



Agent - Fleet Service

Job Description

- This position loads and unloads baggage and cargo, marshals aircraft to and from gates, and services aircraft
- Move baggage and cargo of various weights to and from aircraft
- Drive and operate belt loaders
- Service aircraft at gates with ground power and air conditioning
- Tow and pushback aircraft from gates
- Service aircraft lavatories and water ports
- Clean interior of aircraft when needed
- Position beverage and luggage carts around the ramp area

Qualifications

- At least 18 years of age
- High school graduate or equivalent
- Ability to work various shifts
- People-oriented and highly motivated, with a positive and cooperative attitude
- Ability to obtain and maintain a SIDA badge
- Ability to obtain jet bridge certification
- Must have the ability to pass the US Postal Service background check
- Ability to perform repetitive tasks and carry 70 pounds
- Good communication skills
- Valid US driver's license required
- Ability to work in extreme outdoor weather conditions
- position loads and unloads baggage and cargo, marshals aircraft to and from gates, and services aircraft

Apply online at <http://careers.aa.com/en/ac/jobpost/11739>

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Aircraft Maintenance Supervisor ORD

Description

The Aircraft Maintenance Supervisor oversees and manages the aircraft maintenance workload, resources, and activities for an assigned work group or several work groups at terminal and/or hangar operations at line or base maintenance stations in such a manner as to assure continuing safety, compliance, dependability, reliability and financial performance, with fair and harmonious relationships within his/her work group(s), the operations management team, TWU, internal customers, vendors, FAA, and all non-AA business contacts. He/she directs, administers, and coordinates the activities of their assigned work group(s) in support of policies, goals, and objectives established by the Shift Manager, Manager, Managing Director, Vice President, the Senior Vice President - M&E, and the airline. The Aircraft Maintenance Supervisor manages and directs his/her operation toward its primary objectives by performing the following duties personally or through subordinates.

Qualifications

Associate's and/or Bachelor's of Business or related degree are preferred. However, consideration will be given for equivalent aircraft maintenance operational leadership experience

A&P License required for Aircraft or Component Maintenance Supervisor positions

A successful Line and/or Base station operations track record and experience at a crew chief, tech crew chief, or other related Level 4 supervisor position

At least 5 years verifiable hands-on experience spent in the repair, maintenance, overhaul or manufacture of aircraft with a gross weight in excess of 70,000 lbs. (including fuel) or engines with 15,000 lbs, or more of thrust

Experience managing, supervising and/or directing workgroups

A successful track record and experience with process improvement in maintenance and/or production environments

Experience in positions requiring budget understanding, resource forecasting and management, and workload planning in maintenance environments

American Airlines

Department: Operations/Maintenance/Mechanics

Location: US-IL-Chicago

Posted Date: 12/12/2014 13:05:18

Expiration Date: 1/31/2015 23:59:00

Requisition ID: 1402428

Work Schedule - Full Time

Apply online at <http://careers.aa.com/en/ac/jobpost/11647>

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Customer Service Manager - ORD

There are five major job responsibilities for Customer Service Managers:

Provide Quality Service and Achieve Superior Customer Satisfaction

- Resolve customer service and operational problems during tour of duty - Work in operation during peak or irregular periods - Spend majority of time in the operation, interacting with customers and employees - Prepare customer correspondence
- Use cross-functional teams to generate and implement quality improvement ideas
- Evaluate team performance through corporate quality control measurements, such as observations, CSI feedback, CSA data and customer complaints and compliments

