



ASP.NET Developer

Minimum Acceptable Qualifications

Thirty (30) college credit hours in Computer Science or related discipline required. Bachelor's degree in Computer Science or related discipline preferred. Must have five (5) years of progressive experience in analysis, design, coding, testing, installation, and software development. Proficient in web development technologies including ASP.NET MVC, C# and Razor with a strong understanding of the Model-view-controller structure. Must have experience with multiple programming and scripting languages including ASP.NET MVC, HTML, CSS, XML, JavaScript, Java, Powershell, VBScript, Bash, Perl, COBOL and SAS. Must have a firm understanding of Objected Oriented programming. Knowledge of Active Directory technology and structure with the ability to apply and maintain AD aware web applications. Proficient in relational database concepts and technologies including extensive experience with Microsoft SQL Server, Oracle, and MySQL. Must be able to install, troubleshoot and configure web servers including Windows Internet Information Services and Apache. Knowledge of image formats and image design software, including the ability to create, optimizes and converts images for use with web applications. Ability to install, configure and deploy Content Management System. Must have experience with development tools and software including Microsoft Visual Studio 2012, Eclipse, SQL Server Management Studio, Oracle SQL Developer, TOAD, SQLPLUS, Filezilla, JQuery, JQueryUI, MS Build. Must have experience using FTP and SFTP, including a working knowledge of text conversions occurring between platforms is preferred. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information: Only qualified applicants will receive consideration. Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

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Assistant Conductor

Qualified applicants must possess at least one of the following requirements to proceed to the assessment/interview process:

High School Diploma or GED and a minimum of two (2) years of train service experience with a railroad; OR 60 college level credit hours from an accredited college or university and must pass a preliminary operating rules assessment; OR

Minimum of two (2) years of active Metra employment, with operating rules qualification or minimum of two (2) years of active Metra employment and must pass a preliminary operating rules assessment; OR Minimum of two (2) years of active duty Military service and must pass a preliminary operating rules assessment.

No assessments or interviews will be scheduled until all official documentation is received, which includes, proof of eligibility (college, military or previous experience) AND letters of recommendations. Must submit a copy of your college transcripts and/or diploma (if applicable); OR Must submit Military DD Form 214 (if applicable); AND Must provide three (3) letters of character and/or work-related letters of recommendations.

The interview process will evaluate the candidate's ability to: Be a self- starter; able to work independently; and have an excellent work record; Be on 24-hour call (which includes working any District and any shift within the Metra region which could require traveling long distances with two (2) hours notice); and Deliver excellent customer service with detail to handling cash transactions. Selected applicants will be assigned to a training course of approximately twelve (12) weeks. Successful completion of the training course is mandatory in order to work as an Assistant Conductor.

Failure to complete the course may result in termination of employment with Metra.

Other Important Information: External candidates are subject to a physical examination/drug test, verification of a valid driver's license and background check to verify information regarding education, employment and criminal history. This position is subject to random drug and alcohol testing. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations. Only qualified candidates will receive consideration.

Relocation is not available for this position. All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

If you are interested in being considered for the Assistant Conductor position, please send all of the above requested documentation to:

Email: jobs@metrarr.com

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Asst. Signalman

Metra is currently accepting applications for its Apprenticeship Program to be trained to install, maintain and repair railroad signal systems including grade crossing warning systems. This program is for a minimum two (2) year period with classroom work and on the job training toward journeyman's certification. Applicants must be at least 18 years of age. All selected applicants must be able to bend, stoop, lift weight up to 75 lbs and must be able to distinguish colors (red, blue, green and yellow). They must be able to work different shifts, holiday and weekends and travel to different work locations within Metra's six county region. Additional factors that will be considered include the candidate's ability to perform the physical requirements of the position, to include: digging, installing wire/cable and working outside in different weather conditions. Experience with operating equipment, e.g. backhoes and trenchers, is preferred.

Applicants must possess at least one of the following requirements:

1. High School Diploma or GED and a minimum of two (2) years of signal experience with a railroad; OR 2. Minimum of four (4) years of active duty Military service with experience in electrical/electronics and operating equipment is preferred. (must submit Military DD Form 214); OR 3. Bachelor's degree in Electronics or 2-3 year college level program or technical school in electrical or electronics (must submit a copy of your college transcripts, diploma and/or certificate).

