



Servicer

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Maintain bulletins, fliers and other materials on vehicles as directed.

Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Building custodial duties such as snow removal, cleaning, painting, groundkeeping, etc. as assigned. Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and possess, or be able to obtain, a valid class "B" Commercial Driver's License, have knowledge of service area and the ability to operate all Pace equipment.

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 be capable of heavy lifting.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=353

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Job Title: Public Service Administrator - Opt 8N

Agency: Human Services

Closing Date/Time: Tue. 12/10/13 4:59 PM Central Time

Salary: \$3,116.00 - \$8,301.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC063

Bid ID#: 10/79-13/58

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Associate Director of Nursing conforms with professional standards and practices, hospital and DHS policies and procedures, JCAHO and CMS standards. Serves as a working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day to day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in a bachelor's degree in nursing, current licensure as a Registered Nurse in the State of Illinois and three years of progressively responsible administrative experience in a public psychiatric hospital or private hospital.

Work Hours & Location/Agency Contact: Monday-Friday 7am-3pm

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

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 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 8N - Nurse Registered II

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Job Title: Rehabilitation Case Coordinator I - Opt MC

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 I OPT MC

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option MC - Manual Communicatn Skill

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Supervisor/Dispatcher

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Regional Manager, or designate, performs road supervisor and/or dispatcher duties.

Supervision encompasses all field operations including but not limited to: investigating accidents; passenger incidents; detour routing; passenger relations; vehicle breakdowns; monitoring the performance of Bus Operators.

Dispatch functions encompass supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request. Monitors, answers and generates reports off Intelligent Bus System (IBS) including operator violations.

Maintains appropriate dispatch paperwork. Answers phones and fields calls. Answer ADA calls and assist ADA as needed. Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 5 years experience in transportation. Must be at least 21 years of age and have, or be able to obtain a valid Class "B" Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions. Must possess a general knowledge of computer systems with an emphasis on Microsoft Windows applications.

The performance of these duties may be required at any time of the day and night, any day and night of the week. Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=85

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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 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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Supervisor, Technical Support

Location: South Holland

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Regional Manager, or designate, responsible for supervising the daily activities of the Technical Services Department. This is a hands-on supervisory position which requires knowledge and expertise in the repair and maintenance of electronic and mechanical equipment.

Responsible for scheduling daily assignments, training technicians, developing procedures, planning projects and overseeing the projects which involve Technical Services.

Participate in project meetings, contract preparation, writing the scope of work for contracts, and review contract adherence of contractors work. Other duties as assigned.

Qualifications:

Qualified candidate must have at least 10 years experience in the repair and maintenance of electronic and electro-mechanical equipment with proven instructional performance.

Candidate should be well versed in all areas of equipment repair, and have a sound knowledge of test equipment development and fabrication. Must possess; good written and verbal communication skills, have extensive knowledge of electronics across all platforms with strong mechanical aptitude and abilities, supervisory ability, excellent interpersonal skills, ability to make sound, accurate decisions when diagnosing problems.

Must possess excellent knowledge of computers, networking, and be proficient in Microsoft Windows applications. The performance of these duties may be required at any time of the day and night, any day and night of the week. Previous supervisory experience preferred. Qualified candidate must have a good work history. Must possess a valid Class "D" Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=651

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Job Title: Staff Development Specialist I

Agency: Human Services

Closing Date/Time: Fri. 12/06/13 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-11-72366

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, participates in the design, development and delivery of training programs to DHS staff. Organizes and participates in the development of training procedure manuals, guidelines and course materials. Utilizes on-line learning tools, various software programs and computer-based communication strategies to assist with developing and delivering training. Provides training to support creating a positive organizational culture, i.e., human resource planning, leadership development team building, enhancing morale and individual/group performance enhancement. Designs and provides training focusing on content to accommodate diverse learning styles to fit the face and style of the human services field. Maintains liaison relationship with other department divisions, administrators and interest groups. Travels statewide to conduct training.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in quantitative measures, educational methods, psychology of individuals, organizational or group behavior or related fields. **REQUIRES TWO YEARS OF EXPERIENCE IN DELIVERY OF TRAINING PROGRAMS.** Requires the ability to travel.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
OHR, Bureau of Training & Development 401 S. Clinton, 3rd floor 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 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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Office Coordinator - \$30K

Trek Freight Services, LLC Chicagoland Area, IL 11/22/2013

Base Pay \$30,000.00 /Year

Employment Type Full-Time

Job Type Admin - Clerical, Customer Service, Accounting

Education High School

Experience 2 years

Manages Others No

Job Requirements

Accounting Coordination •Prepare vendor invoices for payment and customer invoices for delivery using proprietary database software. •Identify invoices that are not routine and take the necessary steps to resolve or escalate when appropriate. •Respond to all customer inquiries, internal and external, regarding issues related to freight payment.

Office Coordination •Greet all visitors and coordinate with staff to ensure that all visitors are directed to their hosts in a timely manner. •Order office, kitchen, and equipment supplies and establish an ordering procedure for office staff to request these and other items/materials. Maintain contact with outside contractors; communicate with vendors and suppliers to obtain competitive prices for supplies and office support resources.

