



Job Title: Information Services Specialist II - Opt C

Agency: Human Services

Closing Date/Time: Thu. 12/18/14 4:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: EMHC-14-2902

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision provides advanced technical professional support to management staff and paraprofessional staff in the use of software programs for IBM and IBM compatible personal computers systems; utilizes extensive knowledge of hard and software packages and corresponding programming languages and peripheral equipment, develops applications and corresponding training programs for use in software and electronic data programming systems; assists staff on an individual basis with specific spreadsheet, database and word processing application problems; assists in the development and implementation of an ongoing preventive maintenance program for facility electronic data processing equipment; evaluates and tests software in order to make recommendation to facility management.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college with course work in computer science or directly related fields supplemented by one year or related information Technology experience. Prefers a BA in Computer Sciences. Requires working knowledge in program language supported by OIS. Requires knowledge of setting up Data Base Management Systems, ability to set up (trouble shoot) network systems and ability to research, evaluate and test new software packages. Requires ability to conduct training for users.

Work Hours & Location/Agency Contact: 8:30am - 4:30pm

Elgin Mental Health Center; Management Information Systems (MIS Dept)

Contact Information: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123 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 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 C - Client Services

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Part Time Seasonal Position (Job Number: 14000001)

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://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRI_PT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Security Assistant - Part-Time - TRU0000331

Job: Security/Police

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Dec 8, 2014, 8:26:59 AM

Education, Training and Experience: Associate's Degree in criminal justice studies from an accredited college is preferred. Permanent Employee Registration Card (PERC), as issued by the Illinois Department of Financial and Professional Regulation (IDFPR) preferred. Valid State of Illinois driver's license is required. Must pass a criminal background check and fingerprint screen. The following generally describes the Knowledge, Skills and Abilities required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties

Knowledge, Skills and Ability

Knowledge of District's security and safety procedures and practices

Knowledge of local and state law enforcement agencies

Knowledge of basic computer operations relation to ID badging system operation Good interpersonal and verbal communication skills

Good observation skills. Ability to work within a culturally diverse environment

Ability to exercise tact, diplomacy and persuasiveness in handling situations

Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations. Equipment-Standard security and safety equipment

Physical Requirements

Ability to climb and descend stairs to access multi-level buildings

Ability to walk and patrol designated areas on foot

Ability to stand at an assigned post for an extended period of time

Worker Characteristics

Initiative – Demonstrate willingness to take on responsibilities and job challenges

Attention to Detail – Pay careful attention to detail and thoroughness in completing work tasks.

Dependability – Demonstrate reliability, responsibility, and dependability and fulfill obligations.

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://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRI_PT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Licensed Practical Nurse I

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

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

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

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

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Licensed Practical Nurse I- Part time

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

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

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

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

How to Apply:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Human Resources Manager

Job overview

The Human Resources Manager is responsible for the development, implementation and administration of all human resources functions, including recruitment, training and development, benefit administration and associate relation's activities, relating to all hotel personnel.

Requirements

- A minimum of 2 years previous human resources experience; previous hospitality HR experience is strongly preferred.
- Our ideal Human Resources Manager will have some local market experience and some Hyatt training.
- We seek two-plus (2+) years as an HR Manager or Director (smaller property acceptable).
- This is a one-person department so that level of experience is highly preferred.

Property: Hyatt The Loop Chicago

Company: Interstate Hotels & Resorts

Primary Location: United States-Illinois-Chicago

Schedule: Full-Time

Job: Human Resources

Req ID: 620917

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=620917&LangID=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Shift Engineer

Description

A Shift Engineer will be responsible primarily for general maintenance and repairs in guest room, meeting space, and front of the house areas, as well as back of the house areas including kitchen, laundry, electrical, mechanical, and HVAC systems.

A Shift Engineer will also perform preventive maintenance on major equipment and systems, using a windows based computer system.

This position will work second and third shifts. Must be available to work weekends.

Qualifications

- A minimum of three years building maintenance experience is required with hotel experience preferred.
- Good communication skills are necessary.

