



## **Project Coordinator, Early Learning Matters**

### **Project Description**

In partnership with Illinois Action for Children, ACT's Early Childhood Collaborative has established Austin as an Early Childhood Innovation Zone with the State of Illinois. This recognition has allowed ACT to begin work on Early Learning Matters, an initiative to recruit Austin's highest need young children (birth to age 5) to enroll in high-quality early learning (home visiting, childcare, Head Start, and Preschool) programs.

### **Position Description**

The primary role of the Project Coordinator is to manage a coordinated intake/referral process for high-need Austin families who are seeking quality early learning programs for their children. More specifically, the Project Coordinator is responsible for carrying out the following duties:

Establish and maintain strong working relationships with contact persons at pipeline partner agencies, early learning programs, and social service referral agencies

Identify and recruit high-need families with young children who are not yet enrolled in quality early learning programs

Perform intake interviews and assist participating families in selecting and enrolling in the programs that best meet their needs

Connect program participants with additional supports as necessary

Manage the coordinated intake/referral system for Innovation Zone partners

Collect and manage data and provide monthly progress reports to the Innovation Zone Manager and to the Austin Early Childhood Collaborative

### **Qualifications**

Bachelor's degree required; substantial experience in early childhood care and education, including knowledge of enrollment process for Child Care Assistance Program (CCAP), Head Start, and other family subsidy requirements preferred; demonstrated ability to build and maintain strong professional relationships; strong interest in working in close partnership with high-need families; work experience and/or close familiarity with the Austin community a plus. Applicant MUST have daily access to a reliable vehicle and must maintain appropriate auto insurance coverage.

### **Hours and Compensation**

This is a full-time salaried position with benefits. To apply, please click on the link below and submit a résumé and cover letter to: <https://austincomingtogether.org/pcelm-form/>

Application deadline: December 7th, 2015

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**Job Title: Carpenter**

Agency: Juvenile Justice  
Closing Date/Time: Wed. 12/09/15 11:59 PM Central Time  
Salary: \$7,398.48 - \$7,805.64 monthly  
\$88,781.76 - \$93,667.68 annually  
Job Type: Exempt  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: PR000  
Bid ID#: IDJJ-27-15-15-0129

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Stationary Chief Engineer, performs general carpentry work including: repairs of buildings, locks, remodeling work, installation of doors, windows, etc.; designs proposed projects and lists materials.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to eight years of elementary school. Requires experience necessary to qualify as a skilled carpenter. Requires working knowledge of tools, materials, methods, and standard practices of the trade; requires ability to instruct beginners in the trade; requires ability to direct unskilled workers. Requires skill in the use of tools and machines of the trade; requires ability to read, interpret and work from plans, simple drawings or sketches; requires ability to make simple arithmetical computations and bulk estimates of materials needed.

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

Work Hours: 7:00am - 3:30pm, variable days off  
Work Location: Illinois Youth Center - St. Charles  
3825 Campton Hills Road, St. Charles, IL 60175  
Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative  
Illinois Youth Center - St. Charles  
3825 Campton Hills Road, St. Charles, IL 60175  
630-584-0506 630-584-1014 (fax)  
[susan.swegle@dc.illinois.gov](mailto:susan.swegle@dc.illinois.gov)

**How to Apply:**

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION (VERSION 10/2014), ANY APPLICABLE LICENSURE, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE.

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**Job Title: Corrections Identification Technician**

Agency: Corrections  
Closing Date/Time: Wed. 12/09/15 4:00 PM Central Time  
Salary: \$3,994.00 - \$5,867.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC006  
Bid ID#: IDOC29-82-15-0361

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Corrections Identification Supv., participates in a program of fingerprint and photographic identification at Stateville Correctional Center; Types information on finger print cards and reports. Updates and maintains records for institutional use. Takes fingerprint of inmates and employees at the institutions. Instructs inmates assigned to Bureau of identification; monitors inmates to enforce and maintains disciplinary, safety, sanitary, security and custodial measures.