Qualifications

- Administer company policies and procedures
- Provide team with necessary tools, resources and training to meet or exceed all operational performance goals - Involve all team members in determination of operational improvements - Coordinate operation including scheduling, hiring, training, inventory, etc. - Must be able to lead and motivate employees in working as a team
- Must be decisive and be able to work under demanding operational conditions in a stressful environment - Must have excellent oral and written communication skills, leadership, initiative and judgment - Must demonstrate strong administrative and analytical abilities - Must be willing to work outdoors in any weather conditions in accordance to AA Safety Guidelines - Must be willing to work extra hours when there are operational needs, such as weather delays
- Ability to work rotating shifts including weekends, holidays and days-off
- Must be able to become certified Ground Security Coordinator (GSC), if applicable
- Prior Airport Services experience preferred
- Knowledge of company policies and procedures, applicable SABRE and other functional automation knowledge
- Must be willing to take a pre-employment drug screening test
- Must be willing to undergo comprehensive background and/or fingerprint checks to satisfy security requirements, if applicable

US Airways is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans
US Airways

Department: Location: US-IL-Chicago

Posted Date: 12/12/2014 00:00:00

Expiration Date: Until filled

Requisition ID: 236779

Work Schedule: Full-Time

Apply online at <http://careers.aa.com/en/ac/jobpost/11731>

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Fleet Service Clerk PT - ORD

Description

American Airlines is seeking candidates for Part-Time Fleet Service Clerk to work at Chicago O'Hare International Airport. Comprehensive Benefit Package provided and airline travel privileges at an hourly rate of \$10.41. Fleet Service Clerks perform the handling of items on and off aircraft, carts, containers, and trucks; transporting items between terminals and aircraft; receiving, delivering, weighing and documenting of cargo in a cargo specific facility (warehouse) or a loading dock area. Pick-up and delivery as indicated: mail at mail facility, baggage in bag room; cargo at the cargo facility or staging areas. May be required to drive a bus. May be required to work at heights while de-icing of aircraft. Includes filling de-icer with measured amounts of appropriate chemicals and water as needed. This position may be covered under Department of Transportation (DOT) drug and alcohol testing requirements.

Qualifications: High School diploma or GED. May be required to lift up to 70 lbs.

Applicable valid drivers license as required by local authorities

Work rotating shifts including weekends, holidays, and days-off

Work overtime on short notice in emergencies or when operationally necessary

Read, write, fluently speak and understand the English language

Ability to distinguish colors, red, green and yellow

Use simple arithmetic (Addition and subtraction of six digit numbers)

Must have knowledge of and ability to use basic computer skills

Must fulfill government required criminal background checks to qualify for unescorted access privileges to airport security identification display areas (SIDA)

Must secure appropriate airport authority and/or US Customs security badges

Handle multiple tasks simultaneously

Must report to work on a regular and timely basis

* Travel to the interview and any subsequent relocation expenses are the responsibility of the candidate.

Department: Customer Service

Posted Date:12/3/2014 18:42:42

Expiration Date:12/31/2014 23:59:00

Requisition ID: 1405908

Work Schedule: Part Time

American Airlines is an Equal Opportunity
Employer/Minorities/Females/Disabled/Veterans

Apply online at <http://careers.aa.com/en/ac/jobpost/11343>

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

Agency: Corrections

Closing Date/Time: Fri. 01/02/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Exempt

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0369

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Assistant R & C Record Office Supv. (Executive I), performs difficult and complex typing and records maintenance function of the Reception & Classification Center Record Office; types forms and reports.

Position Number: 30010-29-82-442-36-01

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 grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm

Work Hours & Location/Agency Contact: WORK HOURS: 8:00 am to 4:00 pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 PHONE (815) 727-3607 extension 6693 - FAX (815) 727-0838 - EMAIL Diana.wysocki@doc.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 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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Parent Worker - Other (Community/Parent Involvement)
(Job Number: P022416)

Far South Side-9510 South Prospect Avenue (John H Vanderpoel Magnet School)

Description

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

Duties are identified by the hiring manager following the application process.

Positions require reliable workers who are able to provide support in areas as requested by administrators.

These may include, but are not limited to

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

Physical Requirements

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

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

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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HS Music Teacher (Job Number: 140002WG)

West Side-231 North Pine Avenue (VOISE Academy HS)

CHARACTERISTICS OF THE CLASS: Under the supervision of the school principal, responsible for the instruction, progress, and discipline of all pupils in assigned classes, and performs related duties as required.

