



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

Agency: Central Management Services

Closing Date/Time: Thu. 12/18/14 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: CMS 10018

**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: 8:00am-4:30pm

Work Location: Central Management Services

Agency Services/Agency Support/Mail & Messenger

100 W. Randolph Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 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).

**Option 5 - Mail & Messenger**

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

Agency: Public Health

Closing Date/Time: Tue. 12/16/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: IDPH 55269

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Regional Supervisor for the Division of Long-Term Care Field Operations, supervises regional survey staff; plans, schedules and implements state licensure and federal certification survey activities at regional level long term care facilities. Provides technical direction to surveyors on nursing care issues. Serves as working supervisor.

**Minimum Requirements:**

Requires graduation from an approved nursing education program resulting in an Associate's Degree or a Diploma in nursing and three years of professional nursing experience or a Bachelor's Degree in Nursing and two years of professional nursing experience or a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires knowledge of Illinois long term care licensing and Federal Certification programs. Must be a certified federal long term care surveyor, having passed Modules A and B of the Federal Surveyor Minimum Qualification Test (SMQT). Requires a valid driver's license and must be able to travel

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

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

Office of Health Care Regulations

Division of Long Term Care Field Operations 4212 W. St. Charles Road Bellwood, IL

Agency Contact: Office of Human Resources

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

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

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 8N - Nurse Registered II

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## **MERCHANDISER - CHICAGO**

Company SAS

Position Type Regular - Part Time

Job Number 5000341

Job Location Chicago and Surrounding Market

### Summary of Position

We are looking for energetic and skilled Merchandisers for our various customers. This role will be both weekday and weekend, as well as day, evening, and overnight work. Schedules vary based on customer needs.

Your role will require you to work independently with little to no supervision, ensuring timely completion of projects such as: adding or removing fixtures; building sets from a brand new store; executing plan-o-grams; installing signs and shelves.

### Roles and Responsibilities

Performing full store resets in various independent grocery stores around the region.

Need to be flexible, and available for occasional weekends.

Pay rate is based on experience.

Background in merchandising is preferred

Will average around 15 - 20 hours per week.

Working 2 to 4 days per week.

### Skills and Qualifications

#### Desired Qualifications:

- Prior POG and Merchandising experience.
- Prior Reset and Plan-o-gram experience.
- Have reliable transportation and can arrive to work on time.
- Are able to work in a team environment and take directions from others.
- Stand, bend, or stoop for entire shift.
- Stock and/or reposition merchandise.
- Can work up to 8 hours each day.
- Must be able to travel within a 50 mile radius of your home.

#### Additional Information

We are an EEO employer.

Apply online at

[http://www.sasretail.com/job\\_opportunities/EN/details.php?id=PR7FK026203F3VBQBV7V78M28&nPostingID=3725&nPostingTargetID=5533&mask=daysasext&lg=EN](http://www.sasretail.com/job_opportunities/EN/details.php?id=PR7FK026203F3VBQBV7V78M28&nPostingID=3725&nPostingTargetID=5533&mask=daysasext&lg=EN)

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**Celeste in Search of Exceptional Assistant General Manager**

Vergent Search Group, LLC.

1050 W. Hubbard Street Chicago, IL

Fulton Market, Goose Island

Job ID: 9083523

Job Type: Full Time

Shift Type: Afternoon, Night

Compensation: Competitive - Based on Experience

Experience: 3-6 Years

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

**Job Description**

Celeste - Assistant General Manager

Vergent Search Group is working to fill a Assistant General Manager position at Celeste. Celeste is a top tier and award-winning restaurant in the trendy River North neighborhood of Chicago. Celeste is a modern, refined interpretation of the classic American drinking establishment. The food concept is that of sophisticated, seasonal American cuisine.

The ideal candidate will have 3-5 years of food & beverage management experience at high volume and upscale dining concepts.

The candidate will also have solid wine knowledge and background.

The candidate will be energetic & upbeat, "hands-on", accountable, results-driven, and pro-active mindset. We are looking for top tier talent to be able to elevate the already high level of excellence that the Celeste is known for.

**Benefits:**

- Competitive Salary
- Bonus Program
- Med / Dental and Vision

If you are interested in the outstanding Assistant General Management position, please email your resume to [v8i6a8xj5n@jobs.shiftgig.com](mailto:v8i6a8xj5n@jobs.shiftgig.com).

