



## **Weight Loss Coordinator**

Department: Bariatrics

Schedule: Full Time

Shift: Day/Night rotation

### Job Details:

Assists weight loss physician with the intake of patients for clinical exams. This includes taking history, height, weight, BMI, and vitals. Provides education and support of the patients who have questions about weight loss options.

Consults patients on the various nutritional supplements that the program offers. Tailors detailed diet plans in coordination with Dietician and medical weight loss physician.

Assists with front desk duties including registering of patients, coordinating schedules, perform follow up phone calls etc. This person will also perform sales of supplements and act as the retail associate for the practice and will handle selling and collecting money for these items.

### JOB SPECIFICATIONS:

- 1.Excellent interpersonal and communication skills. Must be comfortable with speaking to the public.
- 2.Strong computer skills including Microsoft Office suite. Must have experience with electronic medical records
- 3.Possess a strong work ethic and a high level of professionalism.
- 4.A team player who handles multiple projects simultaneously in a fast paced environment.
- 5.Medical Assistant (MA) preferred – in lieu of MA 5+ years experience in similar role
- 6.Knowledge of weight loss supplements required
- 7.Retail sales experience in medical supplements strongly desired

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=403615](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=403615)

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### **Part-Time Research Technician**

Posted Date 12/4/2013 Requisition # 17892

Functional Title Part-Time Research Technician Position Type Part-Time Salaried/Hourly Hourly Category Other - Other

Department Biological Sciences Campus Lincoln Park Campus

Location US-IL-Chicago

**General Summary:** This position is funded by an external grant source. If the grant terminates for any reason, if grant funding is lost or reduced for any reason, or if the budgetary needs for fulfilling the grant requirements change, your employment with the University will be immediately discontinued.

**Minimum Requirements**

- Bachelor's degree with major in Biology, Psychology, Neuroscience or related field.
- Proficient in basic computer software, histological procedures and be comfortable handling small rodents.
- Ability to move among different labs, research areas and buildings.
- Ability to use specialized pieces of equipment; such as: microscope.
- Ability to do some lifting; such as: animal cages and supplies, and the ability to push carts with equipment or research supplies/animals.
- Ability to work independently, be experienced in experimental design and be able to summarize methods and results in well written (English/computer) format.
- Ability to work some weekend/evening hours, as required. Two personal recommendations required.

#### **Salary & Benefits:**

DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary. <https://hr.depaul.edu/Benefits/index.html>

**Required Background Screening:** All final candidates extended an offer of employment will undergo background screening.

**Mandated Reporting of Child Abuse & Neglect:** Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: [http://www.state.il.us/dcfs/faq/faq\\_faq\\_can.shtml](http://www.state.il.us/dcfs/faq/faq_faq_can.shtml)

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Apply online at <https://parttime-depaul.icims.com/jobs/17892/part-time-research-technician/job>

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### **Temporary Part-Time Administrative Assistant**

Posted Date 12/2/2013 Requisition # 17860

Salaried/Hourly Hourly Category Other - Other

Department CSH Office of the Dean Campus Lincoln Park Campus

Location US-IL-Chicago

#### General Summary

The Temporary Part-Time Administrative Assistant will report to the Executive Assistant to the Dean. This position will provide front desk coverage and routine clerical support for the Office of the Dean. In addition, the position will manage room reservations for proprietary space and provide assistance for major activities; such as: promotion and tenure reviews.

Minimum Requirements •2 years of college or an Associate's Degree and one year of clerical/administrative work experience. •Customer service orientation and experience. •Strong communication skills; both in written and verbal form. •Detail-oriented with strong organizational skills. •Mastery of MS Office Suite. •Sees tasks to completion. •Ability to prioritize duties and work with multiple supervisors. •Schedule will be Monday through Thursday 9:00 a.m. until 2:30 p.m. with some flexibility and a 30 minute lunch break.

Salary & Benefits: DePaul offers comprehensive and competitive pay and benefits to attract and retain talent to further the University's mission. Please click on the following link to review the full Benefits Summary.

<https://hr.depaul.edu/Benefits/index.html>

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

Mandated Reporting of Child Abuse & Neglect: Upon accepting an offer of employment with the university, you will also be required to sign an Acknowledgement of Mandated Reporter Status at the time of hire. A mandated reporter is required to make a report to the Illinois DCFS Hotline whenever there is reasonable cause to believe that a child known to them in their professional or official capacity may be abused or neglected.