Position Number: 09801-29-82-230-31-01

Minimum Requirements:

Requires completion of an approved training program in the taking and classification of fingerprints; requires completion of an approved course in guard training within six months of employment; requires working knowledge of modern methods and procedures used in fingerprints classification and identification work; requires working knowledge of institutional rules, regulations and requirements for the control of residents; requires working knowledge of photographic techniques.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday, Tuesday, Thursday and Friday 7:00am to 3:00pm and Wednesday 1:00pm to 9:00pm - Days off are Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville CC, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 Email: [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.illinois.gov)

Phone: (815) 727-3607 extension 6693 Fax: (815) 727-0838

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

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**Job Title: Corrections Transportation Officer II**

Agency: Corrections  
Closing Date/Time: Wed. 12/09/15 4:00 PM Central Time  
Salary: \$4,422.00 - \$6,593.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC006  
Bid ID#: IDOC29-82-15-1214  
Position Number: 09872-29-82-440-32-01

**Minimum Requirements:**

Requires completion of an approved training program. Requires two (2) years of experience as a Correctional Officer, youth supervisor or experience in a related security position, including on year in a custodial transportation program or related field. Requires working knowledge of Illinois traffic laws and safety rules; Requires. Requires working knowledge of methods, transportation, and surveillance of inmates and students under custody. Requires skill in the use operation of assigned security vehicles. Requires ability to render first aid. Requires ability to properly use firearms. Requires ability to enforce rules, regulations, and requirements of the agency. Requires physical ability to perform assigned duties. Requires visual/audio acuity. Requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures. Requires valid CDL License - Class B.

Work Hours & Location/Agency Contact: WORK HOURS: 6:00am to 2:00pm Monday through Friday with days off of Saturday and Sunday. LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 6044 Email: [Diana.wysocki@doc.illinois.gov](mailto:Diana.wysocki@doc.illinois.gov)  
Phone: (815) 727-3607 extension 6693 Fax: (815) 727-0838

**How to Apply:**

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**Job Title: Employment Security Specialist I**

Agency: Employment Security  
Closing Date/Time: Tue. 12/08/15 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: RCRA 11619

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in the social sciences; or requires four years of work experience in program research evaluation or design with two of the years at the professional level.

Requires working knowledge of the appropriate provisions of the Illinois Unemployment Insurance Act and applicable State and Federal laws.

Requires knowledge of automated system capabilities within IDES. Requires the ability to travel; effectively communicate ideas, both orally and in written form; organize and analyze pertinent data; and to use a personal computer with related software programs.

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

Office Hours: 8:30 am - 5:00 pm

**Work location:**

2444 W. Lawrence  
Chicago, IL 60625

**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 Facilities Surveillance Nurse**

Agency: Public Health  
Closing Date/Time: Wed. 12/09/15 5:00 PM Central Time  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC023  
Bid ID#: IDPH 49-16-0054

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Health Facilities Surveillance Nurse Supervisor, conducts inspections, investigation and surveys of health facilities (hospitals, Ambulatory Surgical Treatment Centers (ASTCs), End Stage Renal Dialysis Centers (ESRDs), Home Health Agencies, Hospices, Health Maintenance Organizations) for compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years of professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires ability to travel/valid driver's license.

**Work Hours & Location/Agency Contact: 4 day, Tuesday - Friday**

Office of Health Care Regulation  
HealthCare Facilities & Programs  
122 S. Michigan Ave., Chicago, IL  
Office of Human Resources  
535 West Jefferson, Springfield, IL 62761  
217/785-2031 ph# 217/785-2038 fax#

**How to Apply:**

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

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**Job Title: Management Technician I Accounts Payable Management Technician**

Agency: Transportation  
Closing Date/Time: Fri. 12/11/15 4:30 PM Central Time  
Salary: \$2,580.00 - \$4,735.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 4  
Bid ID#: IPR#40678

Description of Duties/Essential Functions Benefits Supplemental Questions  
This position is responsible for processing specific purchase invoices in response to the district bureaus requirements and processing of Court of Claims requests from various vendors. The position coordinates a timely and accurate flow of invoice processing which allows the district to effectively utilize its budget resources to sustain its daily operations. The position coordinates the orderly workflow for the Accounts Payable Unit. The position is also responsible for the prompt processing of Court of Claims requests from vendors due to lapsed appropriations

Minimum Requirements: The following criteria is desired:  
Knowledge, skill and mental development equivalent to completion of two years of college preferably with major courses in business, accounting, public finance, public administration, bookkeeping and math. Two years' experience in performing a variety of activities of a business nature. Strong mathematical aptitude. Knowledge of general bookkeeping practices and procedures as they relate to accounts payable. Problem solving and sound judgment making abilities. Familiarity with computers and above average data entry skills

