



### **ENV SERVICE WORKER**

Facility Presence Resurrection Retirement Community  
Department ENVIRONMENTAL SERVICES  
Schedule Full-time  
Shift PM/Night rotation  
Hours Tu, W, Th-9:30p-7a; F, 7p-12:30a; Sat, 3-11:30p  
Location Chicago, IL  
Req Number 123589

#### **Job Details**

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=439848>

### **Unit Secretary**

Department: PCU  
Schedule: Full Time  
Shift: Days

#### **Job Details:**

The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians.

The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred.

Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=186703](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=186703)

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### **Registrar I**

Department: Admitting & Registration

Schedule: Registry

Shift: PM/Night rotation

Job Details: Under general supervision and according to well-defined procedures, performs a variety of clerical duties to register and/or admit patients. High School diploma or equivalent. Previous related experience or hospital experience helpful. Ability to type a minimum of 30 words per minute.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=443997](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=443997)

### **RN I**

Department: OB

Schedule: Full Time

Shift: 12 Hr. Shifts

Hours: 7am-730pm

Contact Information:

Address: 1225 W. Lake Street  
Melrose Park, IL

Job Details:

CPR certified

1-2 years experience is required

Under direct supervision, provides primary care to patients, including assessment, treatment, care planning, and medical care evaluation.

Graduate from an accredited school of nursing; Bachelor of Science in Nursing is highly encouraged.

Current IL RN license or a valid Compact RN license. Current CPR certification required. 0-2 years' experience required, clinic experience preferred.

Apply online at

[https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp\\_job\\_details.cfm&cJobId=525654](https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=525654)

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**Job Title: Truck Driver, Class A - Full Time - Home Daily 2nd Shift - Chicago, IL**

Requisition Number: 28852

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Chicago

Work State: Illinois

Work Zip: 60290

**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 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 Daily •Estimated average earnings of \$52K+ per year

•2nd Shift - 6pm to about 7am •No Touch Freight

•Transporting electrical components (Transformers / Panel boxes - Steel)

•Dry Van 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 •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

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

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**Job Title: Truck Driver, Class A - Regional - \$1K Weekly Guarantee - Chicago, IL**

Requisition Number: 27651  
Job Category - Department: Drivers  
Employee Group: Regular - Full Time  
Relocation: No  
Travel Requirement: Driver  
Work City: Chicago  
Work State: Illinois  
Work Zip: 60647

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 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 •Ave. \$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

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**Title: Program and Event Coordinator - Soccer**  
THIS IS A GRANT POSITION ENDING 12/31/2014

**Level: 3525**

**CHARACTERISTICS OF THE CLASS:**

Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Prepares reports and promotional materials on special programs.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

**Knowledge, Skills and Abilities:**

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt  
Salary \$51,868 per year

EEO: Professional

FLSA: Exempt

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**TITLE: ATTENDANT (H)**

Closing Date: 12/17/13

Custodial/Attendant (H)

Date Posted: 12/3/2013

Location: SOUTH SHORE CULTURAL CENTER

THIS POSITION IS BUDGETED FOR UP 30 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed.

Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Professional/Senior Program & Event Coordinator**

Closing Date: 12/17/2013

Date Posted: 12/4/2013

Location: Central Administration

CHICAGO PARK DISTRICT – DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION:

Title: SENIOR PROGRAM AND EVENT COORDINATOR BASKETBALL

Level: 3526

CHARACTERISTICS OF THE CLASS: Under supervision, plans, coordinates and oversees special city-wide programs and events bringing programming resources to the parks. Performs related duties as required.

EXAMPLES OF DUTIES: Oversees, plans and develops special city-wide programs and delivers them to the parks. Determines the tasks of the projects and events and ensures their completion. Meets with individuals from partner organization and Park District field staff to ensure programs and events are completed. Resolves and troubleshoots programs and program issues as they arise. Supports the work of other units to ensure they are meeting their commitment to provide support to the field in the area of programs and events. Works with key individuals to define tasks at hand and time lines of programs and events. Gathers and disseminates information and prepares written documents and reports and executes projects

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in a related field supplemented by three (3) years of related experience; or an equivalent combination of training and experience is required.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills.

