



**Job Title: Management Operations Analyst II**

Agency: Children & Family Services  
Closing Date/Time: Mon. 12/07/15 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 1508015-081858

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a master's degree in business or public administration, with coursework in areas such as organizational theory, and operations research; requires extensive knowledge of the application and conduct of management studies; requires three years progressively responsible professional experience in management operations analysis; a strong base in social work practice as demonstrated by a bachelor's degree in social work or a related human services field, supplemented by a master's degree in social work or a related human services field, is preferred; experience in working with and counseling families and children in child welfare services, child protective investigations, or child welfare licensing services and an understanding of the dynamics of abuse and neglect are preferred; working knowledge of DCFS rules and procedures is preferred; requires ability to analyze problems and develop systems of action, requires ability to present ideas clearly, both orally and in writing; requires ability to work closely with staff and management professionals in planning and developing assignments and conducting management studies; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: Mon-Fri 8:30a-5p  
1911 S. Indiana, Chicago, Illinois 60616  
Agency Contact: Vanasha Little / Office of Employee Services  
JRTC, 100 W Randolph 6-100, Chicago, IL 60601  
Phone: 312-814-122 Fax: 312-814-1224  
Email: [Vanasha.Little@illinois.gov](mailto:Vanasha.Little@illinois.gov)

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

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**Job Title: Veterans Service Officer**

Agency: Veterans Affairs  
Closing Date/Time: Tue. 12/08/15 4:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028 Bid ID#: 34-115-16-05

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits. In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions: (i) The veteran must have served a total of at least 6 months (ii) The veteran served for the duration of hostilities regardless of the length of engagement. (iii) The veteran was discharged on the basis of hardship. (iii) The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. \* Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Work Hours & Location/Agency Contact: Days: Monday-Friday Hours: 8:00am - 4:00pm 1/2 hour lunch break  
Location: IL Department of Veterans' Affairs / Chicago VA Regional Office  
2122 W. Taylor, Suite 127, Chicago, IL 60612  
Contact: Human Resources, 833 South Spring Street. Springfield, IL 62704  
Phone: (217) 785-1788 Fax: (217) 557-7235

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

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

Agency: Children & Family Services  
Closing Date/Time: Mon. 12/07/15 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1564013-645150

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Contract Administrator- Cook County Day Care Unit, performs a variety of complex, specialized clerical support services for the Day Care Unit; types reports and correspondence; maintains word processing system applications enters and retrieves data on computer systems; provides information and assistance to clients and the general public.

**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, medical, and business terminology; requires ability to utilize a computer and software applications on a daily basis.

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

Work Hours: Monday thru Friday 8:30am-5:00pm  
Work Location: 1911 S. Indiana, Chicago, IL 60616  
Contact: Teresita Gonzalez  
406 East Monroe, Station# 440, Springfield, IL 62701  
Email: [Teresita.M.Gonzalez@illinois.gov](mailto:Teresita.M.Gonzalez@illinois.gov)  
Phone: 217/524-4391 Fax: 217/785-1765  
TTY (NextTalk): 1-866-322-7171

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 Coordinator - Opt 2**

Agency: Children & Family Services  
Closing Date/Time: Tue. 12/08/15 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 1560054-601655

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Child Intake and Recovery Administrator, performs technical, administrative secretarial and office support functions; prepares and types confidential correspondence; gathers information as requested by administrative and supervisory staff; completes monthly reports; receives and assists visitors and callers; provides general information and assistance to office inquiries; abstracts information and supportive 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: Hours: M-F 8:30 am – 5:00 pm  
Supervisor: Steven Minter  
Location: DCFS, 1911 S. Indiana, Chicago, IL.  
Contact: April Coats, DCFS, 406 E. Monroe, station 30, Springfield, IL. 62701  
E-mail: [April.Coats@Illinois.gov](mailto:April.Coats@Illinois.gov)  
Phone: 217-557-7430  
Fax: 217-785-0395

\*Bids are accepted through fax, E-mail, and mail.