For more information about the Illinois Abused and Neglected Child Reporting Act, please visit: [http://www.state.il.us/dcfs/faq/faq\\_faq\\_can.shtml](http://www.state.il.us/dcfs/faq/faq_faq_can.shtml)

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Apply online at <https://parttime-depaul.icims.com/jobs/17860/temporary-part-time-administrative-assistant/job>

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**Attendant Part-time (South Region) -YEAR ROUND Job ID: 1248**

Closing Date: 12/17/13

Custodial/Attendant (H)

Date Posted: 12/3/2013

Location: SOUTH SHORE CULTURAL CENTER

THIS POSITION IS BUDGETED FOR UP 30 HOURS A WEEK.

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

**EXAMPLES OF DUTIES:**

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

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

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

**Knowledge, Skills and Abilities:**

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

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

Apply online at

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**Title: SENIOR PROGRAM AND EVENT COORDINATOR BASKETBALL**

Closing Date: 12/17/2013

Date Posted: 12/4/2013

Location: Central Administration

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

Level: 3526

**CHARACTERISTICS OF THE CLASS:**

Under supervision, plans, coordinates and oversees special city-wide programs and events bringing programming resources to the parks. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Oversees, plans and develops special city-wide programs and delivers them to the parks. Determines the tasks of the projects and events and ensures their completion. Meets with individuals from partner organization and Park District field staff to ensure programs and events are completed. Resolves and troubleshoots programs and program issues as they arise. Supports the work of other units to ensure they are meeting their commitment to provide support to the field in the area of programs and events. Works with key individuals to define tasks at hand and time lines of programs and events. Gathers and disseminates information and prepares written documents and reports and executes projects

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

**Knowledge, Skills and Abilities:**

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt  
Salary \$60,000.00

EEO: Professional

FLSA: Exempt

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**Activities Instructor (Windy City Hoops) Job ID: 1184**

Closing Date: 04/01/2014

Recreation/Activities Instructor (H)

Date Posted: 10/17/2013

Location: DISTRICTWIDE

Title: Activities Instructor - Windy City Hoops (part-time)

The Windy City Hoops program will provide a safe environment for 12 to 17 year olds to play season-long tournaments against their peers, learn the value of teamwork, and build leadership skills.

Candidates in this position will be expected to work evenings (5-10pm) on Thursdays, Fridays and Saturdays for up to one year.

**CHARACTERISTICS OF THE CLASS:**

Under general supervision, plans, promotes, organizes, conducts and provides instruction in a specialized athletic, recreation or leisure activity including, but not limited to tennis, aerobics, yoga, boxing, sailing and skating. Conducts classes, controls specialized equipment and recruits volunteers. Performs other related duties as assigned.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Associate of Arts degree or completion of two (2) full years of course work at an accredited college or university which included a minimum of twenty (20) credit hours in one (1) or more of the following areas: Recreation, Leisure Studies, Physical Education or related discipline and one (1) year of closely related instructional, practical or sanctioned competitive (i.e. IHSA, NCAA or AAU) experience in the specialty area or an equivalent combination of education and experience is required.

**Knowledge, Skills and Abilities:**

Knowledge of athletic, leisure and recreation theories and principles; technical knowledge and skill in an area of specialization; skill in teaching the full range of skills and techniques in an area of specialization; effective oral and written communication skills; ability to evaluate skill levels in the specialty area.

Expected Salary: \$16.18 per hour

Apply online at

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**Job Title: Technical Advisor Advanced Program Specialist**

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: DFPR 8273

Minimum Requirements: Requires graduation from a recognized law school; the possession of a license to practice law in Illinois; and, three years professional experience in the practice of law in the area of administrative and regulatory law. Requires thorough knowledge of common law of the state and federal laws, particularly relating to administrative and regulatory functions. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; and, of professional licensing laws. Requires working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout and review work relating to complicated legal problems; to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public. Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports or decisions. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature. Prefers ability to maintain and manage individual caseload. Requires the ability to travel.

Work Hours: 8:30 A.M. – 5:00 P.M.

DFPR/Professional Regulation/State-wide Enforcement/Prosecutions/Business

100 W. Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

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

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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**Activities Instructor III (Wellness) Job ID: 1251**

Closing Date:12/19/2013

Recreation/Activities Instructor III

Date Posted: 12/6/2013

Location: COMMUNITY RECREATION

25 hours per week

**EXAMPLES OF DUTIES:** Creates, delivers and evaluates programs focusing on engaging youth and families in physical activity, nutrition and overall healthy lifestyle education programs. May travel to multiple park locations. Administers designated pre and post program fitness testing and evaluates data collection. Maintains records and prepares reports. Communicates with participants, parent volunteers and the community. Consults with individuals, park personnel and health, wellness and fitness related community groups to determine interests and needs. Assists in marketing efforts to promote program participation. Assists with planning and the implementation of wellness events, including but not limited to fairs, community awareness and fitness festivals. Creates and implements and/or attends workshops and in-service training seminars.

