



Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Wed. 01/08/14 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#: 1347016-478908

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM Team: 6B0355

Location: DCFS 1911 S. Indiana Chicago, IL

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).

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Data Services Coordinator

Department: Institutional Advancement

1 Full Time Position (35 hours/week)

Job Description

The Data Services Coordinator is the primary support for the day to day operation of the database and knowledge management of the Institutional Advancement Department (I.A.). The Data Services Coordinator works with the Database Manager and Data Entry Specialists to enter donor gifts and membership applications into the Field Museum's membership/donor database (Raiser's Edge). The position is also responsible for coordination of donor and membership data with other departments.

Responsibilities include:

- Develop and refine architecture to manage constituent, gift, event, member and volunteer information in Raiser's Edge
- Create and distribute database information such as queries, exports and reports to all customers (internal and external)
- Assist Data Services Manager with monthly reconciliation and analysis to maintain accuracy within membership/donor database
- Assist Data Services Manager in the preparation of information for management including strategic analyses and market trends
- Manage day-to-day department data entry goals
- Develop and implement new processes to track fundraising and membership data, actions and notes
- Merge duplicate records and update address information
- Maintain department resource page on the Intranet and Internet
- Contribute to success of the Museum's Institutional Advancement Department with other duties as assigned

Qualifications

- High school diploma required; bachelor's degree preferred
- Experience and comfort with databases required; knowledge of Raiser's Edge highly preferred
- Familiar with using networks and web in business setting
- Organizational skills, efficient and independent work habits
- Flexibility and ability to work with competing deadlines
- Motivated, innovative, and shows initiative
- Proficiency with Microsoft Word, Excel, PowerPoint, and Access
- Excellent communication and writing skills with the ability to collaborate on ideas and processes

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

Apply online at <http://www.bfound.net/detail.aspx?jobId=120607&CoId=45&rq=1>

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Job Title: Child Welfare Administrative Case Reviewer

Agency: Children & Family Services

Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time

Salary: \$5,334.00 - \$8,155.00 monthly Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1300609-001640

Description of Duties/Essential Functions Benefits Supplemental Questions: Under general direction of the ACR Program Manager, within an identified area of assignment, reviews, determines, convenes, manages, and conducts an independent case review of every child in substitute care, as required by federal and state law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; alerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to a Master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare. Requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of State and Federal laws and agency requirements pertaining to permanency planning; requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework; requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel.

WORK HOURS: Monday - Friday 8:30 A.M. To 5:00 P.M.

WORK LOCATION: 2020 W. Roosevelt Rd Chicago, IL 60608

AGENCY CONTACT: Shirley Treseler 406 East Monroe, Station 70 Springfield, IL 62701
Phone: 217/785-0364 Fax: 217/557-0690

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: Child Welfare Advanced Specialist
Agency: Children & Family Services
Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time
Salary: \$4,522.00 - \$6,853.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: 1324005-248715V

Minimum Requirements:

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: Monday - Friday 8:30AM-5:00PM
17 N. State Chicago, Illinois 60602 Supervisor: B. Evans
Contact: Vanasha Little / Office of Employee Services
JRTC/100 W. Randolph, 6-100 Chicago, IL 60601
Phone: (312) 814-1222 Fax: (312) 814-1224

How to Apply:

Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and/or CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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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Exhibitions Media Services Technician

Department: Exhibitions

1 Full Time Position (35 hours/week)

Job Description

The Exhibition Media Services Technician will be responsible for Audio-Visual equipment installation, de-installation, troubleshooting and maintenance for permanent and temporary exhibitions. Responsibilities also include the set-up, operation, maintenance, and de-installation of classroom and lecture hall presentations.

Responsibilities include:

- Installation, troubleshooting, maintenance, and de-installation of permanent and temporary exhibitions equipment, as well as control systems
- Daily inspection, operational support, start-up and maintenance of Exhibitions' Audio-Visual equipment and control systems
- Set-up, operation, and de-installation of museum-wide classroom and lecture presentation equipment