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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### **Restaurant theatre manager**

As an AMC® restaurant/theatre manager you'll ensure the best possible in-theatre dining and entertainment experience available. That's what we do. We're AMC, and we're one of the largest entertainment companies in the world. Right now we're expanding our in-theatre dining locations and need experienced restaurant managers to help run the show. You'll be in charge of making sure our in-theatre dining facilities run smoothly so that guests enjoy their food, beverages and movies. Additionally, you'll manage associates and provide superior customer service. Sound hands on? It is.

Ensure successful daily restaurant theatre operations by focusing on the fundamentals:  
Providing service that is friendly, helpful and fast

Maintaining facilities that are clean, safe and in good repair

Providing an experience that is comfortable, distraction-free and picture-perfect

Serving fresh, appetizing and properly prepared food and beverages

Encourage associates to maximize their personal growth and development by:

Guaranteeing associates meet and exceed guest-service standards

Ensuring proper staffing in each area of the theatre

Performing daily opening and closing operational duties

Reviewing financial numbers on a regular basis and make operations adjustments, as necessary

Overseeing an individual theatre department, as assigned by theatre general manager

Pretty straightforward, huh? We think so. But we're not looking for just anyone. You'll need an associate's or bachelor's degree in hospitality, culinary arts or commensurate experience. And two years experience in a restaurant that sells beer, wine and liquor, along with a willingness to obtain any necessary alcohol service and licensing requirements. Three years of experience at a national chain or restaurant group would be nice too.

So, think you have what it takes? Are you receptive to training and personal development? Do you have effective written and oral communication skills along with strong analytical skills? Are you equally comfortable communicating and working with guests, supervisors, peers, subordinates or vendors? Do you possess computer skills and applicable work experience? If you're nodding your head "yes," then apply now!

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. Especially, when you want to take charge of your career. We offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes, health and 401(k) plans. If working in the restaurant and entertainment world, delivering superior customer service and a fun working environment matter to you, apply online today at <https://www.amctheatres.com/careers/theatre-management/restaurant-theatre-manager>. You could end up working in show business!

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## **Resident Care Assistant**

The Clare - Chicago, IL

Are you a compassionate, highly qualified and skilled Resident Care Assistant (RCA) with a love for providing outstanding care and customer service? Do you want to work in the heart of Chicago in luxury residential community while making a difference in the lives of people? If so, then The Clare, the only Continuing Care Retirement Community in the Gold Coast area, wants you! Due to expansion of our Assisted Living areas we are seeking to add to our team! We are seeking to fill PRN positions.

All candidates will be required to pass a criminal background check, drug screen and physical exam. - Must have current, valid Illinois C.N.A. certification - Must have at least 1 year experience in Long Term Care, Rehabilitation, Assisted Living or Memory Care facility. - Must have current CPR certification. - Excellent written and verbal communication skills. - High level of professionalism and customer service.

Required experience: At least: 1 year

Apply online at <http://www.indeed.com/cmp/The-Clare/jobs/Resident-Care-Assistant-969329327ceb7ac1?q=nursing+home>

## **SERVICE, SALES ASSOCIATE, CASHIER – DUTY FREE AT CHICAGO O’HARE INT’L AIRPORT**

### **SPECIFIC REQUIREMENTS**

Availability to work weekends and holidays. One or more years of previous retail experience. Ability to function in a fast past environment with ability lift up to 50lbs with frequent bending, lifting and long periods of time standing an/or walking.

**KEY RELATIONSHIPS:** Daily interaction with Warehouse Manager and supervisor

Frequent interaction with staff, customers and vendors

**EXPERIENCE REQUIRED:** Essential: One or more years of retail experience and previous experience operating cash register/point of sale (POS). High school diploma or GED. Desirable: Bilingual

### **ADDITIONAL OR LOCAL REQUIREMENTS TO STANDARD ROLE**

Schedule availability to work early mornings (7:45 a.m. start time) or nights (2:00 p.m. or 3:00 p.m. start time) including weekends and holidays;

Current starting rate of pay: \$9.10 per hour

Reliable transportation to and from O’Hare Airport

All applicants are subject to pre-employment drug screen and background check

Apply online at <http://www.hudsongroup.com/hg/work-with-us/service-sales-associate-at-chicago-ohare-intl-airport/>

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### **Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 838-982855  
Posting Date: 11/30/2015  
Shift: Flexible  
Status: On Call

#### **GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

#### **FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

#### **RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service  
Maintain an awareness of all promotions and advertisements  
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers  
Communicate customer requests to management  
Enter all media from register into the tally program  
Maintain orderly appearance of register area and supplies stocked  
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online at <https://burlingtonstores.jobs/jobs/descriptions/cashiers-associate-chicago-illinois-job-5188883-em-11003>

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## **RETAIL SALES ASSOCIATE - CHICAGO, IL (WATER TOWER) JOB**

Location: Chicago, IL, US

Oakley is not where we work – it's who we are.

