



Job Title Compensation Analyst

Location Chicago, IL, US

Job Type Full Time Permanent

Department Human Resources

SALARY TARGET: \$50,000 - \$65,000

Position Summary

Develops, conducts and reviews studies involving compensation, position analysis, organization changes; participates in the development, implementation and administration of compensation, classification and HR initiatives; provides advice and guidance to Authority departments on various HR issues to meet identified organization objectives and needs.

Primary duties and Responsibilities

Ensures competitive pay by researching and evaluating market pay practices. Evaluates and analyzes salary data, determines pay grades and participates in compensation surveys. May be involved in planning, development, implementation and administration of some or all of the following HR functions: compensation, benefits, HRIS and general HR projects and issues. Performs other duties as assigned.

Education and Experience Requirements

Bachelor's degree in Business Administration, Human Resources/Personnel Administration, Industrial/Organizational Psychology or a related area of study is required, or a combination of education and experience relating to this position. Three years professional Human Resources, compensation-related experience, including project management and HR analysis. Benefits and HRIS preferred. Knowledge of compensation/salary administration principles and practices and compensation issues related to employment and hiring and federal compensation regulations. Experience working with a large bargained for employee population is preferred. Exceptional MS Office skills are required and knowledge of Oracle HRMS is preferred. Proven analytical skills and critical thinking skills are required. Must have effective verbal, interpersonal and written communication skills. Must be a creative and innovative problem-solver as well as a flexible, collaborative team player that demonstrates a high energy level, a great tolerance for change and the ability to effectively communicate and collaborate at all levels of our organization. Requires sensitivity and tact in dealing with numerous departments and all levels of employees and professional when dealing with issues of a confidential nature.

Applicants, if hired, must comply with CTA's residency ordinance.

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PATIENT CARE TECH II

Department: FLOAT POOL

Schedule: Registry

Shift: Days

Job Details:

Registered with the State of Illinois as a Certified Nursing Assistant. Phlebotomy & EKG skills required. Minimum one year experience required.

Reporting to the Director of the Nursing unit, under the direction of a Registered Nurse (RN) and according to established policies and procedures, provides basic nursing care to patients and assists professional nurses with complex patient care up to the validated level of training.

Performs related services and clerical duties according to the assigned unit.

KNOWLEDGE, PRACTICAL EXPERIENCE AND LICENSURE/REGISTRATION REQUIRED:

1. Level of knowledge normally acquired through the completion of high school with courses in Math, English and typing.
2. One (1) to three (3) months of training and experience in a healthcare field to acquire a basic knowledge of medical terminology, know correct procedures for chart preparation and record maintenance and know how to interact effectively with unit personnel and others.
3. Successful completion of an eight (8) week PCT training course or Certified Nurses Aide or Nursing Student who has completed at least one (1) Med-Surg Clinical Rotation. Demonstrated competency through on-the-job PCT training at MacNeal Hospital.
4. Successful completion of the PCT exam to validate all required skills.

Essential Physical Job Functions

Ability to carry and lift up to 20 pounds, push/pull up to 30 pounds of force, transfer and position patients in different environments, and ability to climb stairs. Frequent sitting/standing/walking, and able to assume a full squatting position. Able to take and interpret vital signs and respond appropriately during emergency situations, and communicate clearly and effectively with a varied population.

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

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College Advisor - HAR0000166

Under the supervision of the appropriate Dean, the College Advisor is responsible for assisting with the development, coordination, and implementation of Student Support Services and activities to increase recruitment and retention rates, course completion rates, graduation and/or transfer to either a college/university, or enter the workforce. Advises students on establishing academic and career goals; identifies the educational and career options appropriate for each student; and assists with the analysis of each option, including possible outcomes and their implications. Establishes an action plan for students to explore alternative careers and related majors. Identifies options for students to satisfy degree requirements; evaluates and make recommendations on petitions and amendments to student's program of study; assists students in successful completion of degree/program requirements. Makes referrals to partnering social service agencies when appropriate. Refers students to appropriate human services and assists with locating other referral sources as needed. Participates in professional activities including NACADA (National Academic Advising Association), ILACADA (Illinois Academic Advising Association), IACAC (Illinois Association for College Admission Counseling), and other professional organizations which encourages continuous professional growth and development as an Advisor. Maintains confidentiality of information exposed to in the course of business regarding students and others who may obtain advising services. Performs related duties as required.