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**Server wanted**

Tavern On LaGrange  
5403 S La Grange Rd., La Grange, IL

Job ID: 9082797

Job Type: Part Time

Shift Type: Night

Compensation: N/A

Experience: 1-3 Years

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

**Job Description**

Looking for a server for nights and weekends, mature person with references. POS experience a must. this position is for busy nights and holiday parties can be full time

Requirements & Skills: POS experience a must

Apply online at <http://www.shiftgig.com/job/la-grange/il/kitchen-worker-job-openings-at-tavern-lagrange-9082797>

**Upscale sports lounge looking for fun FOH people**

10pin Bowling Lounge

330 N State St Chicago, IL

Near North Side, River North

Job ID: 9081527

Job Type: Full Time

Shift Type: Morning, Afternoon, Night

Compensation: hourly + tips

Experience: 1-3 Years

References: Preferred

*No walkins or phone calls will be considered. Please apply online*

**Job Description**

Upscale sports & bowling lounge looking for additional staff!

Bartenders, servers, counter and support staff are needed for busy holiday season!

Work in a fun and fast paced environment!

Requirements & Skills: Must able to work nights and weekends

Apply online at <http://www.shiftgig.com/job/chicago/il/counter-attendant-job-openings-at-10pin-bowling-lounge-9081527>

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## **CATERING SPECIALIST**

### Position Overview:

As a Catering Specialist for Fooda you will be a member of the team that manages and supports our catering client daily needs. This role requires a sense of urgency to react and foresee potential issues that impact our clients. At its core this is a sales role with a focus on expanding our relationships with each customer you manage.

### Your responsibilities:

Single point of contact for our catering clients

Build relationships with clients by offering solutions, solving problems, and managing issues

Work closely with clients to determine catering needs; source appropriate vendor, plan, organize and execute daily drop-off and staffed events

Communicate all event details, client requests, and delivery information to restaurant partner

Work with our sales team and earn new business

Negotiate new menus with restaurant partners for special requests

### Benefits / Perks

Competitive salary

Excellent health benefits

401k matching

Stock options

Regular team meals, stocked beverage fridge, other food events around the city

Startup culture in a renowned building with other startups

### Apply through link below:

<http://fooda.theresumator.com/apply/sByNeC/Catering-Specialist.html?source=CUL>

Must be authorized to work in the United States on a full-time basis. No recruiters please.

Locations: Chicago, New York

### CONTACT INFORMATION:

Cassie

Phone: 312-662-6541

[cassie.guba@fooda.com](mailto:cassie.guba@fooda.com)

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**Job Title: 2015 Winter Technician Trainee Program**

Agency: Transportation

Closing Date/Time: Wed. 12/17/14 4:30 PM Central Time

Salary: \$11.10 - \$12.00 hourly

Job Type: Temporary

Location: Statewide, Illinois

Number of Vacancies: 50

Bid ID#: 2015

**Description of Duties/Essential Functions Benefits Supplemental Questions**

The Illinois Department of Transportation will accept applications for non-engineering winter employment. The Winter Technical Program is designed to give non-engineering students an opportunity to obtain on the job training.

**Minimum Requirements:**

Applicants must be at least 18 years old by December 31, 2014 and must be able to work for the duration of the program. Location preferences will be limited to one location choice.

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

Central Office, Springfield

Central Office, Chicago/JRTC

District 1, Schaumburg, IL

District 2, Dixon, IL

District 4, Peoria, IL

District 7, Effingham, IL

District 8, Collinsville, IL

District 9, Carbondale, IL

**How to Apply:**

Applicants must submit completed IDOT Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) in order to be eligible.

To download the IDOT Application for Winter Technician Trainee (PM2424), Authorization for Release of Criminal History Information form (CMS284A) and Self-Disclosure of Criminal History form (CMS284B) please visit:

<http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index>

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**Job Title: Highway Maintainer - INFORMATIONAL POSTING**

Agency: Transportation  
Closing Date/Time: Continuous  
Salary: \$4,460.00 / Month  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1

**Minimum Requirements:**

**Education and Experience:** Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school. Possession of a Class A commercial drivers license with appropriate endorsements, including air brakes. One year driving experience immediately preceding appointment free of incidents with could result in license suspension or revocation.

**Knowledge, Skills and Abilities:** Requires working knowledge as a laborer, preferably in highway construction, maintenance work, farming, or the building trades. Elementary knowledge of highway maintenance or construction work and materials. Skill in the use of hand tools and operation of maintenance equipment. The ability to perform arduous physical labor. Ability to understand and carry out oral and written instructions. Ability to gain and maintain productive working relationships.

Under State law, qualified veterans are entitled to points added to a passing grade and appointment preference. Please Note: Illinois National Guard/Reserves non-activated only receive points added to a passing grade. All veterans will be required to submit a certified copy of their DD214/DD215 as proof of service at the time of application.