All official documentation must be received before interviews can be scheduled.

Failure to complete the course may result in termination of employment with Metra.

All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

Only qualified applicants will receive consideration. Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. A background check will be conducted regarding drug and alcohol testing history on candidates who have worked for agencies subject to DOT regulations. Relocation is not available for this position.

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Safety Officer

Minimum Acceptable Qualifications

Bachelor's Degree in Occupational Health and safety or related discipline OR in lieu of a degree, any combination of relevant safety or occupational health education and experience equal to four (4) years. In addition to #1, must have five (5) years of safety management, engineering, or related experience, which must include working knowledge of OSHA regulations (29 CFR 1910 and 1926) construction safety, hazard analysis and resolution process. OSHA 40 hour certified trainer is highly desirable. Must have working knowledge of FRA regulations, safety rules and practices pertaining to the safe operation of the railroad. Must have knowledge of Illinois Commerce Commission (ICC), Federal Transit Administration (FTA) regulations, and OSHA regulations (29 CFR 1910 and 1926). Must have or be able to obtain an Associate Safety Professional Certification (ASP) within two (2) years from date of hire. Must have or be able to obtain Class B or above UST/AST Operator certification within 180 days from date of hire. Certified Safety Professional (CSP) preferred. Must pass the Metra Officer's Rules Exam and become rules qualified on assigned district within ninety (90) days from hire. Must be able to lift and move up to thirty (30) pounds. Must possess functional knowledge of Microsoft Office Suite with emphasis in Word, Excel, PowerPoint, and Access. Must possess strong oral and written communication skills. Must have strong interpersonal skills in dealing with all levels of management, employees, external groups and/or outside organizations. Must be able to work independently and manage multiple projects in a demanding environment. Must be able to work with sensitive information while maintaining strict confidentiality. Must possess and maintain a valid driver's license. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information: Only qualified applicants will receive consideration. Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

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Part Time Driver Franklin Park

Job ID 2013-94849 Category Customer Service/Support - Driver

Location US-IL

Area Chicago O'Hare Airport

We are an Equal Opportunity Employer M/F/D/V.

The Driver delivers vehicles safely and timely to the appropriate destination(s).

Position pays \$8.75/hour

Responsibilities:

The Part Time Driver is responsible for the transporting of fleet cars and vans to and from rental locations, as well as navigating written directions.
Drive and deliver vehicles locally or out of area as needed, following all rules of the road
Deliver vehicles to appropriate destination in a safe and courteous manner
Ride with or follow another driver to drop off vehicle(s) or pick up multiple vehicles
Organize travel route and ensure vehicle paperwork is accurate and timely
May need to communicate via 2-way radio or cellular phone
May be asked to clean vehicles
Perform miscellaneous job-related duties as assigned

Qualifications:

Must be at least 18 years of age.
12 months work experience required.
Must have valid driver's license with no more than one moving violation and/or at-fault accident on driving record in the past three years.
No drug or alcohol related conviction on driving record in the past five years.
Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.
Must be willing to work for \$8.75 per hour.

Must be willing to work every Sunday

Must be able to work the following schedule (with a half hour unpaid lunch)

Sunday 9am-7pm, Monday 7:45am-6:30pm, Tuesday 2pm-6:30pm

Sunday 9am-7pm, Monday 2pm-6:30pm Friday 7:45am-6:30pm

Apply online at <https://us-erac.icims.com/jobs/94849/part-time-driver-franklin-park/job>

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Part Time Service Agent O'Hare Airport

Job ID 2013-85777

Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago O'Hare Airport

We are an Equal Opportunity Employer M/F/D/V.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand. Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle. Verify appropriate stickers are attached to vehicle (registration, plates, etc.). May be responsible for maintaining an inventory of cleaning supplies. May assist with local automobile deliveries. Perform miscellaneous job-related duties as assigned

Qualifications: Must be at least 18 years old. Must have 6 months of prior work experience. Must have a valid driver's license with no more than 1 moving violation and/or at-fault accidents on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 5 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

This is an outside position, applicant must be willing to work outside.