Qualifications

Bachelor's degree required with coursework in Education, Human Relations, Psychology, Human Services or College Student Personnel. Master's degree preferred. Three years of experience in a higher education student services environment; or supplemented by six years of related experience in a higher education environment. Knowledge of academic and occupational programs, articulation agreements, transfer guides, assessment and academic career advisement. Experience overcoming barriers similar to those faced by the target population. Must be self-directed with the ability to work independently within changing deadlines. Financial aid knowledge a plus. Ability to analyze and address the educational and personal needs of students. Knowledge of the career development process and of available career development resources. Demonstrated experience with computers and database related software. Excellent verbal and written communication skills required. Experience in advising both traditional-aged students and adults in a higher education setting desirable. Special Requirement: Availability to work some evenings and weekends

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Macy's North Region, Chicago, IL: Silver Jewelry Coordinator

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 99300107

Essential Functions:

Regular, dependable attendance & punctuality

Drive Sales

Develop strong partnerships with their Districts and Store partners

Merchandise Execution

Communication to Regional Jewelry Directors, District Merchants and Stores

Analyze Sales, make assessments and take action

Store / Associate training

Qualifications:

Education/Experience Minimum 3 years Retail experience (merchandising / management) preferred

Communication Skills Outstanding communication, presentation and relationship building skills

Ability to read, write, and interpret instructional documents such as reports and procedure manuals. Excellent written and verbal communication skills.

Mathematical Skills Basic math functions such as addition, subtraction, multiplication, and division.

Reasoning Ability Excellent analytical skills

Must be able to work independently with minimal supervision.

Physical Demands This position involves regular walking, standing, hearing, and talking.

May occasionally involve stooping, kneeling, or crouching. Vision abilities include close vision, color vision, depth perception, and ability to adjust focus.

Other Skills

Understanding of store operations and structure

High level of Visual presentation standards with the ability to understand flow and productivity

Results oriented

Self-Motivated

Work Hours Ability to work a flexible schedule based on department and store/company needs. Work schedule includes weekends and some holidays as it relates to key events.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/99300107>

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Veteran's Services Specialist - HAR0000168

Duties and Responsibilities

Responsible for providing a wide range of educational outreach, support, and referral services for returning veterans, service members still on active duty, as well as dependents who are eligible. These services include but are not limited to: coordination of admissions, registration, financial aid, benefits, academic advising, student health, personal or mental health counseling, career advising, disability services, and any other services that provide support to veterans on campus and in the community.

Implements a veteran's outreach and recruitment plan in consultation with grant managers. Provides enrolled veterans with information and referrals on academic, career, personal, financial and social matters. Provides support service referrals for veterans with academic difficulties. Coordinates and monitors interventions for at-risk veterans. Coordinates the assessment of veterans' needs, interests and values in order to identify career options. Helps veterans identify the skills required to reach their goals and assist veterans in identifying obstacles that prevent them from reaching their goals. Conducts skills development & personal interest workshops for veterans.

Assesses needs in order to facilitate delivery of tutorial services. Consults with and maintain liaison with classroom instructors and monitor veteran's progress. Records, reviews and maintains online records on veterans served. Prepares outcomes assessment and annual reports. Attends meetings related to veteran's services as required. Serves as liaison to Disabilities Access Centers and personal intervention services. Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned

Qualifications

Associates degree or higher required. Veterans with honorable discharge will be given preference. Two years of related experience working with veterans or other recruitment outreach program in a professional capacity and a background in guidance, social work, student personnel administration or related field highly preferred.