Career Service: Exempt  
Salary \$60,000.00

EEO: Professional

FLSA: Exempt

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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**Job Title: Truck Driver, Class A -Home Daily/Flatbed- Bolingbrook, IL**

Requisition Number: 29060

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Bolingbrook

Work State: Illinois

Work Zip: 60440

**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 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 Daily / M - F

- Estimated average earnings of \$52K+ per year and \$200+ daily
- Local/Regional work (Bolingbrook, Chicago, Milwaukee, Oshkosh)
- Dedicated routes •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

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**Job Title: Transfer Truck Driver, Class A - Part-time - Bloomington, IL**

Requisition Number: 28839

Job Category - Department: Drivers

Employee Group: Regular - Part Time

Relocation: No

Travel Requirement: Driver

Work City: Bloomington

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 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

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**Job Title: Diesel Mechanic**

Requisition Number: 28490

Job Category - Department: Technicians/Service Employees

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 0%

Work City: Melrose Park

Work State: Illinois

Work Zip: 60160

**Position Description:** This is a Master level Diesel Mechanic position which is responsible for diagnosing and repairing medium to heavy-duty trucks and trailers under minimal supervision. Repairs will include Preventative Maintenance inspections and repairs, air and hydraulic brake repairs, tire repairs, warranty procedures, driveline, steering & suspension, electrical trouble-shooting, AC, refrigeration, overhauls, overhauls & rebuilds of engines and transmissions, plus other duties as assigned. In addition, the Tech IV will assist other Technicians in repairs and will be expected to comply with Safety and EPA procedures and continue to learn new technology in advanced diagnostics, internal engine and transmission repairs.

**Requirements:** •18 years of age or older •Must be able to read codes and instructions on the computer •Must be able to document repairs on the computer  
**Additional Requirements:** •High School Diploma or GED equivalent preferred  
•Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications  
•Prefer a Commercial Driver's License or ability to obtain one •5 years of proven medium to heavy-duty vehicle repair including: PM's, tire & wheel, air & hydraulic brakes, diagnosis, computerized diagnostics, electrical trouble-shooting, electronic component repair and a minimum of 2 years experience in refrigeration &/or overhauls and rebuilds of heavy-duty diesel engines and transmissions •Prefer certifications in tire & wheel, brakes, AC &/or EPA, engine rebuild, DOT inspections, transmissions, engines  
•Must possess at minimum a set of hand tools up to (3/4") •Ability to work flexible schedules including shift work, weekends, holidays and on-call rotations for roadside assistance

**Internal Candidates:** Ideal candidate will have a minimum of 6 months in their current position and possess a record of good performance, attendance, safety and teamwork.

**Responsibilities:** Will diagnose and repair medium to heavy-duty trucks and trailers.

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**Job Title: CLS – Customer Logistics Supervisor**

Requisition Number: 28534

Job Category - Department: Logistics/Distribution/Transportation Management

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 10%

Work City: University Park

Work State: Illinois

Work Zip: 60466

**Position Description:** Position is typically dedicated to an assigned area of responsibility within an account or location. The incumbent ensures that productivity and operational goals are met in order to deliver customer satisfaction. Individual will be working in a dynamic environment that focuses on delivering continuous measurable improvement to the customer.

- Requirements:**
- High School diploma or GED equivalent required.
  - Experience with DOT, OSHA, and all related safety regulations required.
  - Minimum of 6 (six) months supervisory experience required.

**Additional Requirements:** 1-3 Years of experience in a transportation, warehouse or distribution environment preferred. Proficiency with Microsoft Office Preferred.

- Knowledge/Experience in transportation environment, (i.e.: Shipping, receiving and inventory management, distribution or dispatch preferred.)

Knowledge of warehouse and or software applications, routing and dispatch software systems preferred. Supervisory experience must include driver management to include: dispatch, safety, compliance, etc.

Must be flexible to work Sun - Thurs schedule starting at 11 pm.

- Responsibilities:**
- Performance management of direct reports.
  - Developing direct reports.
  - Employee relations/issue resolution
  - New employee training.
  - Disciplinary actions.
  - Quality assurance
  - Administrative duties.
  - Customer satisfaction/problem resolution.
  - Ensure functional area meets all productivity goals and objectives.
  - Safety management and reporting.

