



Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1547001-477854

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

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

Location: DCFS Team 6B0104 1755 Lake Cook Road Deerfield, IL 60015

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601 FAX: (312)814-7134

How to Apply:

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

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Job Title: Contract Administrator

Agency: Illinois Power Agency

Closing Date/Time: Mon. 02/23/15 11:59 PM Central Time

Salary: Depends on Qualifications

Job Type: Exempt Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 15-002

Education: -Bachelor's degree. Business Administration or related field preferred.
Experience: Either: 1. Prior experience with state government contract administration (preferred); or 2. Prior experience with either the development process for photovoltaic energy systems, or with energy contract administration and settlement.

-At least three (3) to five (5) years of experience in the preparation, execution, administration and monitoring of contracts varying in financial value and complexity.
-Proficiency using the Internet and Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint). -Excellent verbal and written communication skills. -Strong organizational and project management skills. -Experience with local or state government departments or agencies preferred. -Understanding of principles of governing regulations of energy procurement contracting desirable. -Knowledge of the energy industry/electric utilities desirable. -Demonstrated understanding of principles of governmental procurement/purchasing, contract administration, and contract compliance preferred. -Exposure to state/local laws, codes, and regulations concerning governmental procurement/purchasing.

Work Hours & Location/Agency Contact:

Work Hours: 37 1/2 hours per week during normal business hours.

Work Location: Illinois Power Agency

160 North LaSalle Street, Suite C-504 Chicago, Illinois 60601

How to Apply: To qualify for consideration, applicants must demonstrate experience in at least one of the following categories:

1. Prior experience with state government contract administration (preferred);
2. Prior experience with either the development process for photovoltaic energy systems, or with energy contract administration and settlements.

Applicants should clearly explain in their cover letter how they comply with this experience requirement. Applications that do not include this information will not be considered by the IPA.

To apply, please send a cover letter, resume, salary history, and three professional references to: Anthony Star, Director

Illinois Power Agency 160 North LaSalle Street, Suite C-504, Chicago, Illinois 60601

Anthony.Star@Illinois.gov

No phone calls please.

The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.

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Job Title: Corrections Nurse II

Agency: Corrections

Closing Date/Time: Mon. 02/23/15 4:00 PM Central Time

Salary: \$5,640.00 - \$7,669.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC023

Bid ID#: IDOC29-82-15-1042

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Nursing Supervisor, Public Service Administrator, and in accordance with established standards and administrative policies of the health care unit, provides nursing services to residents of the Stateville Reception & Classification Center on all shifts; serves as a lead worker to Corrections Medical Technicians on all assigned shifts.

Minimum Requirements: Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and three years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and two years of professional experience; or (c) a master's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles and procedures and theory; requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions; requires thorough knowledge of methods and techniques utilized in developing educational programs; requires current Cardiopulmonary Resuscitation certification; Advanced Cardiac Life Support (ACLS) training and certification is preferred.

Work Hours & Location/Agency Contact:

WORK HOURS: 3:00 p.m. to 11:00 p.m. Days off varies.

LOCATION/AGENCY: IDOC Stateville Correctional Center P.O. Box 112 Joliet, IL 60434

CONTACT: Jamille Kent, Human Resources Rep. Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815:727-3607 ext. 5693 Fax # 815-727-0838 e-mail

Jamille.Kent@doc.illinois.gov

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, CURRENT STATE OF ILLINOIS LICENSURE AS A REGISTERED NURSE, CURRENT CPR CARD AND COPY OF TRANSCRIPT/DIPLOMA, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE.

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Job Title: Executive I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: BC0298

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, executes and implements procedures and policies to file liens against personal injury awards made to clients; confers with and make recommendations to management staff in regard to the resolution of personal injury claims; collaborates with attorneys to determine the status of personal injury claims and amount of settlement; researches Medical ledgers and/or certified receipt warrant ledgers to obtain recovery due to the Agency, develops, performs and maintains outreach liaison activities with the Office of Financial Recovery Coordinators in Cook County district offices.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with course work in business or public administration. Requires one years of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program.

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

Location: Bureau of Collection Services, Technical Recovery

401 South Clinton Chicago, Illinois 62707

Contact Person: Mary Alsup

Bureau of Collections 2200 Churchill Road Springfield, Illinois 62702

217-782-1348 Office 217-557-4302 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 N1 - Healthcare & Family Svcs

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Job Title: Health Facilities Surveillance Nurse

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 02/24/15 5:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: MP1840

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, conducts inspections and provides consultation to long term care facilities in an assigned area; provides technical consultation and assistance to facilities regarding Inspections of Care (IOC), certification standards, gerontological issues, clinical practice standards, and long term care issues; monitors the implementation of the Medicaid Waiver program; assists with certification and monitoring of residents in supportive living facilities; assists in conducting special mentally ill and developmentally disabled assignments; reviews and analyzes facility use of bed reserves; travels extensively to long term care health facilities to evaluate the care of Medicaid residents.