Excellent verbal and written communication skills. Must be self-directed, able to prioritize work and meet deadlines. In addition, must be able to participate and interact as a team player on many projects. Proficiency in various software programs including word processing, spreadsheet applications and database management. Position will be posted until filled. Incomplete packages will not be considered. Once these documents are submitted, they become property of City Colleges of Chicago.

Chicago residency is required for all full-time employees within 6 months of hire. We are an equal opportunity and affirmative action employer. Thank you for your interest in CCC!

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Macy's State Street, Chicago, IL: Alterations Tailor/Seamstress, Full Time

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71222301

Overview:

As an Alterations Tailor/Seamstress flex team associate, you will be an integral part of Macy's ability to maintain the high customer service and presentations standards for which it is known, performing wide-ranging functions from fitting garments to sewing machine maintenance, you will be challenged daily.

Key Accountabilities:

The activities that go on behind the scenes to support our alterations staff are wide-ranging. Your responsibilities will be wide-ranging as well.

- Fit and mark major alterations on all types of garments
- Carry out all major alterations according to the fitter's specifications
- Record personal productivity according to the rules laid down for the workroom
- Alter garments on a timely basis, meeting customer promise date
- Keep a clean work area
- Follow safety standards
- Maintain sewing machines in good working order
- Have a working knowledge of the machines used in the alteration of garments

Skills Summary:

- thorough knowledge of basic machines used in alterations
- previous experience in alterations
- keen sense of color perception
- strong communication skills
- detail oriented
- ability to work independently or as part of a team.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71222301>

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Asst. Signalman

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

Applicants must possess at least one of the following requirements:

1. High School Diploma or GED and a minimum of two (2) years of signal experience with a railroad; OR
2. Minimum of four (4) years of active duty Military service with experience in electrical/electronics and operating equipment is preferred. (must submit Military DD Form 214); OR
3. Bachelor's degree in Electronics or 2-3 year college level program or technical school in electrical or electronics (must submit a copy of your college transcripts, diploma and/or certificate). All official documentation must be received before interviews can be scheduled. Failure to complete the course may result in termination of employment with Metra. All employees are responsible for performing their job safely and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information

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

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

E-mail: jobs@metrarr.com

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Assoc. Gnl. Counsel

Minimum Acceptable Qualifications

Must possess a J.D. Degree.

Must have a minimum of seven (7) years of progressively responsible litigation experience, including a minimum of ten (10) jury trials to verdict, five of which must involve more complex cases, such as serious personal injury.

Of the seven (7) required years of experience, must have experience with some or all matters involving FELA, personal injury, and civil rights.

Supervisory experience is required. Must possess and retain active status with the Illinois Attorney Registration and Disciplinary Commission. Public transportation or commuter rail sector experience a plus. Must have strong and effective oral and written communication skills, and organizational skills. Must be proficient in Microsoft Office Suite with emphasis in Word, Excel, and Outlook. Must have strong interpersonal skills in dealing with all levels of management, employees, external groups and/or organizations. Must be able to work independently and manage multiple projects in a demanding environment.

Must be able to work with sensitive information while maintaining strict confidentiality.

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

Other Important Information

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Macy's State Street, Chicago, IL: Retail Commission Sales Associate - Men's Shoes, Full Time/Part Time

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71222300

Overview: As a Retail Men's Shoes Commission Sales Associate, you will provide outstanding customer service to all Macy's customers by demonstrating advanced product knowledge and building quality customer relationships that result in increased sales and repeat business. Your primary responsibility will be to deliver Macy's customer service promise by ensuring quick and efficient register transactions and friendly and professional interactions with all guests. In addition, you will work to present merchandise that is signed clearly and accurately and maintain a neat, clean and organized shopping environment.