•Handle shipments of all outbound parcels and establish packing tracking procedure for office; ensure proper shipping supplies are available; receive and deliver packages to recipient. Manage mail services. •Performs other related duties as assigned.

Facility Coordination •Ensure office is kept clean, liaison with custodial contractor and landlord on issues and additional services.

Successful candidate will possess: •Strong written and verbal communication with an emphasis on prompt, friendly communications. •MUST be Proficient in Microsoft Excel and Word •Flexibility and openness to work on a variety of assignments
•Ability to think critically, pay attention to detail, and enter data accurately.
•Provide and maintain a high level of customer service both internally and externally.

Trek Freight Perks: •Paid pto/holidays •BCBS health insurance •Principal dental insurance •Casual dress code •401(K) match •Discounted XSPORT membership
•Company sponsored sports teams

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?sc_cmp1=js_jrp_jobclik&APath=2.21.0.0.0&job_id=JHS0XL6XY562M5M0YJM&showNewJDP=yes&IPath=ILKGV1I

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Job Title: Support Service Worker

Agency: Human Services

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

Salary: \$15.87 - \$19.48 hourly

\$1,269.43 - \$1,558.16 biweekly

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

\$33,132.00 - \$40,668.00 annually

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 12/047

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Dietary Manager, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact:

Dietary Department Day/Evening Shift

Valarie Laird/Human Resources

Madden Mental Health Center

1200 S. First Ave Hines, IL. 60141

Fax# 708-338-7078

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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Senior Programmer Analyst

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, Systems and Procedures, designs and creates functional systems, enhancements, reports, conversions and interfaces to meet user requirements.

Provides production support. Tests and implements functional systems and enhancements. Assesses user requirements, business processes and business rules and develops functional and technical specifications for lower and higher complexity projects.

Determines the technical and operational feasibility of solutions as well as the business value that the solution will provide. Understands and complies with all MIS standards. Conducts quality assurance and post-implementation reviews.

Conducts user and technical support training. Other duties as assigned or required and on call 24/7.

Qualifications:

Bachelor's Degree in Computer Science or related field preferred and three to five years of previous programmer analyst experience, developing and supporting applications utilizing various languages and tools including SQL, VB.NET, C#.NET, MS Visual Studio, Oracle Development Tools, and HTML.

Platform experience required in UNIX/Windows/Linux servers to enable the use of the above. A considerable working knowledge or experience in MS Project, MS Excel and reporting tools such as Crystal Reports, Oracles Discoverer and BI Publisher. Hands on experience in Software Design, Software Debugging, Software Documentation, Software Testing, Software Maintenance, Query Performance Tuning, Software Architecture, Coaching, the Software Development Process and Software Requirements building and diagramming Business Processes. Must be proficient in computer word processing programs to the extent required by specific job functions, and must be prepared to write project briefs and documents related to job duties. Work is performed in a normal office environment.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=403

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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CSPD TECHNICIAN II

West Suburban Medical Center - Oak Park, Illinois

Wednesday, November 20, 2013

215154

Sterile Processing

Reporting to Manager of Sterile Processing or designee and under general supervision the Central Sterile Processing Technician performs according to specific procedures including but not limited to duties associated with receiving, reprocessing and distributing and storing surgical case carts as well as other supplies and equipment used in direct patient care.

JOB SPECIFICATIONS: Certification in Sterile Processing from an accredited program must have certification 6 months after hire date.

Previous sterile processing experience is preferred, employees that have completed an accredited sterile processing program will receive on the job training.

Completion of a High School Diploma or it's equivalent.

The ability to identify and learn cleaning/sterilization techniques for a wide variety of surgical items and the composition of various surgical trays/case carts.

The interpersonal skills necessary to communicate with staff and personnel in other departments.

The physical ability required to constant standing and walking.

The physical ability necessary to lift light to moderate weights and to push moderately heavy carts.

Must be a high school graduate or hold a equivalent must have knowledge of hospital equipment, supplies, surgical instrumentation and medical terminology

Making case carts for daily surgical cases correctly and efficient. Add-on cases as well.

Must be a clear communicator both verbally and written.

Basic computer skills highly desired

Apply online at <http://jobs.westsubmc.com/jobs/924655-CSPD-TECHNICIAN-II.aspx>

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

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Job Title: Office Clerk - Opt SS1

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: B-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to speak, write, and read Spanish.

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 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 SS1 - Spanish Speaking/General

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Job Title: Office Clerk - Opt SS2

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: D-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM. Requires ability to speak, write and read Spanish.

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 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 SS2 - Spanish Speaking/Typing

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Certified Nursing Assistant

West Suburban Medical Center - Oak Park, Illinois

Wednesday, November 20, 2013

814436

PCU

* The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester of clinical completed in an RN program accepted in its place of CNA certification.