Minimum Requirements: Requires (a) graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, (b) a Bachelor's Degree in Nursing and two years of professional nursing experience or, (c) a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires thorough knowledge of Federal, State and Agency laws, rules, and regulations concerning licensure and certification of health care agencies and facilities. Requires thorough knowledge of nursing principles and practices. Requires ability to travel independently.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.
Location: Bur of Long Term Care 280 East Indian Trail, Aurora, IL 60505 (Kane County)
Agency Contact: Kim Fitzgerald/Bureau of Medical Administrative Support
201 South Grand Avenue East 3rd Floor Springfield, IL 62763
Work Telephone Number (217) 558-5416 Fax Number (217) 557-2565

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

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Courtesy Bus Driver (O'Hare Airport)

Job ID 90343

Positions 1

Location US-IL-Chicago

Category Driving - Bus

General Responsibilities:

The Courtesy Bus Driver is an essential member of the airport location team and is the brand ambassador, providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for the safe, friendly, efficient transportation of customers between multiple airport terminals and the Dollar Thrifty Automotive Group rental location.

Mandatory Requirements:

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Go the extra mile.

At least 1 year of commercial driving experience or record or road test or alternatively a CDL Class B with passenger and air brake endorsements

Minimum 2 years PCV catD1 driving experience (International)

Minimum of 2 years Customer Service Experience

25 years of age or older

Must be able to:

Obtain a DOT medical clearance

Work flexible shifts including weekends and holidays; and work overtime as required.

Work indoors and outdoors during all weather conditions.

Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply

Work in a fast paced environment with a variety of tasks

Demonstrate professionalism, excellent communication and interpersonal skills

Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/90343/job>

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Counter Sales Rep (Midway Airport)

Job ID 89749

Positions 1

Location US-IL-Chicago

Category Customer Service

Educational Background: High School Diploma or equivalent

Professional Experiences: A minimum of one year of sales or customer experience in a high volume or service oriented environment

Passion for customer service and attention to detail – Goes the extra mile

Proven strong sales and closing skills and the ability to friendly, engaging manner

Motivated to achieve and exceed targeted goals

Knowledge: Strong computer proficiency, including typing skills and the ability to navigate through multiple computer systems

Proficiency in English

Must be able to:

Demonstrate good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.

Have the competitive drive and confidence to succeed in a commission-based environment. Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills. Demonstrate sales, professionalism and interpersonal skills. Show a high level of ownership, accountability and initiative. Show proven experience of working well within a team. Work flexible shifts including nights, weekends and holidays; and work overtime as required. Work outdoors during all weather conditions. Stand for long periods of time.

Physical Requirements:

Applicant must possess all hearing, speaking and communicating capabilities necessary to complete the responsibilities detailed above. The essential functions of this position include, but are not limited to, the following such as sitting, standing, speaking, hearing, writing, typing, filing, seeing, and reading. Knowledge of equipment operation such as computer terminal, telephone, calculator, and fax machine is required.

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/89749/job>

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Instant Return Rep (O'Hare Airport)

Job ID 89193

Positions 1

Location US-IL-Chicago

Category RAC Operations

General Responsibilities:

The Instant Return Representative is an essential member of the airport location team and is the brand ambassador by providing the fastest, easiest, and most valued experience to our customers. This team member is responsible for providing attentive, courteous, and expeditious service to our customers as they return their vehicles.

Educational Background: High School Diploma or equivalent

Basic Qualifications:

Passion for customer service and attention to detail – Goes the extra mile
A minimum of one year of sales or customer experience in a high volume or service oriented environment
Proven strong sales and closing skills and the ability to friendly, engaging manner
Basic computer proficiency

Must be able to:

Good communication skills both written and oral. Communicate in English clearly and proficiently. Candidates fluent in other languages are encouraged to apply.
Work in a fast paced environment with a variety of tasks. Excellent organizational and time management skills
Demonstrate professionalism and interpersonal skills
Proven experience of working well within a team.
100% customer focus, with proven experience within a customer facing environment
Work flexible shifts including weekends and holidays; and work overtime as required
Work outdoors during all weather conditions
Stand for long periods of time
Lift up to 45 pounds

Preferred Requirements :

Dollar Thrifty Automotive Group is a Drug-Free Workplace. All employment is contingent on successful completion of drug and background screening.