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**Job Title: Administrative Assistant I - Opt SS**

Agency: Central Management Services

Closing Date/Time: Tue. 12/17/13 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

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

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: CMS 7849

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Certification Section Manager of the Business Enterprise Program; performs analysis functions of vendor application files and documents to conduct review of history, organizational structure and financial, legal and administrative operations; analyzes vendor reciprocity files to determine requirements are met. Assists the Certification Section Manager with organizing goals and objectives for the program and in conducting research studies of the organizational and administrative procedures. Performs a variety of staff functions and assists the Division Manager with various administrative and/or technical correspondence, special projects and reports. Communicates in Spanish to those individuals who do not read or speak English.

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, or completion of an agency approved professional management training program. Requires an appropriate, valid driver's license and the ability to travel. Requires the ability to read, speak and write Spanish at a colloquial level.

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

Work Location: Central Management Services/Business Enterprise Program

JRTC - 100 West Randolph Street Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

Phone: 217-558-0962, 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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**Job Title: Deputy General Counsel**

Agency: Capital Development Board

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

Salary: \$5,833.33 - \$7,083.33 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: CDB00051

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to administrative approval, the incumbent is accountable for: assisting in the planning, organizing, and delivering of professional legal services to all components of the agency; assisting in the legislation and claims functions of the agency; resolving the important legal problems presented by the client and divisions of the agency; and assisting in the establishment of goals and objectives for the internal functions of the legal division. Supervises Paralegal Assistant.

**Minimum Requirements:**

Requires a law degree and admission to the Illinois State Bar Association. Requires expertise in contract law and a background in federal, state, local, and administrative law. Requires extensive knowledge of the following: state, federal, and local legal systems; administrative practices and procedures; alternative dispute resolution processes; and available research tools. Requires the ability to maintain satisfactory relationships with superiors, attorneys, and the general public; to analyze, appraise, and organize facts, evidence, and precedents; to present written material to supervisors, clients, disputants or dispute resolution bodies; and requires the ability to effectively communicate verbally to staff, superiors, and groups. Requires the possession of a valid Illinois Driver's License and proper vehicle insurance since travel and overnight lodging may occur.

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

Work Hours: 8:30-5:00 M-F (flexible hours and 9 day work schedule available)

Work Location: 100 W. Randolph St., Suite 14-600 (JRTC Building) Chicago, IL 60601

Agency Contact: Thomas Klein , General Counsel

Capital Development Board 401 S. Spring Street. 3rd Floor Stratton Office Building  
Springfield, IL 62706

**How to Apply:** Please submit cover letter, resume and salary history to:

Thomas Klein, General Counsel Capital Development Board

401 S. Spring Street. 3rd Floor Stratton Office Building, Springfield, IL 62706

fax 217-524-0565 or email: [Heather.Bova@Illinois.gov](mailto:Heather.Bova@Illinois.gov)

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

Agency: Human Services

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

Salary: \$2,727.00 - \$3,707.00 monthly

\$32,724.00 - \$44,484.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-92-77659

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, review complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires the ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

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

Please submit applications to:

Marc Wade

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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Job Title: Office Assistant - Opt 5**

Agency: Central Management Services

Closing Date/Time: Tue. 12/17/13 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CMS 8199

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, performs clerical and messenger work. Delivers on various routes State of IL property as part of the centralized Mail and Messenger Services. Picks up outgoing mail from various state office locations, receives, sorts and prepares mail and packages for mailing and delivery, delivers agency payroll warrants, Performs basic upkeep and maintenance duties of the central mailroom, and motor vehicle used for mail and messenger deliveries.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires a valid, appropriate driver's license and the ability to travel; requires the ability to lift packages weighing up to 75 pounds. Requires working knowledge of alphanumeric sequencing. Requires the ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location:

Central Management Services/Agency Services /Agency Support/Mail & Messenger  
JRTC - 100 West Randolph Street Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

Phone: 217-558-0962, 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 5 - Mail & Messenger

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

Agency: Human Services

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

Salary: \$15.84 - \$21.38 hourly

\$1,192.62 - \$1,609.38 biweekly

\$2,584.00 - \$3,487.00 monthly

\$31,008.00 - \$41,844.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-77646

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine to moderately difficult clerical duties; alphabetizes, files and answers questions concerning case records and related controls; serves as mail and stock clerk. Types a variety of routine forms, form letters, cards and records.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions. Requires the ability to type accurately at 30 wpm.