Our team is fused together with passion for insanely advanced products and creating an amazing service experience. Our sales associates are not created equal; they are authentic, passionate, and innovative and dedicated to delivering the unexpected.

If this is you, get ready to attack tasks, destroy sales goals, all while having a wicked awesome time!

### **THE RUNDOWN**

The Sales Associate is the most critical link in ensuring that our customers have a rewarding experience that will keep them coming back time after time. The Sales Associate must demonstrate excellent customer service skills, meet hourly selling and customer capture goals, provide product knowledge to our customers and work as part of a team to meet individual and store objectives.

### **THE QUALIFIERS**

Experience dealing with the public. Ability to read, write, count and communicate with store staff and customers. Availability to work a flexible schedule and the hours necessary to open and/or close the store, including nights, weekends and holidays. Computer proficiency and cash register experience. Ability to be on your feet most of the day or moving on the sales floor or stock room. Ability to maneuver merchandise and lift up to 40 lbs. Physical activities include engaging in repetitive motions, bending, kneeling, twisting, stretching, squatting, pushing, pulling, lifting, climbing, carrying, walking, reaching and/or using a step stool on a frequent basis. All retail associates may use available back room seating when the nature of the work reasonably permits.

### **STOKED IF YOU HAVE THIS TOO**

Knowledge of Oakley, Inc. and Oakley products.

Outgoing, enthusiastic and sports-minded individual.

Bilingual.

Oakley is an Affirmative Action/Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, veteran status, or any other characteristic protected by law.

Apply online at [http://jobs.oakley.com/job/Chicago-Retail-Sales-Associate-Chicago%2C-IL-%28Water-Tower%29-Job-IL-60290/250978200/?feedId=4&utm\\_source=Indeed](http://jobs.oakley.com/job/Chicago-Retail-Sales-Associate-Chicago%2C-IL-%28Water-Tower%29-Job-IL-60290/250978200/?feedId=4&utm_source=Indeed)

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**Admissions Coordinator**

Executive Search Solutions - Chicago, IL

We have a new employment opportunity for an Admissions Director in a beautiful healthcare facility located in the southern part of Chicago, Illinois.

Responsibilities include completing admissions paperwork, data reports, and marketing initiatives in a skilled nursing environment.

We are searching for a candidate with extensive prior experience as Admissions Coordinator and a working knowledge of Medicare/Medicaid and managed care admissions processes.

Additional duties include building professional relationships with local hospital discharge planners as well as community relations and census development activities.

The company is dedicated to serving the elderly and providing compassionate health care.

You will enjoy working for an organization that believes in providing an environment of professional enrichment for all employees.

Compensation is competitive, and is based on professional experience. The company offers an extensive menu of benefits options.

Executive Search Solutions is a national recruitment firm with a long-term care focus.

Our clients include Skilled Nursing Facilities (SNF) / Nursing Homes, Assisted Living and Independent Living centers, Continuing Care Retirement Communities (CCRC), Rehab, Hospice, and Home Health Agencies.

For a complete list of job openings visit our website at <http://www.essusa.net/>

Please call David Van Matre at 760-699-7671 for more information, fax resume to 877-685-8779, or email resume to [dvanmatre@essusa.net](mailto:dvanmatre@essusa.net) to be considered for this position.