**Work Hrs & Location/Agency Contact:** Work Hours and Location vary with each position This is ONLY an Informational Posting intended to let interested persons know the requirements they must meet before being eligible for a Highway Maintainer position. Those requirements are: 1st- must possess Class "A" CDL (must have before testing) 2nd- contact Central Management Services for testing times (please see "how to apply" section of posting for CMS phone number) 3rd- take the Highway Maintainer test and obtain a grade in order to be placed on the Listing of Eligible's for that title

If you still have questions regarding this process please contact:  
Illinois Department of Transportation / Bureau of Personnel Management  
(217) 782-5594

**How to Apply:** This position requires a grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information you may contact the agency contact listed above OR by contacting CMS at (217) 782-7100, (217) 785-3979 (TTD/TTY), (800) 526-0844 (TTY Only)

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**Job Title: Pharmacy Technician**

Agency: Human Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

Salary: \$2,854.00 - \$3,917.00 monthly

\$34,248.00 - \$47,004.00 annually

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-89-86852

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of a registered pharmacist, performs adjunctive professional pharmacy duties including the compounding of prescriptions and manufacturing of pharmaceutical preparations in the Pharmacy at Shapiro Developmental Center.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of 4 years of high school. Requires Illinois certification as a certified pharmacy technician. Must be at least 18 years of age. Requires working knowledge of the principles and practices of pharmacy. Requires working knowledge of aseptic handling of drugs. Requires working knowledge of typing; requires ability to prepare pharmaceutical preparations. Requires ability to maintain accurate records and prepare reports of pharmaceuticals purchased, dispensed, and stored. Requires ability to perform data entry into a computerized pharmacy record keeping system.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
OCAPS/Shapiro Developmental Center 100 E Jeffrey St Kankakee, IL  
How to Apply: Please submit CMS 100 (revised 10/2014) applications to:  
Bureau of Employee Services / Lisa Horsley  
100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762  
PHONE: 217-557-0347 FAX: 217-524-2116

**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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**Detail Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST, IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out.

This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status:

Moonlighter/Part-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 5pm

Tue - 6am to 5pm

Wed - 6am to 5pm

Thu - 6am to 5pm

Fri - 6am to 5pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=143355&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=143355&mode=)

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### **Mechanical Express Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST, IL

#### Description:

Diagnose source of general mechanical and drive ability problems to repair and/or replace parts and assemblies of U-Haul trucks.

Perform a variety of repairs or replacements which include, but are not limited to, cooling systems, suspension, electrical system, and engine performance.

Position requires general automotive repair and maintenance experience.

#### Work Status:

Full-Time

#### Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 6am to 5pm

Tue - 6am to 5pm

Wed - 6am to 5pm

Thu - 6am to 5pm

Fri - 6am to 5p

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=143353&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=143353&mode=)

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**Trailer/SRI Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST, IL

Description:

Inspect and repair single/tandem-axle trailers, tow bars, hitches, and car-top carriers. Repair damaged panels, axles, suspension and associated equipment.

Fabricate trailer fixtures, including surface preparation, cutting of steel/aluminum, welding and painting.

Assess and calculate the cost of repairs for each piece of equipment.

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=142114&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142114&mode=)

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**Brake/Tire Specialist**

U-Haul Repair Facilities  
Park Forest Rers  
PARK FOREST, IL

Description:

U-Haul is looking for a candidate to diagnose the source of mechanical and drive ability problems and to repair and/or replace braking systems of U-Haul trucks.

Responsibilities will include repairing and/or replacing disc and drum brakes, and power brake units, including vacuum and hydraulics.

Work Status:  
Full-Time

Hours Needed:  
(These hours may change based on business needs)

Sun - NA

Mon - 7am to 4pm

Tue - 7am to 4pm

Wed - 7am to 4pm

Thu - 7am to 4pm

Fri - 7am to 4pm

Sat - NA

Apply online at [http://jobs.uhaul.com/job\\_detail.aspx?aval\\_job\\_id=142113&mode=](http://jobs.uhaul.com/job_detail.aspx?aval_job_id=142113&mode=)

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services

Closing Date/Time: Wed. 12/17/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1447045-471497

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

**Minimum Requirements:**

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

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

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

Location: DCFS Team 6B0541 1911 S. Indiana Chicago, IL 60616

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](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 6 - Health & Human Services**

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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Fri. 12/12/14 4:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Bid ID#: 14/033

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Housekeeping Manager and leadership of the Support Service Coordinator I performs routine tasks in maintaining the linen and clothing rooms in the housekeeping department to comply with all standards and regulations.

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to completion of high school supplemented by six months experience in the housekeeping field. Requires working knowledge of routine tasks commonly found in a housekeeping department. Requires ability and skill in the basic preparation of cleaning solutions, machines and equipment. Requires the ability to lift and/or push up to 60 lbs.