**DESIRABLE MINIMUM QUALIFICATIONS:** Training and Experience: Associate of Arts degree in recreation, leisure studies, physical education, health and wellness, exercise science, physiology or related field, supplemented by five years of instructional, practical or sanctioned competitive experience in a specialty area is required; or an equivalent combination of training and experience. One or more Certifications Preferred: American Council on Exercise, American College of Sports Medicine, National Council of Sports Medicine, Group Fitness Instructor, Aerobics and Fitness Association of America, Group Exercise Instructor, Personal Trainer, CPR/First Aid.

**Knowledge, Skills and Abilities:**

Knowledge of athletic, leisure and recreation theories and principles. Knowledge of health, wellness and fitness theories. Skill in developing, implementing, leading and evaluating group exercise classes and events. Skill in teaching the full range of skills and techniques in an area of specialization. Effective oral and written communication skills. Proficient computer skills in Microsoft Office and website navigating. Ability to evaluate skill levels in the specialty area. Ability to work independently.

**SALARY: \$21.50 PER HOUR**

Apply online at

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

Agency: Human Services

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

\$48,924.00 - \$73,152.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-97-75636-2

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Bureau Chief, performs duties of a highly responsible administrative nature for the Bureau. Performs a variety of staff functions; assists in the management control of Bureau programs. Conducts special review and evaluation projects for the Bureau Chief; verifies the development of needed information for management decisions. Assists in developing and maintaining critical liaison relationships at administrative levels of the Bureau and within DHS. Interprets and explains policies and office procedures.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years college with courses in public or business administration plus one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: 8:30 - 5:00, Monday - Friday  
IL Dept of Human Services / FCS, Bureau of Training and Development  
401 S. Clinton, 2nd Floor, Chicago, IL 60607

BIDDING CONTACT: DHS BUREAU OF EMPLOYMENT SERVICES ATTN: CHRIS PRYER  
100 S. GRAND AVE., EAST. 3RD FL.. SPRINGFIELD, IL 62762 FAX: (217) 524 3826

**How to Apply:**

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

**Option H7 - Dept Human Services**

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**Posting Title Groundskeeper (Seasonal)**

Auto req ID 312BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Union Status Union

Work Shift Any 5 out of 7 days/week

**Position Requirements and Specifications**

. Due to the driving requirement, a valid driver's license is required and you must be at least 18 years of age for this position. This is a temporary (seasonal) position. The union hourly wage for this position is \$10.15 per hour.

The requirements for this position include:

- High School diploma or equivalent combination of training/experience preferred.
- Previous groundskeeping or horticultural experience desirable.
- Minimum 18 years of age.
- Valid driver's license required. Illinois residents must possess a valid Illinois license within 90 days of hire. Valid out-of-state license required for out-of-state residents.
- One or more of the following licensures may be required: Valid "C" or "B" (CDL) Driver's License.
- Valid medical authorization card required for positions with commercial motor vehicle driving responsibilities.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.
- Good communication and interpersonal skills required.
- Must be reliable and able and willing to work non-standard hours such as weekends and holidays.
- Seasonal Groundskeepers must supply their own steel-toed work boots, which must be worn at all times when working.

*Additional Information This requisition is to actively recruit for positions that are anticipated to have start dates during the month of January 2014.*

The Chicago Zoological Society is an Equal Opportunity Employer/Affirmative Action Employer - Minorities / Women / Veterans / Disabled.

Apply at

[https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eXISmMTRduDdei8Vu p5TxXnIMRjt8z\\_slp\\_rhc\\_oUuYxJbYKZbN2M7R\\_slp\\_rhc\\_5z7G8hi1HLLJrRSgx&jobId=18628&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=186285163&GQId=0](https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5eXISmMTRduDdei8Vu p5TxXnIMRjt8z_slp_rhc_oUuYxJbYKZbN2M7R_slp_rhc_5z7G8hi1HLLJrRSgx&jobId=18628&type=search&JobReqLang=1&recordstart=1&JobSiteId=5163&JobSiteInfo=186285163&GQId=0)

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**Posting Title Custodian (Seasonal)**

Auto req ID 310BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Custodial Services

Union Status Union

Work Shift Any 5 out of 7 days/week

As a Custodian, you will perform a variety of custodial cleaning duties in all sections of the park (restrooms, restaurants, lunchrooms, offices, laboratories, hospital, public areas of animal buildings, etc.) before and during Brookfield Zoo's regularly scheduled hours. Your focus on safety will be demonstrated as you operate various equipment (such as mops, brooms, vacuum cleaners, scrubbers, carpet cleaning equipment, etc) to assure assigned areas are thoroughly cleaned. Your friendly demeanor and pleasant smile will contribute to creating an extraordinary guest experience as Custodians work in public areas and may interact with guests to provide general information on park schedules and activities. The Custodial department is conservation minded utilizing paper products from recycled stock and using nearly 100% green products! This position requires flexible availability to work non-standard hours including early mornings, evenings, holidays, and weekends. For this position, you must be at least 16 years of age. This is a temporary (seasonal) position. The union hourly wage for this position is \$10.15 per hour.