Qualifications

- Bachelor Degree or equivalent education/experience is required
- InfoComm Certified Technology Specialist or a minimum of four (4) years experience with audio-visual set-up, troubleshooting, maintenance, installation, and de-installation
- Operational knowledge of AMX or Creston audio-video control systems is a plus
- Ability to program audio-video control systems, such as; AMX or Creston a plus
- Troubleshooting experience on both Windows and Mac operating systems
- Perform audio-recording, media duplication and media integration
- Maintain records relating to Audio-Visual equipment
- Must be able to work flexible schedule; early morning, day, evening, and weekend hours, as assigned
- May be requested to travel for Field Museum exhibitions up to 20% of time
- Perform tasks as assigned by supervisor, manager, and/or director
- Ability to lift up to 50 lbs.
- Must be able use ladders and operate personnel scissors and mast lifts
- Strong communication skills to work as part of a team and with other departments museum-wide

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=120609&CoId=45&rq=3>

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Job Title: Civil Engineer Trainee

Agency: Natural Resources

Closing Date/Time: Fri. 01/03/14 5:00 PM Central Time

Salary: \$4,190.00 - \$5,840.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: NR916

Bid ID#: 12-63-4607

Description of Duties/Essential Functions Benefits Supplemental Questions

Under immediate supervision and within an assigned geographical area, assists in the engineering review of permit applications for construction in and along the water and regulated floodplains of the state, and inspects proposed and approved construction.

Minimum Requirements:

Requires a four year degree from an accredited college in engineering, or knowledge skill and mental development equivalent to completion of four years of college in engineering. Emphasis on water resources and engineer in training license in Illinois is preferred.

Work Hours & Location/Agency Contact:

WORK HOURS - Monday - Friday: 8:30 am - 5:00 pm, Saturday & Sunday off.

WORK LOCATION: Illinois Department of Natural Resources

2050 West Stearns Road Bartlett, IL 60103

WHERE TO APPLY

Illinois Department of Natural Resources

ATTN: Loren Wobig

One Natural Resources Way

Springfield, IL 62702

Phone: 217.782.1930 Fax: 217.785.5014

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: Float Truck Driver - Home Weekly - Normal, IL

Requisition Number: 29271

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Normal

Work State: Illinois

Work Zip: 61761

Position Description: As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on your everyday to keep their businesses running smoothly. Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications
Additional Requirements: •Home Weekly •Estimated average earnings of \$52K+ per year / \$1,000.00 per week guaranteed •Floating and filling in for drivers that are sick or on vacation •No touch freight / Flatbed experience preferred •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards •Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

Apply online at <http://www.ryder.com/career/opportunities/drivers.aspx>

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Job Title: Transfer Truck Driver, Class A - Part-Time - Springfield, IL

Requisition Number: 28838

Job Category - Department: Drivers

Employee Group: Regular - Part Time

Relocation: No

Travel Requirement: Driver

Work City: Springfield

Work State: Illinois

Work Zip: 62707

Position Description: As a driver, you're important everywhere you go. Businesses and customers are excited to see you. You help companies get their products to the people who need them. And when you drive a Ryder Truck, you play an important part in keeping the economy moving. People around the world rely on you everyday to keep their businesses running smoothly.

Ryder has openings for Transfer Drivers in your area. Our drivers earn excellent money and get paid weekly. Ryder Transfer Drivers deliver and pick up Ryder trucks and trailers to/from our customers. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

Additional Requirements: •On call position / Average up to 30 hrs per week •Estimated average earnings of \$300-400 per week •Local/Regional work •Transporting various Ryder equipment •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

Responsibilities: This position is primarily responsible for safely driving a commercial vehicle and requires compliance with safety & DOT Regulations, continuous training and customer service.

Additional Responsibilities include but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards •Maintaining accurate records and logs •Other tasks as assigned

Ryder is proud to be an Equal Opportunity Employer and Drug Free workplace.

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Job Title: Executive II - Opt D1

Agency: Children & Family Services

Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1315039-150447

Minimum Requirements:

Requires completion of four years of college, preferably with coursework in a health and human services related field and two years of progressively responsible administrative experience in a health and human services related field; requires fluency in American Sign Language and manually coded English; preferably requires five years experience in working with the deaf community; requires knowledge and understanding of deaf people and deaf culture and knowledge of state and federal laws and resources pertaining to the deaf community, including ADA; requires the ability to work effectively with hearing and deaf people.