Apply online at <http://jobs.westsubmc.com/jobs/924652-Certified-Nursing-Assistant.aspx>

ULTRASOUND TECH

West Suburban Medical Center - River Forest, Illinois

Tuesday, November 19, 2013

712972

Breast Care Center River Forest

*Reporting to the Practice Manager and under the general supervision of a radiologist takes ultrasound scans of various parts and systems of the body to assist physicians in the diagnosis of medical disorders. Performs related clerical and service duties and assists in teaching medical students and other monographers. Registered by the Registered Diagnostic Medical Sonographer, or registry eligible. 1 to two 2 years of training and experience in Ultrasonography techniques and procedures. Current CPR certification.

Completion of an AMA approved Ultrasonography training program equivalent to two (2) years of college which included course work in anatomy and physiology or Completion of an AMA approved Ultrasonography training program equivalent to 1 year of college after receiving a degree in Radiologic Technology, Nuclear Medicine or Nursing. Registered sonographer, by the RDMS, in two areas, OB/GYN or ABD, have RDMS and RVT.CPR Certified

Apply online at <http://jobs.westsubmc.com/jobs/924043-ULTRASOUND-TECH.aspx>

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Job Title: Retail Sales Associate

Job Location: Chicago
Reference Code: 13017729CBP
Company: T-Mobile – Retail

RESPONSIBILITIES

As a Retail Sales Associate you are responsible for building effective working relationships, making sound decisions, successfully making changes, initiating action and achieving results.

As a Retail Sales Associate, you'll be asked to:

- Build customer confidence of customers by making the store experience interactive, engaging and reassuring.

- Maximize customer experience by "solving the whole problem" (as opposed to pushing products).

- Maintain the visual appeal of your store.

- Make the most effective use of store displays and interactive devices for each of your customers.

- Use your time well, even when not serving customers.

- Keep abreast of the rapidly evolving T-Mobile technology.

- Develop positive customer relationships.

Job Requirements

- Previous retail or customer service-oriented experience

- Stellar problem-solving skills

- Availability for flexible scheduling

- Ability to listen carefully and actively

- Interpersonal and communication skills that enable customers to feel comfortable with our products, features, plans, and services

- Basic computer skills

- Aptitude for sensing and responding to the range of shopping types

- High School Diploma or GED required

Competitive compensation and benefits package offered

Req Number: 13017729

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&jobdid=J3G6F55WZK9XZC80GYW&sc_cmp1=js_jrp_jobclick&IPath=ILKGV1N

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Sales Representative / Automotive Sales

Job Description

Whether you are an entry level or seasoned sales representative, this is an outstanding opportunity to start a rewarding career in automotive sales. If you are motivated and driven by a culture where your pay is a by-product of your efforts, a position as a full time Sales Representative with a Chrysler Group Dealership may be for you.

Consumers and industry experts have already taken note of Chrysler's new product line-up and are forecasting increased customer demand for these great new products.

Job Description

Gain in-depth knowledge of Chrysler vehicles and differentiate them to existing and potential customers

Spend time with customers to determine their needs and discusses vehicle options

Test drive vehicles to demonstrate automotive features

Complete quotes, return email/voicemail, other administrative functions to include running credit applications and processing transaction paperwork

Support on-line customers through our eSales office

Follow up with existing and potential customers to generate leads and close sales

Automotive: Sales Representative / Automotive Sales

Job Requirements

The ideal candidate must have a strong desire to succeed. Our automotive sales representatives come from a variety of backgrounds ranging from entry level to career changers or experienced sales. Success does not hinge on precise work experience although experience in automotive sales is a huge plus.

Prior experience as a sales representative in either automotive sales, inside sales, outside sales, or retail sales. Entry level candidates without automotive sales or other sales experience are encouraged to apply.

Steady work history is required

Outgoing personality with expertise at developing relationships (i.e., a "people person")

Basic MS Office knowledge; computer software and internet proficiency

Excellent verbal/written communication, strong negotiation and presentation skills

Must possess the ability to "close"

Professional Appearance

Join our winning automotive sales team! Apply Now at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?APath=2.21.0.0.0&jobdid=JHQ1S666L61ML4ZCZJZ&sc_cmp1=js_jrp_jobclick&IPath=ILKGV0N

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Unit Secretary

West Suburban Medical Center - Oak Park, Illinois

Tuesday, November 19, 2013

527636

Emergency Department

* The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

Apply online at <http://jobs.westsubmc.com/jobs/924040-Unit-Secretary.aspx>

Storage Facility Housekeeper

U-Haul Moving Centers

U-Haul Moving & Storage of South Loop

500 W Cermak Rd

CHICAGO , IL

Description: Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility. Will sweep, vacuum and mop. Must empty waste cans and remove trash to designated trash bins. Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed. Prior cleaning service or custodial experience is preferred.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 12pm

Mon - 9am to 1pm

Tue - 8am to 12pm

Wed - 8am to 12pm

Thu - 8am to 12pm

Fri - 8am to 12pm

Sat - 8am to 12pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=123767&mode=

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Up-Town
4055 N Broadway St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment.
- Dispense propane. - Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 6am to 7pm

Mon - 6am to 7pm

Tue - 6am to 7pm

Wed - 6am to 7pm

Thu - 6am to 7pm

Fri - 6am to 7pm

Sat - 6am to 6pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=124290&mode=

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