The requirements for this position include:

- High School graduate or equivalent combination of training/experience preferred.
- Prior custodial experience desirable.
- Minimum 16 years of age.
- Good communication and interpersonal skills required.
- Must be able to read, write and perform basic math.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability and Spanish fluency a plus.

*Additional Information: This requisition is to actively recruit for positions that are anticipated to have start dates during the month of January 2014.*

*Additional requisitions will be posted shortly for future anticipated start dates in spring of 2014. Please visit the CZS Career Center for future opportunities.*

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**Posting Title Play Program Assistant (Seasonal)**

Auto req ID 306BR

Job Location Chicago Zoological Society-Brookfield Zoo

Zip Code 60513

Department Hamill Family Play Zoo (Education

Union Status Non-Union

Work Shift Any 5 out of 7 days/week

This is a temporary (seasonal) position. The starting wage for this position is \$8.25 per hour.

The requirements for this position include:

- Minimum two years of high school required.
- Educational and/or recreational experience in a formal or non-formal education setting such as a day care, camp, school, park district, or cultural institution working with children aged birth to 10 years preferred.
- Creative skills and/or abilities such as musician, actor, dancer, artist, gardener, farmer, naturalist, craftsperson, or other skills relevant to the exhibit experience are a plus.
- Experience in a zoo, aquarium, museum, nature center, or art studio preferred.
- Previous experience caring for children of different ages strongly preferred.
- Must have successfully completed at least one year of Chicago Zoological Society's Youth Volunteer Corps (YVC) or at least one year experience in a volunteer or youth leadership program. Experience with YVC preferred.
- Must be a minimum of 16 years of age.
- Must have ability to work in a team environment.
- Must possess strong communication skills and good organizational skills.
- Must have a genuine interest in nature and animals.
- Must be open to new experiences.
- Must have the ability to work non-standard hours including a flexible schedule with rotating days, including regular weekends, holidays and evening work as needed.
- Experience and/or ability to work and interact effectively with a diverse, multicultural audience. Multilingual ability, Spanish fluency a plus.

*Additional Information This requisition is to actively recruit for positions that are anticipated to have start dates during the month of January 2014.*

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**Job Title: Administrative Assistant I - Opt G2**

Agency: Gaming Board

Closing Date/Time: Mon. 12/23/13 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: IGB 8554

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Operations Supervisor of the Enforcement Division, performs a variety of administrative functions; develops and implements procedures to maintain an effective system for the installation, movement and maintenance of video gaming terminals and redemption devices in licensed locations throughout Illinois; maintains an inventory of highly sensitive devices controlled by the Illinois Gaming Board (IGB); serves as a liaison to various manufacturers, distributors, terminal operators and the central communication system provider utilized by the Gaming Board.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: IGB/Enforcement 8151 W. 183rd St. Tinley Park, IL (Will County)  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
FAX: 217-782-9925 / Phone: 217-782-6239

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

Option G2 - Gaming Board

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**Job Title: Deputy Manager of Strategic Initiatives**

Agency: Toll Highway Authority \*

Closing Date/Time: Tue. 12/24/13 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt

Location: DuPage County, Illinois

Number of Vacancies: 1

**REQUIREMENTS:**

Five or more years of large multi-departmental enterprise level project implementations experience required. Utilization of a standard SDLC (Systems Development Life Cycle) preferred.

Knowledge of leading cross functional business projects relevant to the Tollway (e.g., ERP) required. High level knowledge major systems components (Databases, hardware platforms, servers, virtualization, and network equipment) desired:

Excellent interpersonal skills required in making ERP presentations to varying stakeholders.

Ability to coordinate and manage initiatives that involve several departments throughout the enterprise required.

Strong analytical skills required to ensure process systems integration to the evolving business needs.

Experience with office expansions and build-outs requiring the coordination of multiple business units preferred.

Experience with state procurement and auditing practices desired.

The ability to quickly grasp and conceptualize complex business and technical processes required. A Bachelor's Degree is required.