EEO/AA: Females/Minorities/Disabled/Vets

Apply online at <https://usjobs-dtag.icims.com/jobs/89193/job>

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Associate Producer

Job ID 2015-42298
Location US-IL-Chicago
Category Production
Posted Date 2/6/2015

Overview:

Oak Brook Productions seeks a highly motivated associate producer to assist in the production of the Chicago's Best television program. The associate producer will assist the lead producer with all aspects of program production. The ideal candidate is a strong television writer, an experienced field producer, and has significant experience using Final Cut Pro. Knowledge of Word Press and an active social media presence is preferred. A minimum of 1 year of experience working in broadcast television or video production is required for consideration.

Equal Opportunity Employer

If interested apply online at http://www.tribunemedia.com/?page_id=15562
or send cover letter & resume to:
OBP Human Resources
2501 W. Bradley Place, Chicago, IL 60618
Fax: 773-528-1387

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights
Office: Revenue Services
Department: Revenue Services

Job Description:

Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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Account Executive

Job ID 2015-42232

Location US-IL-Chicago

Category Sales

Posted Date 1/26/2015

Overview:

WGN Radio, the premier radio station in the Chicago Market, is seeking in an account executive to join our dynamic staff of sales professionals.

Nature/scope:

To develop revenue through the sale of advertising and other available sponsorship opportunities

Responsibilities:

Develop new business and increase share of revenue from existing clients.

Maintain and increase revenue from clients once established.

Meet monthly sales goals as set by sales management.

Complete required reports and planning paperwork.

Attend department and individual meetings.

Keep and organize files and records.

Qualifications:

Undergraduate degree or related education

1-5 years sales experience. Prefer prior radio/media/marketing sales experience (one year or more).

Good oral and written communication skills

Flexibility of hours due to client needs and entertainment opportunities. May include evenings and weekends.

Valid driver's license as well as access to a car for making outside sales calls.

Position Reports To: Sales Management Group

Equal Opportunity Employer

If interested apply online at http://www.tribunemedia.com/?page_id=15562 or send resume & cover letter to:

WGN Human Resources Dept.

2501 W. Bradley Place

Chicago, IL 60618

Fax: 773-528-1387

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Senior Project Manager of Coordinated Projects

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

Under the direction of the Division Manager, the Senior Project Manager of Coordinated Projects manages the coordination of local and county-wide suburban paratransit services. The position is responsible for managing a staff working with: county and local paratransit coordination councils; dispatching/scheduling contractors; and bus and taxi contractor contract compliance. This person and his/her staff also act as liaisons between Pace and community groups/government entities. This position coordinates the production and analysis of daily, monthly quarterly and annual data and reports, RFPs for service procurement and annual operating budget. The position also monitors operating budgets, implements and monitors Pace required training of dispatchers and schedulers, and oversees contractor work to ensure compliance with Pace service guidelines, conducts monthly contractor evaluations, develops and maintains procedural and operating manuals, and makes recommendations for ongoing development of service efficiencies. Position also works with MIS and Paratransit staff to assist in the implementation of MDT/AVL hardware and software. Must perform other duties as assigned.

Qualifications: Qualified candidate must have a Bachelors Degree in Business or related discipline or equivalent work experience; five (5) years transportation project management and or service coordination, paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software; specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software and Trapeze scheduling and routing software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Qualified candidate must have a good work history. Must have a valid State of Illinois drivers license. No unusual physical or environmental requirements. Must be able to manage traveling by vehicle throughout the six-county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=694

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Meat Service Team Member (113263) / WHOLE FOODS

Req ID 113263 - Posted 02/09/2015 - Store - Midwest - IL, Chicago - Halsted (10203)
Team/Department (1) - Part-Time - Store

SUMMARY: As a member of our Meat Team, your role will include setting and maintaining attractive Meat displays and supporting the regional Meat vision. You will ensure a positive company image by providing courteous, friendly, and efficient customer service to customers and team members.

REQUIREMENTS:

- Previous meat retail and/or customer service experience preferred.
- Excellent communication skills and willingness to work as part of a team; ability to communicate effectively with customers.
- Ability to follow instructions and procedures.
- Ability to sell proactively.
- Ability to learn basic knowledge of all products carried in the department and basic meat cooking procedures.
- Willingness to taste and evaluate all products offered in department.
- Ability to visually examine products for quality and freshness.
- Effective time management skills.
- Strong work ethic and integrity.
- Proper handling of knives and other cutting equipment.
- Available for flexible scheduling to meet the needs of the department.