Property: Park Hyatt Chicago

Company: Hyatt Hotel Properties

Primary Location: United States-Illinois-Chicago

Pay Basis: Hourly US Dollar (USD)

Schedule: Full-time

Job Level: Hourly/Entry Level Employee

Job: Engineering/Facility Management

Req ID: CHI006623

Apply online at <http://search.hyatt.jobs/JobDetails.aspx?id=CHI006623&LangID=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Region Security Manager Job ID: 1832

Closing Date: 12/21/2014

Security/Region Security Manager

Date Posted: 12/5/2014

Location: SECURITY - DEPARTMENT OF SECURITY

Date Available: ASAP

EXAMPLES OF DUTIES: Makes regular tours of all parks in assigned region to observe and assess security practices and operations. Discusses security needs with park supervisors and determines security needs of each park and of region as a whole. Continually reviews and assesses security operations and needs in the region. Makes recommendations for correcting security weaknesses that may exist and, in cooperation with park supervisors and region managers, implements effective security measures. Supervises and evaluates security personnel. Schedules security personnel and coordinates their schedules. Monitors private security operations. Prepares reports as needed and maintains security files. Interacts with police officers and other police department personnel to address specific security situations and overall park security in the region. Provides active support to the region manager in all security related concerns. Ensures that security concerns of employees and patrons are addressed.

MINIMUM QUALIFICATIONS: Training and Experience: Completion of police officer training at the Chicago Police Academy and/or certification by the Illinois Local Government Law Enforcement Officers Training Board as a law enforcement officer preferred. Six years full time experience as a law enforcement officer, with a good permanent record, or an equivalent combination of education and experience is required. Four (4) years of supervisory experience in law enforcement preferred. License Required: Valid State of Illinois drivers license required.

Knowledge, Skills and Abilities:

Thorough knowledge of law enforcement and crime prevention principles and practices. Strong observation skills. Ability to interact constructively with police department and its' officers in order to accomplish park security objectives. Ability to supervise, manage and evaluate security staff. Ability to survey parks on a daily basis.

Senior Executive Service EEO: Protective Service FLSA: Exempt

Estimated Salary Offer: \$70,000 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Security>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-86852

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a registered pharmacist, performs adjunctive professional pharmacy duties including the compounding of prescriptions and manufacturing of pharmaceutical preparations in the Pharmacy at Shapiro Developmental Center.

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. Requires working knowledge of the principles and practices of pharmacy. Requires working knowledge of aseptic handling of drugs. Requires working knowledge of typing; requires ability to prepare pharmaceutical preparations. Requires ability to maintain accurate records and prepare reports of pharmaceuticals purchased, dispensed, and stored. Requires ability to perform data entry into a computerized pharmacy record keeping system.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm
OCAPS/Shapiro Developmental Center 100 E Jeffrey St., Kankakee, IL
How to Apply: Please submit CMS 100 (revised 10/2014) applications to:
Bureau of Employee Services
Lisa Horsley 100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762
PHONE: 217-557-0347 FAX: 217-524-2116

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



College Administrative Assistant I - TRU0000334

DUTIES & RESPONSIBILITIES:

Performs and oversees the performance of the personnel functions for the college administration.

Performs calculations and compiles pertinent data required for budgetary and fiscal reports; assists in the preparation of budgets and the allocation of program funds.

Maintains a liaison between administration, faculty and students.

Composes correspondence and assists in the formulation of personnel practices and procedures.

Reviews material, supply and equipment requisitions and prepares expense vouchers.

Conducts studies to improve the efficiency of the operations within an organizational unit.

May assist in the interview process of applicants for clerical staff positions.

Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required; two years of college supplemented by at least two years of progressively responsible clerical and administrative experience ; or an equivalent combination of training or experience. Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of department practices and procedures. Good knowledge of general office computer software.

Ability to work and interact with the general public and college personnel. Ability to speak and write effectively. Ability to plan, assign and supervise administrative and clerical tasks.

Good organizational skills. Good verbal and written communication skills. Good computer and keyboarding skills.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Job: Administration/Management
Primary Location: Truman College
Employee Type: Full Time | Regular
Union Code: 1708Unit1
Job Posting: Dec 8, 2014, 9:42:46 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Recreation Leader (H) YEAR ROUND Job ID: 1831

Closing Date: 12/18/2014

Recreation/Recreation Leader

Date Posted: 12/5/2014

Location: Pottawatomie

Region: North

(YEAR ROUND POSITION) up to 25 hours per week

CHARACTERISTICS OF THE CLASS:

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

EXAMPLES OF DUTIES:

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

MINIMUM QUALIFICATIONS:

Training and Experience:

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

Knowledge, Skills and Abilities:

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

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

SALARY: \$12.17 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Note Taker - Part-Time (2 Positions) - HAR0000322

Duties and Responsibilities

Note Takers attend classes with students who have disabilities, (i.e. visual or hearing impairments, learning or other disabilities) to take thorough legible, and organized notes from classroom lectures, including exam dates, assignments, and other pertinent information.

Take notes in class for students with disabilities.

Read printed material aloud for students with visual impairments.

Transcribe for students with mobility impairments.

Assist students with visual impairments in math classes by copying information from the board in large print.