Work Hrs & Location/Agency Contact: Hrs for this position are 8:00 a.m. to 4:00 p.m.

**How to Apply:**

Ways to apply: Go to [www.illinoistollway.com](http://www.illinoistollway.com)

- Online: Complete the Illinois Tollway application, save it to the computer and email it to <mailto:Jobs@getipass.com>

- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.

- By mail: Send the completed application to:

Illinois Tollway – Human Resources 2700 Ogden Avenue, Downers Grove, IL 60515

All applications must be received by the application deadline indicated on the qualification sheet or Internet site

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**Job Title: Office Assistant - Opt 5**

Agency: Central Management Services

Closing Date/Time: Tue. 12/17/13 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 8199

**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: 8:00 A.M. – 4:30 P.M.

**Work Location:**

Central Management Services/Agency Services /Agency Support/Mail & Messenger  
JRTC - 100 West Randolph Street Chicago, IL Cook County

**Agency Contact:** A & R Shared Services Center

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

Phone: 217-558-0962, FAX: 217-782-9925

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

**Option 5 - Mail & Messenger**

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**Job Title: Office Associate - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1347013-479958

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

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

HOURS: Sunday-Wednesday 730a-6p

LOCATION: 1911 S. Indiana Chicago, IL 60616

SUPERVISOR: K. Smith-Foote

**AGENCY CONTACT: SUE ALLEN-OATES**

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60602

FAX # (312)814-7134

**How to Apply:**

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

**Option 2 - Typing**

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**Job Title: Office Clerk - Opt SS2**

Agency: Children & Family Services

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$2,584.00 - \$3,487.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1303024-030080

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs a variety of clerical duties, including light typing of forms and materials, filing, photocopying, and sorting and distributing mail; operates commonly used office equipment in performing duties; translates and interprets, both orally and in writing, for Spanish speaking clients.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school; requires ability to operate commonly used manual and automated office equipment; requires ability to type accurately at 30 wpm; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm  
2245 W. Ogden Avenue Chicago, IL 60612

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

Option SS2 - Spanish Speaking/Typing

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1313532-131171

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, serves as Agency Performance Team Supervisor; as a working supervisor, plans, supervises, reviews, and coordinates the activities of a team of professional child welfare staff engaged in the monitoring of private agencies that provide foster care, intact family services, and other contracted services; identifies and directs the collection, analysis, and reporting of specific performance data; explains, monitors, and enforces compliance with the provisions of all applicable state or federal laws and Department rules and procedures; establishes performance goals and objectives for subordinate staff.

Minimum Requirements: Requires a master's degree in social work from a recognized college or university plus three years administrative child welfare experience or an acceptable human services degree from a recognized college or university plus four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: Hours: 8:30 AM - 5:00 PM, Monday - Friday  
Location: 1911 S Indiana, Chicago, IL Supervisor: Treva Hamilton  
Contact: Johnnie Rambo 1911 S Indiana, 9th Floor, Chicago, IL 60616  
312-328-2461 (phone) 312-328-2321 (fax)

ALL BIDS SHOULD BE SENT TO THE CONTACT PERSON ABOVE AND MUST BE RECEIVED BY 5:00 PM ON THE DATE OF CLOSING.

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

Option 6 - Health & Human Services

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

Agency: Human Services

Closing Date/Time: Wed. 12/18/13 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

\$48,924.00 - \$73,152.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-97-75636-2

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Bureau Chief, performs duties of a highly responsible administrative nature for the Bureau. Performs a variety of staff functions; assists in the management control of Bureau programs. Conducts special review and evaluation projects for the Bureau Chief; verifies the development of needed information for management decisions. Assists in developing and maintaining critical liaison relationships at administrative levels of the Bureau and within DHS. Interprets and explains policies and office procedures.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years college with courses in public or business administration plus one year of professional experience in a public or private organization.

Work Hours & Location/Agency Contact: 8:30 - 5:00, Monday - Friday  
IL Dept of Human Services , FCS, Bureau of Training and Development  
401 S. Clinton, 2nd Floor, Chicago, IL 60607  
BIDDING CONTACT: DHS BUREAU OF EMPLOYMENT SERVICES  
ATTN: CHRIS PRYER 100 S. GRAND AVE., EAST. 3RD FL..  
SPRINGFIELD, IL 62762 FAX: (217) 524 3826

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).  
Option H7 - Dept Human Services

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 12/18/13 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#: 1348019-489543

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work hrs: Monday-Friday 8:30 AM to 5:00 PM

Team 6C0544 Supervisor: Vacant

Location: DCFS 1026 S. Damen Chicago, Il 60612

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

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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