Work Hrs & Location/Agency Contact: 8:00 am – 4:15 pm / Mon – Fri (45 min lunch)  
Highways/Region One/District One/Bureau of Administrative Services/ 201 W. Center Court, Schaumburg, IL

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 Friday, December 11, 2015, 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 download the Technical Application and to view the entire position description please visit:  
<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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## **CLINICAL AIDE- Transportation- Saint Francis Hospital**

Date: Nov 30, 2015

Company: Presence Health

Requisition ID: 7568

Location: Presence St Francis Hosp

Location Address: 355 Ridge Avenue, Evanston, IL 60202 United States (US)

Daily Hours: 8

Standard Hours: 12

Employment Status: Part-time

Employment Type: Regular

Shift: Rotating

FLSA: N

**SUMMARY:** The Clinical Aide provides safe and efficient transportation of hospital patients and materials throughout the hospitals. 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.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists in transport of patients, ambulatory or non-ambulatory, via wheelchair or stretcher. Ensures patients comfort while in the process of transportation.
- Verifies assignment information with dispatcher/supervisor and verifies patient's by two step identification process. Maintains documents relating to transporting of patients (x-rays and charts) and support equipment (IV's, oxygen, walkers).
- Processes and distributes mail and other interdepartmental communication or materials as designated by the supervisor.
- Follows all infection control and isolation procedures as designated by the hospital or department policies and assumes responsibility for the cleaning of department equipment.
- Obtains and maintains proper transportation of equipment as designed by dispatcher and reports malfunction or unsafe equipment to supervisor.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or equivalent required.

**Certificates, Licenses, Registrations:** CPR certification required.

Apply online at <https://jobs.presencehealth.org/job/Evanston-CLINICAL-AIDE-Transportation-Saint-Francis-Hospital-IL-60202/312183400/>

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## **COORDINATOR, CLINICAL NURSING**

Date: Nov 29, 2015

Location: Chicago, IL, US, 60631

Company: Presence Health

Requisition ID: 3313

Location: Presence Resurrection Med

Location Address: 7435 West Talcott, Chicago, IL 60631 United States (US)

Daily Hours: 8 Standard Hours: 40

Employment Status: Full-time Employment Type: Regular

Shift: Day

FLSA: E

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Ensures that all patient rooms are prepared for office visits. Confirms that all clinical staff properly obtain medical history, vital signs, including blood pressure, height and weight; and accurately and legibly provide documentation in the medical record. Educates patients on required pre-surgery and/or pre-test preparation. Performs a variety of laboratory procedures, including but not limited to finger-stick glucose, venipuncture, EKGs, urine dipsticks, throat cultures. Logs tests and controls and accurately documents in the medical records. Assists physician with physical exams, minor surgical procedures and treatments, such as dressings and ear irrigations. Ensures that the clinical staff follow physician orders and administer injections using aseptic technique. Certifies that the clinical staff receive, organize, and maintain secure storage of medicine samples provided by pharmaceutical representatives. Checks sample medications for expiration dates, and maintain dispensing records. Verifies that clinical staff properly sterilize equipment at site or prepare equipment for transfer to another facility for sterilization.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In certain medical offices, incumbent may need to be bilingual.

**Education and/or Experience :** Graduate of an accredited nursing program required. Minimum three years of experience as a lead nurse in a physician's office required. Seven years of experience is preferred.

**Computer Skills:** Certificates, Licenses, Registrations. Registered Nurse with a current Illinois License required. BLS certification required.

Apply online at <https://jobs.presencehealth.org/job/Chicago-COORDINATOR%2C-CLINICAL-NURSING-IL-60631/300548200/>

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**CERTIFIED NURSING ASSISTANT - Telemetry (PSJMC - Joliet)**

Date: Nov 29, 2015

Location: Joliet, IL, US, 60435-8200

Company: Presence Health

Requisition ID: 7250

Location: Presence St Joseph Med Joliet

Location Address: 333 Madison Street, Joliet, IL 60435-8200 United States (US)

Daily Hours: 12

Standard Hours: 36

Employment Status: Full-time

Employment Type: Regular

Shift: Night

FLSA: N

**SUMMARY**

Assist in the delivery of direct nursing care as appropriate to meet the needs of the clinical area, unit and/or department, and according to established policies and procedures.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or GED

**Computer Skills**

Knowledge of Microsoft Word and Excel

**Certificates, Licenses, Registrations**

Certified Nurse Assistant Program certification

CPR Certification

Apply online at <https://jobs.presencehealth.org/job/Joliet-CERTIFIED-NURSING-ASSISTANT-Telemetry-%28PSJMC-Joliet%29-IL-60435-8200/312079400/>

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**Part Time Seasonal Position(All Star After School)(Job Number: 150003ID)**  
*West Side-1840 West Ohio Street (Mancel Talcott School)*

Description

Temporary Part Time Seasonal Roles

The Chicago Public Schools utilizes temporary part-time seasonal support in school-based, network and central office positions.