Key Accountabilities: Maintain customer service and selling as the priority
Demonstrate knowledge of store products and services and use this knowledge to build sales; Practice suggestive selling, offering every customer related items in order to drive multiple unit sales; Understand and properly execute all systems and procedures to ensure a quick and efficient transaction; Handle returns graciously, always saying yes and involving a manager when judgments need to be made; Comprehend and maintain department standards; Follow special department operating procedures
Share equally in the operational responsibilities of the department as customer traffic allows; Achieve the company standard for sales productivity and credit solicitation
Adhere to weekly work schedules and be flexible to the needs of business
Maintain merchandise presentation standards of department and ensure merchandise is replenished on the selling floor
Maintain up-to-date client information in order to drive sales

Skills Summary:

Previous selling experience and product knowledge in Men's Shoes a plus
Ability to build relationships, solve problems and impact and influence others
Possesses drive and is goal-oriented. Demonstrates an energetic and positive attitude
Ability to work in a fast-paced environment, handle multiple priorities and learn new procedures. Proficient in register transactions and is adaptable to new technology
Ability to communicate effectively with customers, peers and management
A team player who possesses the ability to work in a learning environment

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71222300>

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Job Title: Executive II - Opt C1

Agency: Human Services

Closing Date/Time: Fri. 01/10/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PS Contract-77323

*** THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION ***

This position is responsible for the development and management of the Incubator Program including: program development, policy determination, identifying all potential participants and the requirements of their business space and supports, development of business mentors and resources, organizing business seminars and on-going business education resources, monitoring participants' business goals achievement and qualifications to continue participation in the program, and all other related activities that ensure a successful program.

EDUCATION: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration, particularly business development, organizational development, adult learning, and program evaluation.

EXPERIENCE: Requires two years of responsible administrative experience in a public or business organization. Require knowledge of market demand, research and entrepreneurialism or small business ownership.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'14 (FEBRUARY 1, 2014 - JUNE 30, 2014) PART TIME (80%)

BIDDING CONTACT: DHS/ICRE-ROOSEVELT ATTN: BENJAMIN DAVIS

1950 W. ROOSEVELT RD. CHICAGO, ILLINOIS 60608

312/433-3147 - OFFICE 312/433-3180 - FAX

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

Option C1 - Dept Employment Security

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Audit Manager

Reporting directly to the Chief Audit and Compliance Officer or Officer's designee, assists in the management and coordination of the Internal Audit Department to provide independent assurance that Metra operations are efficient and effective, assure reliability and integrity of data, and to safeguard assets. Performs advanced-level and/or managerial professional internal auditing work. Performs other duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications

Must possess a Bachelor's Degree in Accounting, Business, Finance or related discipline. In addition to #1, must have a minimum of seven (7) years of auditing experience that includes both internal and external auditing experience. Must be a Certified Internal Auditor (CIA), Certified Public Accountant (CPA) a plus. Certified Fraud Examiner or experience with fraud auditing preferred. Extensive knowledge of and skill in applying internal auditing and accounting principles and practices, management principles and preferred business practices. Knowledge of the Standards and Code of Ethics. Supervisory and audit management experience is required. Must be proficient in Microsoft Office Suite with advanced skills in Excel, flowchart software and preparation. Strong interpersonal skills in dealing with all levels of management, external groups and/or organizations. Must have excellent oral and written communication skills, and analytical skills. Must possess and maintain a valid driver's license.

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

Other Important Information

Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history. Only resumes with salary history will be considered. Only qualified candidates will receive consideration. Relocation is not available for this position.

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

E-mail: jobs@metrarr.com

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

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Contracting Agent

Minimum Acceptable Qualifications

Bachelor's Degree in Business Administration, Public Administration, Contract Management or related field OR in lieu of degree, any combination of education and experience in public contracting and procurement services equal to four (4) years. In addition to #1, must have a minimum of three (3) years of experience in public contracting and procurement services preferably in construction/transportation and government procurement/contracting performed in accordance with Federal Transportation Administration requirements.

Certified Purchasing Manager certification is a plus.

Must be able to lift and carry up to thirty (30) pounds.

Must be proficient in Microsoft Office Suite with emphasis in Word, Excel, and PowerPoint. Must have strong and effective oral and written communication skills and organizational skills. Must have strong interpersonal skills in dealing with all levels of management, employees, external groups and/or organizations.