Assist students who are visually impaired by using raised line drawing materials to produce tactile graphs used in Math classes.

Assist students with visual impairments in science labs by providing verbal descriptions of visual information.

Serve as a proctor for students with disabilities during tests.

Perform other duties as assigned.

Qualifications

High school diploma, or equivalent, with a minimum of one year postsecondary educational experience. Must possess an understanding of the basic issues pertinent to communication with students who have disabilities.

Ability to take thorough and organized notes utilizing available technology from information presented verbally in classrooms.

Must have legible hand writing, accurate spelling, use of acceptable grammar, and proficiency in use of computers. Must possess good organizational skills.

Excellent written and verbal communication skills.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Job: Student Services

Primary Location: Harold Washington College

Employee Type: Part Time | Regular

Union Code: 1600PTPROF

Job Posting: Dec 8, 2014, 9:27:07 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Security Officer - TRU0000332

Primary Objective: Protects and assists college students, faculty, staff, and visitors during an assigned shift. Protects all property of the college and reduces the risk of liability to the college. Enforces state and municipal laws and the rules of the Board of Trustees. This is a bicycle patrol position. Candidates will undergo training in bicycle patrol techniques. Patrols and monitors assigned areas, including buildings, dock areas and parking lots, maintaining a professional appearance at all times. Protects and assists staff, students and visitors. Ensures only authorized individuals with proper identification are allowed in the building/offices. Adheres to and enforces state and municipal laws and the rules of the Board of Trustees. Ensures that all policies and procedures of the District are followed by students, faculty, staff and authorized individuals. Operates CCC vehicles for patrol and other assignments, at the discretion of the supervisor. Enforces parking regulations. Responds to sick or injured persons and calls 911 when required. Provides emergency services to their best ability to prevent further harm or injury. Secures access to building and offices. Maintains proper maintenance and handling of security radios and equipment. Performs other duties as assigned.

Qualifications: Must be an active or retired sworn officer, in good standing with a current or former law enforcement or corrections agency, with at least two years of experience in a law enforcement capacity. Must have a valid driver's license, current CPR and/or first aid certification, and hazardous material training. Completion of a high school diploma or the equivalent, Associates degree or higher preferred. Knowledge of all relevant state statutes and local ordinances. Ability to articulate verbally in a clear and distinct manner during emergency and non-emergency situations. Have a valid driver's license. Ability to make accurate decisions based on observations and perceptions. Must be able to work well with staff and students. Must be able to handle situations with tact, diplomacy, and persuasiveness. Basic knowledge of personal computers and the applicable software. Working knowledge of report writing and ability to learn report codes. Must be self-directed and able to prioritize assignments. Weekday Evenings and Weekend only!

We are an equal opportunity and affirmative action employer.

Job: Security Officers

Primary Location: Truman College

Employee Type: Part Time | Regular

Union Code: Local 1600

Job Posting: Dec 8, 2014, 8:27:39 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 10-75-83511A

Description of Duties/Essential Functions Benefits Supplemental Questions
Conducts audits to determine the efficiency of residential units at the Shapiro Center. Monitors and directs staff involved with the provision of services and support provided at on-campus and off-campus locations for individuals from assigned area. Responsible for follow-up associated with routine and special reports, the assessment of unit operations, and for conducting random reviews to maintain compliance with policies, procedures, rules, regulations, and standards. Prepares reports regarding observations and takes corrective actions when necessary. Makes physical rounds of assigned areas to gather information necessary to determine compliance with Public Health, Federal CMS, Facility and Department rules, regulations, and standards. Monitors and provides direction to direct care staff engaged in the implementation, treatment, development, and habilitation of persons with developmental disabilities in a residential program. Completes and reviews all required form, logs and reports. Reviews all locations of assigned area to ensure all equipment is in good working order, all areas are clean and free of hazardous conditions, all necessary repair work has been completed and that all areas are attractive and home like.

Minimum Requirements:

Requires four years of college. Requires extensive knowledge of accreditation, state and federal standards, rules, regulations, and CMS Policies, DHS and facility policies.

Work Hrs & Location/Agency Contact: HRS OF WORK: 1:00pm – 9:30pm Mon thru Fri

WHERE TO APPLY: Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560 ATTN: PERSONNEL).

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 H7 - Dept Human Services

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Business Manager

Agency: Human Services

Closing Date/Time: Wed. 12/17/14 4:59 PM Central Time

Salary: \$4,476.00 - \$6,124.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10/79-14/15

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Director of Support Services, performs responsible managerial duties in the administration of housekeeping; supervises and directs housekeeping/linen/infectious medical waste removal through subordinate staff; verifies compliance and all regulatory agencies standards and continuous quality improvement; orders and arranges for repairs and maintenance of housekeeping/linen supplies and equipment; performs contract monitor duties for applicable contracts.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with a major in business administration or a related field. Requires two years of business experience preferably in housekeeping/sanitation programs.