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**Job Title: Certified Medical Assistant, Peds Primary Care**

Department: RUSH PRIMARY CARE PEDIATRICS POB 940

Shift: 1st – Full Time

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Pediatric Clinic

Job Number: 2015-2674

Job Description: \*This position requires occasional weekend work; shift times vary from 9:30am-8:30pm\*

Rush is a health care leader offering world-class innovation, driven by collaboration and committed to accountability and respect, continually striving for excellence in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, NHA, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification; Bilingual preferred

Minimum of two years clinical experience preferred

Ability to work in a high stress, fast paced environment

Previous surgical experience preferred

Position Responsibilities:

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting. The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing. The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will function in dual administrative front desk role as a back up when necessary

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20151130142541&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151130142541&)

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**Job Title: Pharmacy Tech 3, Specialty Pharmacy**

Department: Pharmacy

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Rush is a health care leader offering world-class innovation, driven by collaboration and committed to accountability and respect, continually striving for excellence in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

**Position Qualifications:**

The Pharmacy Technician III, under the direction of the Assoc. Director – Specialty Pharmacy and under the general supervision of registered pharmacists, performs duties such as prescription data entry, labeling, preparing and filling of medication orders for patients of the Specialty Pharmacy. Obtaining prior authorization for prescriptions and shipping of verified prescriptions to the patient’s home is also performed. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. Maintains CE hours required to retain CPhT certification.

**Knowledge, Skills and Abilities:**

High School Diploma or GED required. Valid State of Illinois Pharmacy Technician license required. Valid PTCB Pharmacy Technician Certification (CPhT) highly desirable. Two years’ experience in a customer service oriented pharmacy environment. Excellent data entry skills. Flexibility with work schedule. Good problem solving skills and the ability to work independently and quickly in responding to and resolving a wide range of problems.

Excellent verbal communication skills.  
Dependable in attendance and job performance.  
Good organizational and time management skills.  
Team player with a positive attitude and work ethic.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20151130142622&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151130142622&)

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**BELLMAN/DOORMAN (Chicago, IL (Loop))**

Compensation: Above market compensation and benefits

Employment type: full-time

We are looking for a FULL-TIME person who will offer long term dedication to the Club, someone who is polished, friendly, and upbeat with excellent customer service and communication skills.

Essential Job Functions:

- \*Greet members by name, or guests with a hello as they enter the Club
- \*Make sure the lobby is neat and in order
- \*Be knowledgeable of Clubhouse facilities and functions/events, their location and hours of operation
- \*Know where private events are taking place in order to direct guests
- \*Secure front entrance to ensure no trespassing
- \*Assist members and guests with their luggage
- \*Hail taxis
- \*Log any valet to be sent out and when it returns, deliver to room
- \*Keep information boards and elevator cards current
- \*Answer bellstand phone, take messages, and page member/guest when requested
- \*Convey fire and evacuation procedures

Job Qualifications:

- \*Minimum one year experience as a bellman/doorman
- \*Must be dependable, hardworking, reliable, have a professional demeanor and strong organizational skills
- \*Physically able to lift and carry at least 50 lbs., climb stairs, and stand on feet for extended periods of time without rest
- \*Some knowledge of the neighborhood area around the Clubhouse and places of interest is helpful
- \*Must have schedule flexibility to work when needed including evenings, weekends and holidays (no fixed schedule available)
- \*High school diploma or equivalent preferred

Qualified candidates, please forward your resume along with wage expectations via e-mail to [velazquez@ucco.com](mailto:velazquez@ucco.com). You may also fax to 312-726-0620. Applications in person are conducted at the Club's security entrance, off the alley of 76 East Monroe Street, Chicago, IL 60603.

**NO PHONE CALLS WILL BE ACCEPTED!**

The Immigration Reform and Control Act of 1986 require employers to verify the employment status of each person hired.

The University Club of Chicago is an Equal Opportunity Employer and a Drug Free Workplace.

**APPLICANTS ARE SUBJECT TO DRUG & ALCOHOL SCREENING AND A BACKGROUND CHECK INCLUDING A REVIEW OF CRIMINAL RECORDS UPON RECEIPT OF JOB OFFER.**

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**Job Title: Specialist**

Department: CLINICAL RESEARCH ADMINISTRATION

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-2755

**Job Description:**

Here at Rush University Medical Center in Chicago, Illinois, we are committed to advancing scientific medical knowledge through research. We are revitalizing our medical centers with an emphasis on productivity, transparency and accountability. Are you looking to be a part of the exciting, always evolving and expanding new developments in research here at Rush University Medical Center? Are you well experienced in working with a variety of group, single and industry oriented studies? If this describes you, you may be the right candidate for the Specialist position in the Clinical Research Administration.