Work Hours & Location/Agency Contact: Housekeeping 8am-4pm Mon-Fri

Valarie Laird/Personnel  
Madden Mental Health Center  
1200 S. First Avenue  
Hines, IL. 60141  
Fax# 708-338-7078

**How to Apply:**

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

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**Job Title: Office 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

**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 1 - General**

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**Job Title: Health Facilities Surveyor I - Opt 3**

Agency: Public Health

Closing Date/Time: Tue. 12/16/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 5

Plan/BU: RC062

Bid ID#: See Below

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the general direction of the Region's Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a Masters Degree in nutrition, dietetics or food service management; preferably including registration by the American Dietetic Association and possession of a valid Illinois certificate as a registered Dietitian. Requires ability to travel and possession of a valid Illinois Drivers License.

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

Job Numbers: IDPH 80401, 80402, 80406, 80408, and 80409

Work Hours & Location: 4 Day Work Week / Office of Health Care Regulations

Division of Long Term Care Field Operations 412 W. St. Charles Road Bellwood, IL

Agency Contact: Office of Human Resources

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

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

**How to Apply:**

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**Option 3 – Dietitian**

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**Job Title: Director of Human Resources**

Agency: Executive Inspector General \*

Salary: \$4,167.00 - \$6,250.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 01-205

**ADDITIONAL RESPONSIBILITIES:** Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**Minimum Requirements:**

- bachelor's degree in human resources, business or public administration or a related area of study
- five years of demonstrated success in leading human resources functions for an organization of at least 75 employees;
- five years of supervisory experience is desirable;
- extensive knowledge of State of Illinois personnel rules, and state and federal employment laws including EEO/AA, FMLA, FLSA, and Title VII;
- ability to keep and maintain current knowledge of the aforementioned areas;
- strong organizational skills;
- high personal ethical standards;
- ability to exercise independent judgment and make sound decisions effectively;
- ability to travel, including overnight;
- ability to handle and resolve ambiguous situations and issues;
- demonstrated knowledge of Microsoft Office Suite (Excel, Word, Outlook) and internet applications; and
- ability to communicate clearly and concisely, and interact with others professionally.

Work Hours & Location/Agency Contact: 9:00 a.m. - 5:00 p.m.

Office of Executive Inspector General

69 W. Washington Street, Suite 3400 Chicago, IL 60602

Division of Human Resources 312.814.1789

**How to Apply:**

Applicants should select the employment tab on our website at

[www.inspectorgeneral.illinois.gov](http://www.inspectorgeneral.illinois.gov) and click the "apply for open position" link and follow the instructions for applying.

The OEIG is an Equal Opportunity Employer and provides reasonable accommodation to applicants and employees with disabilities.

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### **Robot Coordinator (Lead)**

Department: Exhibit Operations and Project Management

Status: Temporary, Full Time (Q1 2015 start, 2020 end)

Responsibilities: The Robot Coordinator (Lead) position, as part of the Exhibit Operations team, maintains, analyzes, troubleshoots and repairs robot/computer systems, hardware and robot/computer peripherals along with maintaining standards and security policies.

This position will originate in Chicago in January 2015. Starting in 2016, the robotics exhibit will tour and this position will be required to relocate twice a year to follow the tour through eight (8) North American venues (two [2] per year).

Required qualifications are as follows:

A minimum of an Associate's degree with a focus on a STEM field preferred including the education of STEM fields; OR an equivalent combination of education and experience

3-5 years' experience with robotics and/or electronics

Working knowledge of industrial automation and control systems

Experience with open source software and operating systems

Familiarity with computer code

Proficiency in the use of MS Office (Word, Excel, PowerPoint, and Outlook)

Demonstrated ability to work with within teams and manage multiple projects

Excellent verbal and written communication skills

Ability to work a flexible schedule, including weekends

Previous successful supervisory experience

Must be positive and solution-focused with creative problem solving skills

Valid US passport with no travel restrictions

While performing the duties of this job, the employee:

—is regularly required to use hands to finger, handle, or feel. —is frequently required to stand, sit, reach with hands and arms, and talk or hear. —is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. —must occasionally lift and /or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Other Specifics

Position start slated for January 2015; position end expected in 2020

Must be willing to travel with exhibit and live in city of presenting Museum

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/temporary/robot-coordinator-lead/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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**Job Title: Account Technician I**

Agency: Human Services

Closing Date/Time: Thu. 12/18/14 4:00 PM Central Time

Salary: \$3,250.00 - \$4,594.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-2901

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, posts all receipts and disbursements for the Forensic Recipient Trust Fund, Activity Fund, Auxiliary Fund, Living Skills and Patient Travel Accounts; maintains personal property files; in the absence of the Account Clerk 2 performs daily transactions at both the Forensic Trust Fund and CPS Trust Fund Office.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of state accounting procedures.

Work Hours & Location/Agency Contact: Shift: 7:00am - 3:00pm Mon - Fri  
Elgin Mental Health Center, Forensic Trust Fund

Contact: Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
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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