Work Hours & Location/Agency Contact: Days 8am-4pm Monday-Friday

CONTACT INFORMATION:

Summer Doxie / Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Clinical Psychologist

Agency: Human Services

Closing Date/Time: Fri. 12/19/14 4:00 PM Central Time

Salary: \$6,033.00 - \$9,268.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC063

Bid ID#: EMHC-14-3001

Description of Duties/Essential Functions Benefits Supplemental Questions
Provides Clinical Neuropsychological Assessment services on a Forensic Unit. Signs first certificates for admission; testifies in court regarding discharge, aftercare and continued treatment recommendations. Provides clinical expertise in the area of Psychology to other clinical staff. Liaisons with community agencies regarding patient's needs. Performs Quality Improvement projects to ensure quality of services.

Minimum Requirements:

Requires doctoral degree in psychology and registration as a psychologist by the Illinois Department of Professional Regulations. Supplemented by two years of supervised experience in health services.

Work Hours & Location/Agency Contact: Shift: 8:00 am - 4:00pm with weekend hours
Location: Elgin Mental Health Center: Forensic Treatment Program

CONTACT INFORMATION

Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
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 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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Gaming Special Agent Trainee

Agency: Gaming Board

Closing Date/Time: Fri. 12/19/14 5:00 PM Central Time

Salary: \$3,803.00 - \$5,580.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IGB 10177

Minimum Requirements:

Requires successful completion of four years of college with a Bachelor's degree and major coursework in law enforcement, pre-law, accounting or business administration. Requires a successful completion of firearms qualification course during the first 12 months of employment. Requires the successful completion of a basic law enforcement training program at an accredited police academy during the first 12 months of employment. Requires physical strength and agility to complete academy training and to practice the art of self defense. Requires an appropriate valid driver's license and willingness to travel and/or perform shift work, including weekends and holidays.

Work Hours & Location/Agency Contact: Work Hours: Rotating work schedule

Work Location: Illinois Gaming Board

Enforcement/Docksite Operations/GVC (Elgin)

Grand Victoria Casino 250 S. Grove Elgin, IL Kane County

Agency Contact:

A & R Shared Services Center

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

Springfield, IL 62702

217-558-0962

217-782-9925 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 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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Office Assistant - Opt 5

Agency: Central Management Services

Closing Date/Time: Thu. 12/18/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 10018

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, performs clerical and messenger work. Delivers on various routes state of IL property as part of the centralized Mail and Messenger Services. Picks up outgoing mail from various state office locations, receives, sorts and prepares mail and packages for mailing and delivery, delivers agency payroll warrants. Performs basic upkeep and maintenance duties of the central mailroom, and motor vehicle used for mail and messenger deliveries.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel; requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires the ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Work Hours: 8:00am-4:30pm

Work Location: Central Management Services

Agency Services/Agency Support/Mail & Messenger

100 W. Randolph Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 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 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 5 - Mail & Messenger

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1403024-038403

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Assistant Deputy General Counsel, performs technical secretarial and office support functions for professional staff in legal central office, utilizing independent knowledge of agency programs, policies and procedures; gathers and interprets data.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:

1619 W. Jefferson Joliet, Illinois 60435

Monday-Friday 830a-5p

Contact: Lorne Garrett

Office of Legal Services

2245 W. Ogden 3rd Floor Chicago, Illinois 60612

PHONE: 312-633-3406 FAX: 312-633-3965

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



College Clerical Assistant I - Part Time - Athletics - DAL0000467

Primary Objective:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Prepares routine records, memos and forms; proofs completed assignments for errors and makes appropriate corrections; maintains office and student record files in alphabetical and/or numerical order.

Receives and sorts incoming mail and distributes to appropriate personnel or office; answers telephones, takes messages and transfers calls; provides general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.

Collates materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.

Operates basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.

Performs related duties as required.

Qualifications

Graduation from high school or the equivalent is required. Some clerical and word processing experience preferred.

Knowledge of word processing software; and knowledge of basic office procedures.³

Ability to keyboard 40 words per minute; ability to follow oral and written instructions; and ability to operate a personal computer.

Skill in basic filing; and good verbal communication skills.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in City Colleges!

Job: Adult Education

Primary Location: Daley College

Employee Type: Part Time | Regular

Union Code: 1708 - PT

Job Posting: Dec 4, 2014, 4:59:11 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others