Must be willing to work for \$8.75/hour

Must be able to work the following schedule:

Monday 1pm-10pm, Tues 1pm-10pm and Sat 2pm-10pm

Tues 5am-2pm, Wed 5am-2pm and Sat 6am-2pm

Sun 6am-2pm, Mon 5am-2pm and Tues 5am-2pm

Wed 5am-2pm, Thurs 5am-2pm and Friday 6am-2pm

Apply online at <https://us-erac.icims.com/jobs/85777/part-time-service-agent-o%27hare-airport/job>

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Job Title: Executive I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 12/24/13 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#: PS0046

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four hours of college, preferably with coursework in business or public administration.

Requires one year of responsible administrative experience in a public or business organization. Requires ability to develop and manage a small agency function program.

Requires ability to develop, install and evaluate new and revised methods, procedures and and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental polices and procedures.

Requires ability to develop and maintain cooperative working relationships.

SPECIALIZED SKILLS: Of the one year requires experience; requires experience working with EEO/AA Investigation complaints; requires experience conducting preliminary and follow-up interviews and preparing reports for DHR.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Personnel Office of EEO 401 South Clinton
Chicago, Illinois (Cook County)

Contact Person: Judith Beverly

Bureau of Personnel 2946 Old Rochester Road Springfield, Illinois 62703

217-557-5244 Office 217-782-8889 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 N1 - Healthcare & Family Srvs

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Mechanical Sales Associate job in CHICAGO

Requisition ID: 266071BR
Job Function: Automotive
Employment Category: Commission - Part-time
State: Illinois (IL)
State or Province/City: CHICAGO
Post Code: 60641
Post Date: 12/10/2013
Brand: Sears
Business Unit: Stores - Auto Centers
Store: 06361: Sears Auto Center

The Mechanical – Customer Service Advisor is positioned within the auto center to provide leadership and results in the following areas: increase productivity, selling services, and communication vehicle evaluations, recognize training needs and controlling variable expenses. Under direct supervision, writes vehicle specifications; coordinates the acquisition of vehicles; develops and maintains a preventative maintenance program; schedules repairs with the Auto center, and commercial accounts; sets priorities; schedules preventative maintenance activities and reviews assignments in progress and when completed; prepares operational data reports for results; and performs other related duties as assigned.

- Must be 18 years of age or older

Apply online at <http://jobs.sears.com/career/228409/Mechanical-Sales-Associate-Illinois-IL-Chicago>

Radiation Oncology Tech

Weiss Memorial Hospital, Chicago, IL
Department: Radiology Therapy
Schedule: Registry

Job Details: Assist technologist in coordinating patient flow through the department, assist technologists in preparing exam rooms for procedures, aids in monitoring patient condition, prepares necessary documents to complete exam order process, may process, identify and compile imaging studies, may coordinate scheduling. High school graduate or equivalent. Prior medical or clinical exposure to handling patients. Knowledge of medical terminology and familiarity with registration process required.

Apply online at <http://www.westsuburbanmc.com/About/careers.aspx>

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Sales Associate (Base + Comm) Sales Associate (100% Comm.)

Requisition ID: 270325BR

Job Function: Sales

Employment Category: Regular, Part-time

State: Illinois (IL)

State or Province/City: CHICAGO

Post Code: 60602

Post Date: 12/06/2013

Business Unit: Stores - Sears Hourly

Store: 01200: Sears State Street

Jobs in this category are responsible for: selling and servicing customers within one or more departments, including Hardware, Lawn & Garden, Electronics, Cosmetics & Fragrance, Footwear and Fine Jewelry; maintaining knowledge of products and using this knowledge to assist and educate customers on options available; providing customer assistance; and delivering a positive customer shopping experience. In general, pay for jobs in this category is based on a fixed hourly rate of pay plus potential commissions based on sales; however, the compensation structure may vary by department or store.

Apply online at <http://jobs.sears.com/career/232145/Sales-Associate-Base-Comm-Sales-Associate-100-Comm-Illinois-IL-Chicago>

Cashier job in CHICAGO

Requisition ID: 269988BR

Job Function: Customer Service

Employment Category: Regular, Part-time

State: Illinois (IL)

State or Province/City: CHICAGO

Post Code: 60618-4249

Post Date: 12/05/2013

Business Unit: Stores - Kmart

Store: 03371: CHCAGO, IL

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

Apply online at <http://jobs.sears.com/career/231931/Cashier-Illinois-IL-Chicago>

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Cashier job in CHICAGO

Requisition ID: 270284BR

Job Function: Cashier

Employment Category: Seasonal

State: Illinois (IL)

State or Province/City: CHICAGO

Post Code: 60707

Post Date: 12/06/2013

Brand: Sears

Business Unit: Stores - Sears Hourly

Store: 01090: Sears Chicago Harlem Ave AIL

Responsible for providing excellent customer service, efficiently and accurately completing sales and service transactions at the cash wraps, as well as handle customer issues that may arise on the sales floor.