**Position Highlights:**

Under the direction of the Assistant Director, Contracts and Budgets, the Contract Specialist reviews and negotiates all research related contracts. The incumbent is responsible for ensuring compliance with institutional and Office of Legal Affairs guidelines for contracting with research sponsors. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications Include:** Master's degree in a relevant field required, Juris Doctorate preferred. Three or more years of related legal experience required. Experience with contracts and form agreements required. Experience drafting legal documents required. Ability to exercise sound judgment and appropriately seek guidance from Counsel when necessary. Ability to aptly assess potential legal risks or exposure. MS Office and general technology proficiency. Strong interpersonal skills. Ability to work effectively in a fast-paced environment with strong organizational skills and ability to work independently and produce exceptional work under deadlines. Excellent written and verbal communication skills. Detail oriented.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Speech Language Pathologist**

Department: Communication Disorders

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Speech-Language Pathology

Job Number: 2015-2657

**Job Description:**

Speech Language Pathologist

The Speech Language Pathology Services at Rush include evaluation and treatment of individuals with communication and swallowing disorders, ranging from common to complex. We offer care to individuals of all ages on both an inpatient and outpatient basis

**Position Qualifications Include:**

Completed a minimum of a master's level degree

Illinois licensure in speech-language pathology.

Current ASHA certification in order to supervise students.

A minimum of 3 years full-time equivalent in acute medical setting

Intermediate to advanced level clinical skills with competency in primary and beginning competency in specialty areas.

Possess excellent problems solving skills and analytic ability to appropriately diagnose patients' problems and develop rehabilitation plans.

Ability to manage a busy, varying caseload

This position requires the ability to work weekday and weekend hours

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**Dispatcher /Supervisor Paratransit/Dial-A-Ride**

Location: Elgin

Office: Revenue Services

Department: Paratransit

**Job Description:**

Under the direction of the Division Manager, or designate, will perform Paratransit Dial-a-Ride dispatcher and supervisor duties. Dispatch duties encompasses all oversight and assignment/scheduling functions including; scheduling of operators and vehicles, handling passenger incidents, and vehicle breakdowns.

Will monitor the performance of Paratransit including Trapeze and coordination of Paratransit and Call n Ride routes and Paratransit Operators as well as other performance measurements. Will operate the base radio and Trapeze coordinating pick ups and drop offs and notify proper authorities of emergencies, breakdowns, or upon Paratransit Operator's request complete, NTD, month end DAR reports. Will act as liaison with Corporate Paratransit staff. Will maintain appropriate dispatch paperwork and answer phones and field calls. Will assist with Revenue Services projects and perform other duties as assigned or required.

**Qualifications:**

Qualified candidate must have a minimum of a high school education/GED. Must have at least five (5) years experience in transportation or equivalent. Must be 21 years of age and possess or be able to obtain a valid Class "C" Commercial Driver's License with Passenger Endorsement.

Must possess good written and verbal communication skills, extensive knowledge of Paratransit service, experience in Paratransit operations, and knowledge of the service area. Must also have supervisory ability, excellent interpersonal skills, ability to make quick, accurate decisions and be proficient in the use of computers with focus on Trapeze and Microsoft Windows.

The performance of these duties may be required at any time of the day and night, and any day or night of the week. Management experience preferred

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=521](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=521)

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## **Manager of Paratransit Contracted Bus Operations**

Location: Chicago

Office: Revenue Services

Department: Paratransit

**Job Description:** Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

**Qualifications:** Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=681](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=681)

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

Agency: Healthcare & Family Services  
Closing Date/Time: Fri. 12/11/15 11:59 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
Job Type: Full-Time  
Location: DuPage County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: CS3244

**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 extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to speak and write Spanish at a colloquial skill level. Requires the ability to travel.