MINIMUM QUALIFICATIONS:

All teachers new to the district must first gain eligibility in the CPS Teacher Quality Pool to be considered for teaching positions. Information on these steps is available on the bottom of the CPS Careers page.

Education and Experience. Successful completion of all student teaching requirements as well as all course work required to obtain the appropriate teaching certificate(s) issued by the Illinois State Board of Education.

License Requirements

Teachers must possess at least one of the following valid teaching license issued by the Illinois State Board of Education: Professional Educator License (PEL), Educator License with Stipulations (ELS) or a Substitute License.

Knowledge, Abilities, and Skill. Knowledge of subject matter consistent with state certification requirements, knowledge of contemporary principles and practices of teaching, knowledge of classroom and behavior management techniques. Ability to modify instruction to meet student needs, ability to cooperate with the school faculty and administration in the development and implementation of an articulated program of instruction, ability to work effectively with pupils, parents and guardians, staff members, and community representatives in providing an appropriate educational program; ability to understand the physical, intellectual, social, and emotional patterns of pupils. Skill in the application of contemporary principles and practices of teaching, good oral and written communication skills, good interpersonal skills, skill in exercising sound and professional judgment.

Physical Requirements. Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force constantly to move objects. Physical demands include the ability to stoop occasionally, reach frequently, handle and finger objects occasionally, talk and hear constantly, frequent use of near visual acuity, and occasional use of far visual acuity.

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Teacher Assistant (School Office Services)(Job Number: P016314)
Southwest Side-7650 South Wolcott Avenue (Clara W Barton School)

CHARACTERISTICS OF THE CLASS: Under the general direction of the school principal, and under the immediate supervision of a teacher holding a valid state certificate directly engaged in teaching subject matter or conducting activities, assists in the instruction of pupils; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience. Completion of an Associate's degree from a college or university accredited by the North Central Association, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association, or successful completion of a Teacher Aide training program approved by the State of Illinois.

Knowledge, Abilities, and Skill. Good knowledge of proper English grammar and spelling, basic knowledge of mathematics, knowledge of Chicago Public Schools rules and regulations.

Ability to work with and for school-aged children, ability to follow written and oral instructions, ability to operate basic office equipment, ability to communicate effectively with the public.

Good oral and written communication skills, good reading skills, skill in operating audio-visual equipment and personal computers is highly desirable.

Physical Requirements.

Light Work: Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects. Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Vehicle Return Associate in Chicago Illinois United States

In this position, you would work outdoors, for your entire work shift, greeting customers as they return their rental car to our lot. If you're motivated and dependable with a proven track record of success in a customer care environment, then we can put your career on the map.

To begin, you'll need the following: High school diploma or equivalent At least 1 year of prior Customer Service experience Good communication skills Flexibility - Due to the nature of our business, this role will require you to work flexible schedules including nights, weekends, overnights and holidays that may frequently change so flexibility is a must! Willingness to learn and help others Motivation and dependability

Compensation & Benefits:

* We provide you: * Competitive pay * Medical, Dental, Vision & 401K * Full training to learn the business and enhance your professional skills * Paid vacations, car rental discounts & much more!

Get your go on!

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/vehicle-return-associate/E09B85FB90A84DC5988D2782034ED7FE/job/>

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Agency Operator in NORTH CHICAGO Illinois United States

As an *Agency Operator you will be responsible for:

Growth and success of an Avis Budget Group location
Staffing your location
Marketing your operation
Promoting world renowned Avis Budget Group "We Try Harder" values
Maintaining a business plan aimed at developing rent-a-car business in your local area
Daily operational costs

With our cars provided, you put yourself in the driver's seat to success.

After a paid training program, you will select your own employees and maintain a business plan aimed at developing rent-a-car business in your local area. To help grow your operation, an experienced staff will guide you through training, goal setting, sales and marketing. As the operator of your business, there are no earning limitations.