- Takes ownership for enhancing the customer experience
- Partners with selling and sales support associates to provide superior customer service (i.e., assist customers, answer phones)
- Leverages technology in order to facilitate the customer experience
- Completes customer transactions accurately and efficiently at point-of-sale
- Executes consistent operational and selling processes (i.e., credit application process, ratchet repair program)
- Optimizes credit, gift card, Shop Your Way Rewards and multi-channel opportunities (and, where applicable, Protection Agreements, Merchandise Replacement Agreements, and other miscellaneous income opportunities)
- Educates customers on our Satisfaction Guaranteed return policy;
- Assists in resolving customer issues
- Assists with merchandise support tasks (i.e., fitting room maintenance, straightening merchandise) during non-peak hours
- Adheres to merchandise protection standards
- Uses basic internet navigation to access and print information/reports
- Performs other duties as assigned
- Basic reading, arithmetic, writing and oral communication skills
- Basic internet navigation

Apply online at <http://jobs.sears.com/career/232175/Cashier-Illinois-IL-Chicago>

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Management Trainee - Joliet Area

Job ID 2013-97608 Category Management Trainee Program - All Positions

Location US-IL

Area Chicago: South Suburbs

Apply for this job online

We are an Equal Opportunity Employer M/F/D/V.

Responsibilities:

As a Management Trainee, you are empowered to make business decisions that greatly affect your career as well as the bottom line. You'll gain responsibility for developing new business and maintaining current relationships. You'll be responsible for understanding cost control, reading your branch's P&L statement and understanding what it takes to run a profitable business. You will also learn how to deliver superior customer service. We will teach you how to effectively communicate, influence and interact with all types of customers, vendors and co-workers. You'll learn proper sales techniques to problem solving and conflict management. Those skills will provide you with the opportunity to market to local business partners and build solid, long-lasting relationships with key business decision-makers. In your development to become a successful manager at Enterprise, you'll learn how to mentor, train, develop, manage and promote a staff of your own.

Qualifications:

Bachelor's degree preferred.

Associates Degree with 2 years of sales experience in lieu of Bachelor Degree

4 years of Sales experience in lieu of no degree

Must have relevant experience in 2 of the following 3 categories:

Sales

Will consider 3+ years as a professional or college athlete in lieu of sales

Will consider 2+ years of active duty military experience in lieu of sales

Customer Service

Management/Supervisory/Leadership

Must have a valid driver's license with no more than three moving violations and/or at-fault accidents on driving record in the past three years.

No drug or alcohol related conviction on driving record within the last 3 years (DUI/DWI).

Must be at least 18 years old.

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Apply online at <https://us-erac.icims.com/jobs/97608/management-trainee---joliet-area/job>

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***Part-Time Service Agent (car detailer) - Michigan Ave, Chicago IL**

Job ID 2013-99886 Category Customer Service/Support - Service Agent

Location US-IL

Area Chicago: South Suburbs

We are an Equal Opportunity Employer M/F/D/V.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment).

The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot.

This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires.

Clean vehicle exterior by hand, brush or by operating washing equipment
Polish, dry and clean vehicle windshields, windows, lights, mats and exterior body, by hand

Vacuum, shampoo, add air freshener and clean vehicle interior (some stain removal may be required)

Determine need for and add windshield fluid, gas, oil, water and antifreeze
Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Apply online at https://us-erac.icims.com/jobs/99886/*part-time-service-agent-%28car-detailer%29---michigan-ave%2c-chicago-il/job

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Job Title: Office Assistant - Opt 2 (NRC Med Rec)

Agency: Corrections

Closing Date/Time: Tue. 12/24/13 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-13-1058

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general supervision of the Health Care Unit Adm., Sr. Public Service Adm., performs difficult and complex clerical typing duties involving the preparation of memos, letters and reports; establishes and maintains files; monitors tickler files; answers phone; opens and distributes mail.