Duties are identified by the hiring manager following the application process. Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

- \* Office Support
- \* Duties related to opening and closing out the school day.
- \* Data entry, filing, answering phones and other various clerical duties
- \* Duties associated with supporting overall school operations

Physical Requirements

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

Our vision is that Every Chicago Public Schools student in every neighborhood will be engaged in rigorous, well-rounded instructional program and will graduate prepared for success in college, career and life.

Join us and help make this vision a reality.

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

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**Lunchroom Attendant (Lunchroom Services)(Job Number: P032254)**  
*South Side-7736 South Burnham Avenue (Myra Bradwell Schl of Excellence)*

Description

CHARACTERISTICS OF THE CLASS: Under immediate supervision, assists in the preparation and serving of food and the sanitation of food service facilities and equipment; and performs related duties as required.

ESSENTIAL FUNCTIONS: Opens cans and packages, washes, peels, cuts, chops, mixes, weighs and portions ingredients; sets up and restocks steam tables, counters, and canteen; washes pots, pans, trays, dishes, and utensils; cleans and sanitizes counter tops, work areas, storage areas, and various food service equipment; assists with placing food items in proper storage areas; serves food to customers using proper utensils and in correct portions; follows departmental personal hygiene requirements; operates food service equipment in accordance with established safety practices and policies.

MINIMUM QUALIFICATIONS:

Training and Experience. Willingness and ability to perform the duties of the position. Knowledge, Abilities, and Skill.

Knowledge of routine kitchen sanitary principles and practices, working knowledge of kitchen utensils and basic food service equipment.

Ability to follow oral and written instructions.

Basic skill in the use of kitchen utensils and basic food service equipment.

Physical Requirements. Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

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

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**Temporary School Counselor (Job Number: 1500311)**

*South Side-6940 South Merrill Avenue (Isabell C O'Keeffe School)*

**Description**

Under the direction of the school principal the elementary school counselor provides support in the school environment with duties and responsibilities that include but are not limited to the following:

**PRIMARY FUNCTIONS**

- Formulating and instituting a comprehensive developmental school counseling program to assist students in developing realistic goals, positive self-images and an awareness of future academic, vocational and career opportunities.
- Implementing articulation and orientation activities to provide for the smooth transition of students from grade to grade and from school to school.
- Coordinating and organizing student assessment procedures, including but not limited to the citywide testing program, to provide information that can be used to improve the quality of the instructional program and provide insight and direction for the individual student in terms of educational and vocational decisions.
- Providing students with a career awareness and education program to help students realize vocational life is determined by a succession of choices beginning with school.
- Providing individual and group interventions to reveal student attitudes, feelings, interests, problems, available options and possible consequences to specific decisions to help students be successful in self-directed decision-making.
- Developing appropriate referral and resource services to assist students in utilizing both school and community resources to develop interests, skills, and opportunities.

**MINIMUM QUALIFICATIONS**

All Teachers and Counselors new to the district are required to successfully complete the CPS Teacher Quality Pool. Individuals not in the Pool will not be eligible for hire. Information on this requirement is available on the CPS Careers page.

Applicants must have been awarded from an accredited college or university a master's degree in guidance and counseling or a master's degree for completion of an approved program in guidance consisting of 48 semester hours of coursework. Applicants must also hold a valid Type 73 State of Illinois School Service Personnel Certificate with an Endorsement Guidance. (Note: Certificate(s) must show a current registration date.)

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

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## **Part-Time Aide (Job Number: 150002JK)**

*Central Office*

Description  
Part-Time Aides

### OVERVIEW

Position can be used to assist with the supervision of students during non-instructional activities before, during, and/or after the school day. Part-Time Aides can work for the school, but for no longer than 3.75 hours each day.