Our most successful Agency Operators are people-oriented, aggressive, goal-oriented and understand the importance of great customer service.

The Agency Operator should possess:

Sales/Marketing experience
Business ownership experience
The ability to work independently
Outstanding Customer Service Skills
Car Rental/Travel experience preferred but not required. *This is an Independent Agency Operator opportunity, subject to the terms of that program, and it is not an employment relationship or a franchise. The information listed above is intended to describe the general nature and level of this position.

Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. This posting serves as an advertisement of an existing open position only and does not qualify as the job description.

Apply online at <http://avisbudgetgroup.jobs/north-chicago-il/agency-operator/E8650B9866D54BFA933DB1F9389CD973/job/>

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Rental Sales Associate in Chicago Illinois United States Successful Full Time

Rental Sales Associates at these locations have the opportunity to earn \$90,000 annually!

Basic Qualifications/Minimum Requirements:

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Compensation & Benefits:

We provide a full-time or part-time schedule, hourly base pay PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision, Flexible Spending Accounts, Basic and Voluntary Life and AD&D and 401K Savings Plan.

HealthWorks@ABG, is the brand through which we offer our wellness-related programs to ensure that we are our healthiest selves. Most of the services offered are free of charge and open to all employees and their family members. Some of the programs and services we provide include: Free tobacco cessation courses (including nicotine replacement supplies) Customized nutritional coaching Fitness center discount program Healthy weight loss nutrition solutions One-on-one active lifestyle coaching Trusted, on-line health information available 24/7 Free flu shots

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/D4CC88C4591A497383F09F1843909ADB/job/>

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Operations Manager Trainee in Chicago Illinois United States

If you are a strong leader who can inspire others to succeed you should consider a career in Operations Management at Avis Budget Group!

As an Operations Manager Trainee you will be responsible for influencing customer satisfaction, increasing revenue and overseeing operational effectiveness and quality. You will supervise shift personnel and ensure operational success and financial profitability.

How it Works

As an "Operations Manager Trainee" you will spend a period of time rotating through the various key functions and areas of responsibility assigned to an Operations Manager including: Operations (on and off airport), Fleet Distribution and Maintenance, Customer Loyalty, Quality Assurance, Sales, and Administration.

What to Expect: After graduating, you will be assigned to a leadership position overseeing operational activities where you will be responsible for developing and executing strategies, creating solutions and improvements, assuring operational success and financial profitability.

Requirements: •Experience providing high quality customer service (or ability to do so) •Good decision making skills •Ability to build loyalty with both internal and external customers •Valid drivers license and good driving record •Must work flexible schedules (evenings, holidays, overnight shifts) •Willingness and ability to pass drug screen and background check •Bachelor's Degree is preferred

Benefits We Provide You * A share of the success - Competitive Base Salary and Bonus Potential * Upward Mobility - Career Advancement Opportunities and Training to get you there * Use of a company vehicle - Including Gas and Insurance * Outstanding Benefits Package - 401K, Medical, Dental, Paid Vacation, Tuition Reimbursement, Various Discounts

Avis Budget Group is an EEO Employer - Minorities / Females / Protected Veterans / Disabled

Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/operations-manager-trainee/EA3F0E9040B344049BB04ADA0F825C99/job/>

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Senior Security Officer (Job Number: 140002VU)

South Side-4415 South King Drive (Irvin C Mollison School)

Reports to: Security Supervisor/Principal

Purpose of the Position: Security Officers are responsible for the overall safety and security of the school. The security team plays a critical role in the school's culture and climate. A calm, structured, and positive learning environment is top priority for the Security Supervisor and the security team. The security team is actively involved in the progressive discipline system and provides the first line of defense to defuse and de-escalate student misconduct and/or serious incidents. Security personnel actively engage in teaching students the social skills necessary to be successful in the classroom and school community.