Position Number: 30010-29-82-430-22-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm Mon through Fri with days off of Sat and Sun.

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 60434 (815) 727-3607 extension 6693

How to Apply:

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

Option 2 - Typing

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***Part-Time Service Agent (Car Detailer)- Forest Park**

Job ID 2013-93659 Category Customer Service/Support - Service Agent

Location: US-IL

Area Chicago: Southwest Suburbs

We are an Equal Opportunity Employer M/F/D/V.

The Service Agent cleans vehicles inside and out (vehicles may be cleaned by hand or by operating washing equipment). The Service Agent also performs regular maintenance (non-mechanical services), moves vehicles, and performs other duties assigned by the manager, all completed in a safe and timely manner.

The position is based at 7630 Roosevelt Rd Forest Park, IL 60130

Responsibilities:

The Service Agent is responsible for the care and maintenance of the cars on the lot. This includes vacuuming and prepping the cars, shuttling cars to and from car washes and dealerships for servicing, car transports to and from offices, checking fluid levels, and changing tires. Clean vehicle exterior by hand, brush or by operating washing equipment. Vacuum, add air freshener and clean vehicle interior (some stain removal may be required). Determine need for and add windshield fluid, gas, oil, water and antifreeze. Perform basic maintenance check: antenna, under the hood, inside the vehicle, inside the trunk, and outside vehicle

Verify appropriate stickers are attached to vehicle (registration, plates, etc.)

May be responsible for maintaining an inventory of cleaning supplies

May assist with local automobile deliveries

Perform miscellaneous job-related duties as assigned

Qualifications:

Must be at least 18 years old. Must have 1 year of prior work experience

Must have a valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record in the past 3 years

No drug or alcohol related conviction on driving record in the past 3 years

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for a non-negotiable wage of \$8.25/hr.

Apart from Religious observances you must be able to work one of the following schedules: Monday: 8:00am-6:00pm; Wednesday: 1:00pm-6:00pm

Thursday: 2:00pm-6:00pm; Friday: 2:00pm-6:00pm; Saturday: 9:00am-12:00pm

Apply online at https://us-erac.icims.com/jobs/93659/*part-time-service-agent-%28car-detailer%29--forest-park/job

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Fitness Attendant

Job ID 2013-5879

Center Kroehler

Positions 1

Address 34 S Washington St

City Naperville

State IL

Posted Date 12/11/2013

Category Health and Fitness

Type Regular Part-Time Hours per Week 2

Variable Schedule Monday & Wednesday 10-11am

Job Summary: Provide customer service, guidance, and leadership to all members and participants. Create and deliver fitness programs, including cardiovascular exercise, muscle conditioning and flexibility.

Scope of Responsibilities:

Design and deliver fitness programs that meet individual members' needs. Represent the YMCA by utilizing tools and information to increase member knowledge of fitness as well as other programs provided through the YMCA (handouts, charts, brochures, etc.). Develop and maintain professional relationships with members by providing personal attention every shift to all participants through a proactive approach. Provide assistance/guidance and make an effort to acknowledge all members in the fitness room. Instruct members on correct position and body alignment to prevent injuries. Responds to, and reports, accidents and incidents. Reports equipment problems. Attends staff meetings and trainings. Maintains current certifications. Discusses and promotes all YMCA programs. Motivates members to commit to long-term participation. Any additional job duties as assigned.

Requirements: Have specific knowledge and ability in fitness instruction. Possess the ability to communicate verbally and in writing to individuals and small groups. Obtain YMCA Basic Fitness Leadership certification within first six months of employment, or have current A.C.E. Certification or equivalent. Principles of YMCA Health and Fitness certification must be obtained within 90 days from date of hire. Have current (within 30 days from date of hire) CPR and First Aid certifications.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5879/fitness-attendant/job>

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Job Title: Rehabilitation Case Coordinator I

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

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

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

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

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

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

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Personal Trainer

Job ID 2013-5884
Center High Ridge
Positions 1
Address 2424 W Touhy Ave
Posted Date 12/11/2013
City Chicago
Category Health and Fitness
State IL
Type Regular Part-Time
Hours per Week 10.00
Variable Schedule Schedule

Job Summary:

Provides individual, small group and/or class instruction in fitness program development, strength, cardiovascular training and wellness.