Work Hours & Location/Agency Contact: M-F 8:30 am – 5:00 pm

JRTC 100 W. Randolph, 6-100 Chicago, Illinois 60601 Supervisor: M. Wonderlich

Agency Contact: Frances Cunningham

Division of Clinical Practice & Development

JRTC, 100 W Randolph 6-100 Chicago IL 60601

Phone: 312-814-4115 Fax: 312-814-5986

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: Hearing & Speech Specialist - Opt B

Agency: Human Services

Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time

Salary: \$4,983.00 - \$6,880.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC063 Bid ID#: 10-72-78013

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 7 day a week 24 hour facility, located on a 60 acre campus, with 42 Residential Homes, housing approximately 418 people with developmental disabilities. The hearing and speech specialist provides Speech and Language services to people who reside at Ludeman Center; Will conduct assessments of communication disorders; develops activities and programs to stimulate the development of speech and language. They will utilize sign language for individuals requiring such mode of communication; conducts staff training classes to teach employees basic sign language. Provide direct professional clinical speech/language pathology services to assigned case load; develops and implements therapy plans. Conducts standardized speech and language assessments and informal assessments to determine level of functioning in the area of syntactic, semantic and pragmatic language ability.

Minimum Requirements: Requires Master=s Degree from an approved school of Hearing and Speech/Language pathology and an Illinois license in speech/language pathology. Requires ability to use sign language at a colloquial skill level.

Work Hours & Location/Agency Contact: Hours of work: 8:30am 5:00pm, 2 early days (6:00am 2:30pm) each month, 2 late days (12:30pm 9:00pm) each month. Will also work 1 Saturday or Sunday per month.

Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

Contact Person: Alice M. Chambers, Elisabeth Ludeman Center

114 N. Orchard Drive Park Forest, IL 60466 708-283-3015

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 B - Speech/Language Pathology

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services
Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time
Salary: \$2,877.00 - \$3,985.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1315040-156651

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical support services for Clinical Practice operations involving file maintenance, typing, records processing, and other office support functions.

Minimum Requirements:

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

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 830a-5p
LOCATION: Cook Central 1026 S. Damen Chicago IL 60612
SUPERVISOR: M. Mojica

AGENCY CONTACT: Frances Cunningham
Division of Clinical Practice & Development
JRTC, 100 W Randolph 6-200 Chicago IL 60601
Phone: 312-814-4153 Fax: 312-814-5986

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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Job Title: Office Coordinator - Opt SS2

Agency: Children & Family Services

Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1347018-478433

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Area 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; provides general information and assistance to office inquiries; abstracts information and supportive data; translates and interprets, both orally and in writing, for Spanish speaking clients.

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; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

Work Hours: M-F 8:30 am – 5:00 pm Days Off: Saturday & Sunday

Location: DCFS-Clinical Practice 1755 Lake Cook Rd Deerfield IL 60015

Supervisor: J. Johnson

Contact: 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 SS2 - Spanish Speaking/Typing

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Job Title: Paralegal Assistant

Agency: Children & Family Services

Closing Date/Time: Wed. 01/08/14 5:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1324007-244041

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Deputy Director's Special Counsel, screens cases for adult guardianship; prescreens for opening estates; screens cases for research study participation; performs special projects and prepares statistical or other reports; obtains legal materials for staff attorney and law clerk; files court documents; travels in the performance of duties.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; requires possession of a valid driver's license and ability to travel.

Work Hours & Location/Agency Contact: 8:30am to 5:00pm
17 N. State, 7th Floor Chicago, Illinois 60602 Supervisor: S. Webster
Contact VANASHA LITTLE, OFFICE OF EMPLOYEE SERVICES
JRTC/100 W. RANDOLPH, 6-100 CHICAGO, ILLINOIS 60601
PHONE: 312-814-1222 FAX: 312-814-1224

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: Pharmacy Technician

Agency: Human Services

Closing Date/Time: Mon. 01/06/14 5:00 PM Central Time

Salary: \$2,798.00 - \$3,840.00 monthly

\$33,576.00 - \$46,080.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 10-89-77726

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a registered pharmacist, performs paraprofessional pharmacy services for designated facilities in the Chicago Metro Pharmacy Hub. Fills unit dose cassettes, compounds simple prescriptions and packages unit dose medications; enters physician's orders into computer system, fills orders for medications and supplies, transports medication to recipient units, retrieves orders and restocks automated medication machines; keeps stock records and inventories of medication and supplies; keeps work area clean.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires Illinois certification as a certified Pharmacy Technician; must be at least 18 years of age. Requires knowledge of basic math computation. Requires knowledge of aseptic handling of drugs and practices of pharmacy. Requires ability to communicate with people at various levels of the facility. Requires basic PC operations. Requires ability to lift and carry medication cassettes and supplies up to 50 lbs for an extended time.