Qualifications/Skills:

- High school diploma or GED required
- A minimum of 2-3 years of highly successful related experience
- Knowledge of the CPS Student Code of Conduct
- Knowledge of basic methods of providing site security and safety
- Experience with CPS technology systems utilized for school business processes (i.e. Verify Door Swipe Module)
- Ability to work with adolescents in maintaining a positive and safe school culture
- Ability to follow written and oral instructions
- Proficient with teamwork and collaborating with colleagues and administration
- Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective
- Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters
- Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action
- Demonstrated ability to keep up with fast paced environments and to multi-task
- Sound judgment and ethical practice
- Commitment to social justice and restorative justice practices
- Strong oral communication skills, human relations and interpersonal skills
- Impeccable attendance and punctuality
- Successful completion of CPS Security Training and a Passing Score on the CPS Security Skills Assessment is required

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIP T1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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Job Title: Administrative Assistant I - Opt D1

Agency: Children & Family Services

Closing Date/Time: Fri. 01/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 1413113-132965L

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Monitoring Services Director, performs a variety of important staff and administrative functions; coordinates and reports on various projects; assists in the development of corrective action plans for private agencies and foster care, monitoring agency progress in successfully achieving plan goals; attends meetings with private agencies and summarizes results; plans, coordinates, and provides training for private agencies; conducts special projects, often of a sensitive and confidential nature.

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.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm

Location: 1911 S. Indiana, Chicago, IL 60616

Supervisor: Deborah Kennedy

Contact: Name: Johnnie Rambo

Phone: (312) 328-2461 Fax: (312) 328-2321

Mailing Address: 1911 S. Indiana, 9th Fl, Chicago, IL 60616

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 D1 - Dept Child & Family Serv

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Job Title: Clinical Laboratory Technologist Trainee

Agency: Public Health

Closing Date/Time: Fri. 12/26/14 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 86521

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direct supervision, for a period not longer than twelve months, participates in an agency sponsored training program; studies and becomes proficient in the complex laboratory procedures used for testing specimens for biological and chemical agents related to an event of terrorism; infectious disease outbreaks, and other public health emergencies; including foodborne and waterborne outbreaks

Target Title: Clinical Lab Technologist 1 Opt A

Minimum Requirements:

Requires a Bachelor's degree in one of the chemical, biological, medical technology, clinical laboratory sciences, or physical sciences from a recognized college or university; requires working knowledge of clinical laboratory techniques and tests; and the ability to identify clinical microorganisms

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:00 AM - 4:30 PM, Tuesday - Saturday.

Office of Health Protection

Division of Laboratories 2121 W. Taylor Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Fri. 01/02/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1447047-475646

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; directs the child protection program within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives to ensure compliance with statewide performance objectives; refers instances requiring potential disciplinary action to Area Administrator.

Minimum Requirements:

Requires a Master's degree in Social Work from a recognized college or university plus three years professional child welfare experience or a Master's degree in an acceptable human services field from a recognized college or university plus four years professional child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS Team 6A12 1240 S Damen Chicago, IL 60608

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 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 6 - Health & Human Services

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Public Service Administrator - Opt S8N

Agency: Public Health

Closing Date/Time: Fri. 01/02/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IDPH 81839B

Minimum Requirements: Requires graduation from an approved nursing education program resulting in a minimum of a Bachelor's of Science in Nursing. Requires prior experience equivalent to three years of progressively responsible administrative experience in a health organization. Must be a licensed Registered Nurse in the State of Illinois. Requires valid Illinois Driver's License. Program requires 50% travel time and applicant must be physically capable of transporting program materials and exhibits. Requires knowledge of the CLIA, MSQA, and BIRADS requirements for reporting cancer screening and diagnosis. Requires good oral and written communication skills. Must be familiar with medical audit tools including development of audit criteria and thresholds indicative of a need for further review. Requires the ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

Work Hours & Location: 8:30 AM - 5:00 PM

Office of Women's Health Quality Assurance 122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

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 S8N - Spanish/Nurse-Registr II

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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).

Option 1 – General

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Job Title: Office Assistant - Opt 1

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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).

Option 1 – General

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Job Title: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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)

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