### DUTIES OF PART-TIME AIDES

Some examples of duties that can be performed by Part-Time Aides include assisting with supervision of students:

- During lunch and/or recess period(s)
- During study halls (to only be held during non-instructional minutes)
- During in-school suspensions
- During student entry/exit
- In and around the school building

Part-Time Aides cannot take on the duties of other clearly defined school-based positions, including but not limited to teacher's assistants, instructional assistants, special education classroom assistants, children's welfare attendants, security guards or aides, clerks, etc.

### QUALIFICATIONS

Part-Time Aides must have the following qualifications:

- High school degree or GED equivalent (required)
- One year of experience in the supervision of children in an organized setting (preferred)
- Ability to work with and for school children
- Ability to follow written and oral instructions
- Ability to learn and follow school and district policies, procedures, and expectations.

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

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**School Counselor (Temporary)(Job Number: 15000315)**

*West Side-4127 West Hirsch Street (Alfred Nobel School)*

Description

Under the direction of the school principal the elementary school counselor provides support in the school environment with duties and responsibilities that include but are not limited to the following:

PRIMARY FUNCTIONS

- Formulating and instituting a comprehensive developmental school counseling program to assist students in developing realistic goals, positive self-images and an awareness of future academic, vocational and career opportunities.
- Implementing articulation and orientation activities to provide for the smooth transition of students from grade to grade and from school to school.
- Coordinating and organizing student assessment procedures, including but not limited to the citywide testing program, to provide information that can be used to improve the quality of the instructional program and provide insight and direction for the individual student in terms of educational and vocational decisions.
- Providing students with a career awareness and education program to help students realize vocational life is determined by a succession of choices beginning with school.
- Providing individual and group interventions to reveal student attitudes, feelings, interests, problems, available options and possible consequences to specific decisions to help students be successful in self-directed decision-making.
- Developing appropriate referral and resource services to assist students in utilizing both school and community resources to develop interests, skills, and opportunities.

MINIMUM QUALIFICATIONS

All Teachers and Counselors new to the district are required to successfully complete the CPS Teacher Quality Pool. Individuals not in the Pool will not be eligible for hire. Information on this requirement is available on the CPS Careers page.

Applicants must have been awarded from an accredited college or university a master's degree in guidance and counseling or a master's degree for completion of an approved program in guidance consisting of 48 semester hours of coursework. Applicants must also hold a valid Type 73 State of Illinois School Service Personnel Certificate with an Endorsement Guidance. (Note: Certificate(s) must show a current registration date.)

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

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**Career Opportunities: Dishwasher (175669) / WHOLE FOODS**

Req ID 175669 - Posted 11/29/2015 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:** As a Dishwasher you will be responsible for ensuring that our production teams have sanitary tools and workspaces. This includes all duties related to dishwashing: unloading kitchen deliveries and cleaning all of the dishes, utensils, pots and pans. Other areas of responsibility include food prep work and maintaining food quality and sanitation in kitchen.

**REQUIREMENTS:**

- Ability to follow instructions and procedures.
- Good interpersonal skills and willingness to work as part of a team.
- Strong work ethic and integrity.
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters.

**Essential Job Functions:**

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 12/14/2015

Apply online at

[https://career4.successfactors.com/career?career\\_ns=job\\_listing&company=WFM&navBarLevel=JOB\\_SEARCH&rcm\\_site\\_locale=en\\_US&career\\_job\\_req\\_id=175669&selected\\_lang=en\\_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.c.b=IIMj0EQK9RWmgVZ09Z0n%2bTbE%2f7g%3d](https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=175669&selected_lang=en_US&jobAlertController.jobAlertId=&jobAlertController.jobAlertName=&s.c.b=IIMj0EQK9RWmgVZ09Z0n%2bTbE%2f7g%3d)

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**Career Opportunities: Cashier - Part Time (175589) / WHOLE FOODS**

Req ID 175589 - Posted 11/29/2015 - Store - Midwest - IL, Chicago - South Loop (10171) - Team/Department (1) - Part-Time - Store - Team Member - United States

**SUMMARY:** Your role will include assisting customers during the checkout process, performing all cash register functions, bagging groceries, and working at customer service desk on occasion. Additionally you will work to maintain attractive Customer Service displays and support the regional Customer Service vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

**REQUIREMENTS:**

- Previous Front End or Customer Service experience preferred
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers
- Ability to follow instructions and procedures · Ability to sell proactively
- Ability to learn about natural and organic foods and products
- Effective time management skills · Strong work ethic and integrity
- Ability to visually examine products for quality and freshness
- Available for flexible scheduling to meet the needs of the department.
- Use of box cutters