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

Work Location: Broadway FCRC 5050 N Broadway Chicago, IL 60640 Cook County

Contact: Employee Services 100 S Grand Ave East, 3rd Fl 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 - Typing**

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**Job Title: Paralegal Assistant**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 12/12/13 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#: GC0041

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of a licensed attorney, performs specialized paralegal support services with the Office of the General Counsel, Administrative Hearings for a wide range of Department of Healthcare & Family Services (HFS) programs; performs general docketing function; reviews transcripts, exhibits and Final Administrative Decisions; performs generalized research, writing, scheduling and organizational services for the Bureau of Administrative Hearings; reviews and makes recommendations on various legal issues.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to four years of college with related course work in such areas as prelegal, medical, premedical, English and statistics. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, work usage and analytical ability in working with information such as would typically be acquired through a professional education. Prefers knowledge or skill in word processing and database programs. Prefers superior organizational and interpersonal skills.

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

Location: Office of General Counsel 401 South Clinton, 6th Floor

Chicago, Illinois (Cook County)

Contact Person: Leslie Rusciollelli 2946 Old Rochester Road Springfield, Illinois 62703  
217-782-3328 Office 217-557-5381 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Security Officer Sergeant**

Agency: Human Services

Closing Date/Time: Mon. 12/16/13 4:00 PM Central Time

Salary: \$3,699.00 - \$5,290.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: EMHC-13-3102

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Security Chief, serves as shift commander on an assigned shift in Facility Security Services of Elgin Mental Health Center; provides leadership and directs and supervises lower security staff engaged in the provision of safety and protection services for persons and property; serves as shift fire protection coordinator and liaison with Elgin Fire Department; provides documentation of incidents for facility records according to policies and procedures and accreditations standards.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois drivers license.

Work Hours & Location/Agency Contact: Shift: To Be Determined  
Elgin Mental Health Center - FTP/Security Department

CONTACT INFORMATION: Human Resource Office  
Elgin Mental Health Center 750 S State St., Elgin, IL 60123  
847-742-1040, ext. 2060; Fax: 847-429-4933

**How to Apply:**

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

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**Job Title: Senior Public Service Administrator - Opt 3**

Agency: Employment Security

Closing Date/Time: Mon. 12/16/13 5:01 PM Central Time

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: RA02012

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years college preferably with courses in Computer Science, Business or Public Administration; Prefer completion of Master's degree with courses in Computer Science, Business or Public Administration; four years progressively responsible administrative experience in IDES Administrative systems, experience in coordinating a computer-based management information system with extensive knowledge in one or more of the following areas: computer hardware; software; communications; applications; management principles; applied research procedures. Requires the ability to prepare narrative and statistical reports in a clear and concise manner; interpret data relative to review or study objectives; analyze problems and adopt an effective course of action; develop, install and evaluate new and revised methods and procedures and to use a PC with related software packages (database management, spreadsheets, word processing, electronic mail, etc.)

**Special Skills:** Requires education/experience as outlined above for the following: CICS, Cobol, DB2 on z/OS, Easytrieve Plus, IMS DB/DC, Microsoft Technologies, Paradox, SQL, Telon

**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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 3 - Mgt Info Sys/Data-Telec**

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**Job Title: Support Service Worker**

Agency: Human Services  
Salary: \$2,647.00 - \$3,570.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 8  
Plan/BU: RC009  
Bid ID#: EMHC-13-3101

Description of Duties/Essential Functions Benefits Supplemental Questions  
This position is responsible for the preparation of patient trays, nourishment and snacks, putting away/rotating foods and supplies, cleaning/sanitizing of utensils, dishes, trays, pots/pans, cooking equipment, food service equipment and the main kitchen. Responsible for delivering the food trays to the patient units.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

Work Hours & Location/Agency Contact: Shift: To Be Determined  
Elgin Mental Health Center; Dietary Dept.

Contact: Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040, ext. 2060; Fax: 847-429-4933

**How to Apply:**

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

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