Scope of Responsibilities:

Designs and implements safe, effective and enjoyable fitness programs that will meet the unique needs and wants of each member.

Plans and instructs individuals, small groups or classes with a personalized approach following YMCA standards and guidelines.

Contacts members on a regular basis to follow-up on progression of their fitness program. Keeps accurate records of members' progress.

Discusses and promotes all YMCA programs. Motivates members to commit to long term participation. Ensures safe and effective workouts. Responds to, and reports, accidents, incidents, and equipment problems.

Attends staff meetings and trainings as required. Maintains current certifications. Any additional duties as assigned.

Requirements:

Must have a High School diploma with at least a year of Personal Training experience; Current CPR and First Aid certifications. NASM, ACSM, ACE, or AFAA highly recommended at time of hire; YMCA Principles of Health and Fitness and Strength Training certification must be obtained within 90 days of hire.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5884/personal-trainer/job>

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Member Service Staff

Job ID 2013-5883 Center High Ridge
Positions 1 Address 2424 W Touhy Ave
Posted Date 12/11/2013 City Chicago
Category Membership Services State IL
Type Regular Part-Time Hours per Week 20.00
Variable Schedule Monday thru Friday: Evenings
Must be available to work weekends.

More information about this job:
Responsibilities & Requirements:
Job Summary:

Provides members and prospective members with information and assistance as it relates to membership, program and other YMCA services. Individual is responsible for providing a high level of customer service to YMCA members, program participants, and guests.

Scope of Responsibilities:

Provides members with exceptional customer service and promotes YMCA membership and programs.

Provides information and assistance related to membership rates, programs, services, scholarships and other YMCA amenities.

Prepares member records and issues Membership I.D. cards and handles all registration/enrollment transactions.

Answer phones and performs other assignments as needed in appropriate and efficient manner.

Follows up with prospective members and new members per Association standards

Provides informative tours to prospective members in accordance with Association tour requirements

Previous cash handling and sales experience required.

Additional duties as assigned.

Requirements:

Have some prior experience in member relations/ customer service.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5883/member-service-staff/job>

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Drop-In Childcare

Job ID 2013-5651

Center South Chicago

Positions 1

Address 3039 E 91st St

Posted Date 12/10/2013

City Chicago

Category Child Care

State IL

Type Regular Part-Time

Hours per Week 18

Variable Schedule Mon- Fri 6:00pm -9:00pm

Saturday 8:00am - 12:00pm

Job Summary:

Working under the direct supervision of the teachers, assist in the management of groups of children 6 weeks -12 years old.

Scope of Responsibilities:

Assist the teacher and/or group in the implementation of the daily program, which will include activities that are developmentally appropriate.

Assist in planning and preparation of the creative learning environment and preparation of needed material and supplies.

Help with general housekeeping tasks.
Supervise and lead the activity areas.

Interact with children, treating them with respect and dignity.

Requirements:

Must have prior experience working with children. must have or will obtain CPR and First Aid certification; Ability to work with a diverse group of people.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5651/drop-in-childcare/job>

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Group Worker Aide

Job ID 2013-5761

Center North Lawndale Children Services

Positions 1

Address 3449 W Arthington St

Posted Date 12/9/2013

City Chicago

Category Child Care

State IL

Type Regular Part-Time

Hours per Week 25

Variable Schedule Mon – Fri 1:00pm - 6:00pm

Job Summary:

Under the direct supervision of the Group Worker, the Group Worker Aide is responsible for participating in activities for school-aged children that foster overall character building in an before/after school program setting.

Scope of Responsibilities:

participate in a variety of activities for school-aged children; follow program schedule including snack time, homework time, cleanup, and other times set for activities; assist in maintaining high standard of health and safety keeping the health and welfare of all children in mind at all times; participate and assist in the pool program (if any), schools out and holiday break programs; other duties as assigned.

Requirements:

high school diploma or equivalent work/education experience; 1 year teaching experience in a classroom setting under qualified supervision; must have 12 hours in Child Development, Recreation, Physical Education or a related field; must demonstrate basic reading, writing, and communication skills at a level consistent with entry into college.

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

Apply for this job online at <https://careers-ymcachicago.icims.com/jobs/5761/group-worker-aide/job>

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