**Essential Job Functions:** - Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

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Close Date: 12/07/2015

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**Career Opportunities: Grocery Associate Team Leader (175091) / WHOLE FOODS**

Req ID 175091 - Posted 11/24/2015 - Store - Midwest - IL, Chicago - Chicago Edgewater (10568) - Team/Department (1) - Full-Time - Store - Associate Team Leader - United States

**SUMMARY:** Assists the Grocery Team Leader in the daily operation of the department. Responsibilities include inventory control, maintenance of backstock and department sales floor, training and supporting Grocery Team Members. Exhibits desire and potential ability to move into a Team Leader position.

**REQUIREMENTS:**

Have a minimum of two years retail grocery experience or the equivalent. Demonstrated decision-making ability and leadership skills, preferably one or more years of experience in being able to direct and supervise individuals and manage work and priorities. Analytical ability and proficiency in math sufficient to calculate margins, monitor profitability and manage inventory. Comprehensive Grocery product knowledge. Excellent interpersonal skills and ability to train and mentor Grocery Team Members. Available for flexible scheduling to meet the needs of the department. Certified purchaser experience preferred, and in the NE region is required.

**Essential Job Functions:**

- Stand and walk for extended periods of time. - Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat. - Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds. - Repetitive use of hands for grasping, pushing, pulling, and fine manipulation. - Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

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Close Date: 12/06/2015

Apply online at

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Supervisor, Manufacturing Prod Sparkling - Alsip, IL / 2nd or 3rd Shift  
Talent Area : Manufacturing/Production Operations  
Location : Alsip, IL, USA  
Requisition Number : 00038676  
Full or Part Time : Regular Employee FT

#### Position Description

Responsible for efficient and safe manufacturing processes through the supervision of production team members. Must adhere to the production schedule and ensure that safety and quality standards are met.

#### Function Specific Activities:

- Lead entire off-shift operations while delivering key performance indicators (safety, quality, cost and service).
- Manage production, warehouse, quality and maintenance teams.
- Staff, train, evaluate and develop team members.
- Manage within labor and OPEX budget.
- Monitors the production process, makes periodic checks and adjusts equipment or work practices according to standard operating procedures.
- Ensures equipment in the area assigned is in working order and that working conditions are safe at all times.
- Verify the readiness of the production line at start-up and supervise change overs.
- Manage overall package and product quality to ensure all standards and specifications are maintained.
- Bachelor's Degree or equivalent work experience; Engineering degree preferred.
- Production/manufacturing or warehouse experience preferred.
- 2+ years supervising or leading teams a plus

#### TECHNICAL SKILLS:

- Knowledge of Lean Six Sigma or other Organizational Effectiveness practices
- Familiarity with overall Manufacturing environment roles: Sanitation; QA; Maintenance
- Requires experience managing people and performance metrics.
- Strong computer and database application skills.
- Familiarity with manufacturing systems.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/supervisor-manufacturing-prod-sparkling-alsip-il-2nd-or-3rd-shift-alsip-illinois-job-1-5997090>

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Cooler Service Field Technician  
Talent Area : Field Service/Equipment and Parts  
Location : St Charles, IL, USA  
Requisition Number : 00038613  
Full or Part Time : Regular Employee FT

#### Position Description

Hours will be 1:00pm - 9:30pm either Thursday – Monday or Saturday - Wednesday.

Responsible for performing mechanical services on cold drink equipment.

- Maneuver equipment in order to perform all mechanical services on cold drink equipment including preventative maintenance.
- Keep all refrigeration equipment in proper operating condition.
- Maintain positive customer relationships.
- Prepare equipment in accordance with company standards.
- Ensure vehicle has appropriate levels of parts inventory.
- Maintain clean and safe work area.
- High school diploma or GED required.
- Refrigeration/HVAC trade or vocational certification preferred.
- 0 to 3 years of general technical experience required.
- 1+ years of refrigeration/HVAC experience preferred.
- Plumbing and electro/mechanical experience.
- Prior diagnostic troubleshooting.
- Demonstrated mechanical, technical and electrical aptitude.
- Basic computer skills.
- Valid driver's license and driving record within MVR policy guidelines.
- HVAC certification preferred.
- I-Fountain or Best certification preferred.
- CMV required, if applicable

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