wednesday and Friday  
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950  
Contact: Jeri Gulli Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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