Must be able to work independently and manage multiple projects on a daily basis.

Must be able to work in a demanding and fast-paced environment.

Must possess and maintain a valid driver's license.

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

Other Important Information

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Temp. Litigation Paralegal

Summary of Duties

This is a temporary position. Under the direction of the Senior Director, Litigation and Risk Management, assists in the development, continuation, management and completion of files in the litigation process; attends court and docket appearances and handles all court follow-ups. Coordinates, investigates and drafts all discovery, including interrogatories and requests to produce. Files, docket, organize and prepare the files and pleadings. Drafts and maintains correspondence, both written and verbal, between opposing parties as well as other departments within Metra. Performs basic law research projects including Key Citing. Drafts pleadings and summarizes depositions and medical records. Available to work flexible hours, as required, in the early morning, late afternoon, evenings, or weekends. Performs other related duties as needed to meet the on-going needs of the organization.

Minimum Acceptable Qualifications

One (1) year in law school OR Bachelor's degree with two (2) years of experience OR Paralegal certificate. Familiar with court procedures and case management. Perform legal research and drafting. Litigation experience is preferred. Effective verbal and written communication skills.

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Program Aide

Job ID 2013-5244

Center McCormick Tribune

Positions 1

Address 1834 N Lawndale Ave

Posted Date 12/17/2013

Category Youth and Teen

Type Regular Part-Time

Hours per Week 25

Variable Schedule

Must be 19 years and older. College credit in child development. Will be working with teens ages 11-17. Must have strong leadership qualities.

Job Summary:

Under the supervision of the Program Director, the Program Aide is responsible for the implementation of day-to-day management of the Extended day program.

Scope of Responsibilities:

- Assist in the planning and implementation of specific group activities for children such as craft projects, athletic activities, field trips, academic activities, games, group discussions, and supervised homework.
- Facilitate the formation of the group as a setting that is safe and supportive for children.
- Respond to the emotional needs of the children both in the group and in individual situations, with appropriate challenge, encouragement and behavior management.
- Assist in the preparation of snacks, according to federal nutrition guidelines.
- Completes necessary reports and records in a timely and accurate manner.

Requirements:

Must prior experience working with kids. Ability to lead large groups, prepare and serve snacks, assist in the planning of daily activities, interact with parents and children and be aware of the children's safety at all times.

Options :

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

Apply online at <http://www.ymcachicago.org/pages/jobs-employment>

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Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Fri. 01/10/14 5:00 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-PS Contract-77324

* THIS IS A PERSONAL SERVICE CONTRACT (PSC) POSITION *

This position reports to the Incubator Program Coordinator and performs a variety of general office duties including; answering phone calls and responding/directing as appropriate, filing, copying, typing, record processing, preparing presentations and informational literature/materials; follow general guidelines and protocols for routine matters and in personal contact with others to give nontechnical information.

Minimum Requirements: EDUCATION: Requires knowledge, skill and mental development equivalent to completion of high school and one year of office experience. Require ability to type accurately at 35 wpm.

EXPERIENCE: Requires working knowledge of office practices, procedures and programs. Require working knowledge of composition, grammar, spelling and punctuation. Require ability to follow oral and written instructions. Require ability to operate commonly used automated office equipment and the use of Microsoft Office application, i.e. Word, Excel and Power Point. Require experience in handling calls and inquiries in a professional manner. Require the ability to work well with a variety of people.