**Work Hours & Location/Agency Contact:** Work Hours: 8:30 - 5:00

Location: Division of Child Support Services  
Downstate Operations (55)  
Aurora Regional/DuPage Co. Satellite Office  
837 S. Westmore-Meyer Rd., Lombard, IL 60148 (DuPage County)

**Agency Contact:**

Leslie Guennewig  
509 S. 6th Street  
Springfield, IL 62701  
Work#: (217) 557-3900  
Fax#: (217) 524-3960

**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: Office Coordinator - Opt 2**

Agency: Healthcare & Family Services  
Closing Date/Time: Fri. 12/11/15 11:59 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#: CS3247

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency; gathers information and issues referrals for accounts in need of adjustment; establishes and monitors tracking procedures; types letters, forms, records, and other documents; travels to various sites to obtain child support information.

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 extensive knowledge of office practices, procedures, and programs. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 WPM. Requires the ability to travel.

Work Hours & Location/Agency Contact: Work Hours: 8:30 - 5:00  
Location: Division of Child Support Services / Downstate Operations (55)  
Joliet Regional Office, 16 W. Cass Street, Joliet, IL 60432 (Will County)  
Agency Contact: Leslie Guennewig, 509 S. 6th Street, Springfield, IL 62701  
Work#: (217) 557-3900 Fax#: (217) 524-3960

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: Public Service Administrator - Opt 7  
Agency: Corrections  
Closing Date/Time: Thu. 12/10/15 11:59 PM Central Time  
Salary: \$6,501.00 - \$9,994.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: CU500  
Bid ID#: IDOC29-15-7072

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with a Bachelor's degree supplemented by a Master's degree in the behavioral or social sciences or law enforcement; requires three years of progressively responsible professional experience in the area of law enforcement, probation or parole work or counseling work in a public or private agency or institution whose primary function is the treatment and the rehabilitation of adult or juvenile offenders; requires thorough knowledge of the modern objectives and methods of parole work; requires thorough knowledge of the procedures and processes of granting parole; requires thorough knowledge of the laws, rules and regulations concerning parolees; requires thorough knowledge of social casework principles and social research methods and the social values, attitudes and psychology of criminal offenders; requires extensive knowledge of the State, public and private welfare agencies and their services and functions; requires extensive knowledge of public and business administration principles; requires possession of a valid driver's license; requires ability to carry a firearm; requires possession of a Firearm Ownership Identification Card.

Work Hours & Location/Agency Contact: WORK HOURS: AM Shift (Fri/Sat off)  
AGENCY/LOCATION: BOTY/Midtown (AM), 1110 S. Oakley, Chicago, IL 60612  
CONTACT INFO: IL Dept. of Corrections / Peoria Parole Office  
Attn: Melinda Cloninger, Hum. Res. Rep.  
1115 N. North Street, Suite B , Peoria, IL 61606

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 7 - Law Enforcmnt/Correctnl**

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**Job Title: Public Service Administrator - Opt 8T**

Agency: Juvenile Justice  
Closing Date/Time: Tue. 12/08/15 3:30 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
\$37,392.00 - \$117,180.00 annually  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: GB063 Bid ID#: IDJJ-27-10-15-0966

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to administrative approval of the Assistant School District Superintendent (SPSA), plans, develops, coordinates, and administers educational program at facility. Functions under broad latitude of independence guided preponderantly by Agency policies/procedures in program development, contractual commitments, staff appointment; works congruently with School District, facility administrators in program design, major revisions, long term commitments, space needs, other design or operational needs/problems. Implements policies and procedures.

**Minimum Requirements:**

Requires a Master's degree with graduate credits as specified by the State Teacher Certificate Board and a valid Administrative Certificate with the General Administrative Endorsement (Type 75), prefers three years of educational administrative experience; requires working knowledge of laws, policies and directive relative to educational leadership and the Illinois Learning Standards for School Leaders.

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

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)  
Work Location: Illinois Youth Center - St. Charles  
3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative  
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175  
630-584-0506 630-584-1014 (fax) [susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.illinois.gov)

How to Apply: CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION (REVISION 10/2014), SCREEN PRINT OF PEL FROM ISBE WEBSITE, CURRENT STATE OF ILLINOIS EDUCATOR LICENSURE, AND BID FORM, IF A CURRENT STATE OF ILLINOIS EMPLOYEE, BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

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