Work Hours & Location/Agency Contact: 8:30-5:00; Monday - Friday
Dept of Human Services OCAPS / Madden MHC 1200 S. First Ave Hines, IL
BIDDING CONTACT: DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL
ATTN: ANNETTE TONJES 100 S. GRAND AVE., EAST. 3RD FL.. SPRINGFIELD, IL 62762
FAX: (217) 524 3385

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 Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Tue. 12/31/13 5:00 PM Central Time

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

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-77922

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am – 5:00pm
Kankakee County FCRC (Satellite) 285 N. Schuyler Avenue, Kankakee, IL 60901

Please submit applications to:

Marc Wade

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor

Springfield, IL 62762

FAX: 217-524-3826

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Grounds Attendant

Department: Facility Planning & Operations

1 Full Time Position (40 hours/week)

Job Description

This person is directly responsible for the maintenance and appearance of The Museum's outside spaces.

Responsibilities include:

- Snow removal
- Care and maintenance of lawns, including planting and care of the grass, shrubs, hedges, and trees
- Cleaning of storm drains
- Work with a landscape architect in the development of an ongoing care and maintenance plan
- Trash pickup, roadway and parking lot cleaning
- Maintenance and repair of grounds equipment

Qualifications

- High school diploma or equivalent is required with some vocational or technical school preferred
- Must have some landscaping experience, good communication skills, and the ability to follow directions thoroughly
- Valid driver's license required
- Must be able to work on his/her feet for most of the day and manually operate hand-held landscaping equipment such as lawnmowers, snow shovels, snow blowers, etc.

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

Apply online at <http://www.bfound.net/detail.aspx?jobId=119919&CoId=45&rq=7>

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Job Title: Public Service Administrator - Opt 1

Agency: Department of Labor

Closing Date/Time: Tue. 01/07/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 15-IDOL-0010

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Manager of the Safety Inspection and Education Division, plans organizes, directs, monitors and evaluates the operations of the enforcement program. Assists in the management of division operations and coordinates all Chicago area enforcement program activities. This position is responsible for supervising, evaluating and training subordinate staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of administrative experience. Requires ability to control, manage and organize a supportive agency program. Requires extensive knowledge of the Federal Occupational Safety and Health Act (OSHA) laws and regulations and applicable State rules and regulations. Requires ability to develop and provide training to employers and employees and effectively supervise a staff of subordinates. Requires extensive knowledge of basic industrial hygiene engineering concepts and common industrial occupational diseases, health hazards and toxic sources.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm; weekends and State Holidays off
Illinois Department of Labor 160 N. LaSalle Street Suite 1300 Chicago, IL 60601
Salvatore Calace, Human Resources Director
160 N. LaSalle Street Suite 1300 Chicago, IL 60601 sal.calace@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 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Sat. 01/18/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

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

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 2A - Revenue Audit Field Manager

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Job Title: Statistical Research Specialist I

Agency: Employment Security

Closing Date/Time: Tue. 01/07/14 11:59 PM Central Time

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, typically in a learning capacity, performs a variety of statistical duties in the collection, analysis and review of statistical data describing the Occupational Employment structure of industry located in the State and Metropolitan Areas; analyzes and explains inconsistent or unusual data; determines validity and accuracy of data through telephone follow-up and verification with primary source data; compiles information from annual employer surveys according to established guidelines and detailed reporting procedures; assists professional staff in complex research studies; serves as a contact person when required.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with courses in statistics, computer science, mathematics, economics and related fields. Requires working knowledge of data collection procedures; simple logs and inventory documents. Requires elementary knowledge of the development and application of research design techniques; interpretation of results of statistical applications and the use of data processing equipment for statistical analysis and report generation. Requires ability to apply standard statistical techniques to social and economic data; interpret the results of statistical analysis, perform data collection duties; develop and maintain effective working relationships and communication skills with agency personnel. Requires the ability to use a PC with related software, such as word processing, spreadsheets, and database software.

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

Work location: 33 South State Street Chicago, Illinois

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: Support Service Worker - Housekeeping

Agency: Veterans Affairs

Closing Date/Time: Mon. 12/30/13 4:00 PM Central Time

Salary: \$2,647.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-77766-S2

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: 7:00 a.m.-3:00 p.m. on a rotating schedule
Every other weekend off 1/2 hour lunch
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: Jeri Gulli

Phone: 815/468-6581 ext 328 Fax: 815/468-1596

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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