Work Hours & Location/Agency Contact:

TERM OF CONTRACT: FY'14 (FEBRUARY 1, 2014 - JUNE 30, 2014) PART TIME (80%)

BIDDING CONTACT: DHS/ICRE-ROOSEVELT ATTN: BENJAMIN DAVIS

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Option 2 - Typing

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Job Title: Office Associate - Opt 2

Agency: Employment Security

Closing Date/Time: Fri. 01/10/14 11:59 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: RCRA11444

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serving as the secretary for the Lombard Call Center Manager, performs a variety of highly complex secretarial duties requiring the use of a personal computer, word processing and scheduling software. Exercises independent judgment in making decisions on a variety of office activities and through the dissemination of information to call center staff; composes and types correspondence for the manager; maintains files, schedules appointments; ensures the Lombard Call Center is run in an efficient manner and that all confidential material is secure.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion high school and two years of experience. Requires extensive knowledge of IDES office practices and procedures and familiarity with requirements of the Illinois Unemployment Insurance Act and Administrative Code. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to work within short timeframes, make decisions independently, work with and maintain confidentiality of documents. Requires ability to operate a PC with related software such as Microsoft Word, Excel, Outlook and the internet. Requires the ability to type accurately at 45 WPM.

Work Hours & Location/Agency Contact:

WORK LOCATION: Lombard Claimant Service Center

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

607 E. Adams - 9th Floor Springfield, IL 62701

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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Drop-In Childcare

Job ID 2013-5265

Center McCormick Tribune

Positions 2

Address 1834 N Lawndale Ave

Posted Date 12/17/2013

Category Child Care

Type Regular Part-Time

Hours per Week 15

Variable Schedule

Must be 21 and older. College credit in child development needed. This position is for offsite drop in.

Center at St Stephens Terrance, address 2333 W. Jackson, Chicago Illinois 60657

Job Summary:

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

Scope of Responsibilities:

- Assist the teacher and/or group in the implementation of the daily program, which will include activities that are developmentally appropriate.
- Assist in planning and preparation of the creative learning environment and preparation of needed material and supplies.
- Help with general housekeeping tasks.
- Supervise and lead the activity areas.
- Interact with children, treating them with respect and dignity.

Requirements:

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

Options :

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

Apply online at <https://careers-ymcachicago.icims.com/jobs/5265/drop-in-childcare/job>

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Maintenance Assistant

Job ID 2013-5837

Center Buehler

Positions 1

Address 1400 W. Northwest Hwy

Posted Date 12/17/2013

City Palatine

Category Maintenance

State IL

Type Regular Full-Time

Hours per Week 40

Variable Schedule varies - 40 hours will include Building Supervisor and Maintenance

Job Summary:

General maintenance at YMCA Facility

Scope of Responsibilities:

- Follow all guidelines as presented by the Director of Buildings and Properties or Assistant Director of Buildings and Properties.
- Assist Director of Buildings and Properties or Assistant Director of Buildings and Properties in maintaining all facilities, grounds and equipment to be safe for campers and staff.
- Maintain inventory of custodial supplies at all times.
- Keep inventory stored safely at all times.
- Learn CMMS Application for use as Maintenance Assistant
- Perform other duties assigned.

Requirements:

Must have a High School Diploma plus specialized training (min 6 mos. to 2 years) and 3 mos. to 1 year maintenance experience. Must be able to read, understand and convey equipment operating instructions. Any trade knowledge. Ability to learn and operate CMMS application and underlying computerized components.

Options :

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

Apply online at <https://careers-ymcachicago.icims.com/jobs/5837/maintenance-assistant/job>

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Temp. Legal Secretary

Summary of Duties

This is a temporary position. The legal secretary will provide secretarial support, draft and proofread legal documents, and perform other related duties.

Minimum Acceptable Qualifications

High School diploma or GED equivalent.

Minimum of three (3) years experience as a legal secretary or directly related experience. Proficient in Microsoft Office Suite and Adobe Professional.

Able to type a minimum of fifty (50) wpm.

Highly motivated and organized.

Must be able to interact professionally with all levels of staff, court personnel, representatives of federal/state/local agencies, outside vendors, and the general public. Prioritize and monitor projects to completion.

Work with sensitive information and maintain strict confidentiality.

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

Other Important Information

Only qualified applicants will receive consideration.

Selected candidates are subject to a physical examination/drug test and background check to verify information regarding education, employment, vehicle and criminal history. Relocation is not available for this position.

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

E-mail: jobs@metrarr.com

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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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