Essential Job Functions:

- Stand and walk for extended periods of time.
- Bend and stoop to grasp objects and climb ladders. Bend and twist neck and waist, reach above and below shoulders and squat.
- Bend and lift loads, not to exceed 50 pounds. Push and pull carts weighing up to 100 pounds.
- Repetitive use of hands for grasping, pushing, pulling, and fine manipulation.
- Environmental exposure to extreme temperatures (coolers, ovens, freezer, outdoors, etc.)

At Whole Foods Market we provide a fair and equal employment opportunity for all team members and candidates regardless of race, color, religion, national origin, gender, sexual orientation, age, marital status or disability. Whole Foods Market hires and promotes individuals solely on the basis of their qualifications for the position to be filled.

Close Date: 02/16/2015

Apply online at

https://career4.successfactors.com/career?career_ns=job_listing&company=WFM&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=113263&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&s.crb=mW%2fcDqBfvJG2BZOLTDT0hcH4mqg%3d

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Job Title: Mental Health Technician II - Opt SS

Agency: Human Services

Closing Date/Time: Tue. 02/24/15 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC009 Bid ID#: 10/79-84389

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center. Communicates in Spanish to those individuals who do not read or speak English.

Minimum Requirements:

Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment or habitation of persons with mental illness or developmental disabilities. Requires working knowledge of the causes, nature and treatment of mental illness or developmental illness or developmental disabilities and the proper methods and techniques employed in the personal and nursing care, development and habitation of persons with mental illness or developmental disabilities. Requires the ability to speak, read and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: 3pm-11pm Rotating Days of
CONTACT INFORMATION: Summer Doxie / Human Resource Office
Chicago Read Mental Health Center 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option SS - Spanish Speaking

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Job Title: Office Associate - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Mon. 02/23/15 3:30 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-15-15-0037

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Office Administrator 3, performs a variety of complex specialized clerical duties for the Clinical Services Unit.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires elementary knowledge of agency programs, rules and regulations; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative

Illinois Youth Center - St. Charles

3825 Campton Hills Road St. Charles, IL 60175

630-584-0506 630-584-1014 (fax)

susan.swegle@doc.illinois.gov

How to Apply:

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

Option 2 – Typing

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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

Salary: \$3,027.00 - \$4,223.00 monthly

Job Type: Full-Time

Location: Champaign County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS3122

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; provides customer service both in person and via telephone as inquiries are received at the regional office; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; lifts and moves boxes of files weighing up to 50 pounds; provides technical support in the electronic storage of documents; establishes and monitors tracking procedures; types various documents; travels to various sites to obtain child support information.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 WPM. Requires the ability to travel. Requires the ability to lift and move boxes of files weighing up to 50 pounds.

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

Location: Division of Child Support Services

Champaign Regional Office - Downstate Operations (55)

313 N. Mattis Ave. Champaign, IL 61821-2460 (Champaign County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701

Work #: (217) 557-3900 Fax #: +1 (217) 557-1676

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 2 – Typing

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Job Title: Administrative Assistant II

Department:

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Specialty: Radiation Oncology

Job Number: 2015-0100

Job Description:

Rush, one of the nation's leading academic medical centers, is seeking an experienced Administrative Assistant II interested in a full time, first shift position with our established Radiation Oncology department. If you are experienced with Microsoft Office and enjoy working 1st shift, you may be the ideal candidate for this exciting role.

Position Highlights:

Work/Life: Hours: 7:30am - 4pm, no weekends or on call!

Career Growth: Position open due to internal promotion

Award Winning: Rush University Medical Center is a three time Magnet facility located in Chicago, IL - www.rush.edu

Market Leadership: Considered one of the top nationally ranked hospitals in Illinois

Position Qualifications Include:

High school diploma/GED is required.
Excellent oral and written communication

Strong organizational and problem-solving skill
Able to work under minimal supervision

Able to prioritize and meet multiple deadlines
Work well under pressure

Intermediate to Advanced computer skills in Word, Excel, Outlook.
Willingness to learn new software/tools to provide high quality support to Chairman and Admin. Director.

Minimum five years of related experience required

Apply online at

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Job Title: Food Server - Room 500 Dining Room (Part-time)

Department: Room500 Dining Room

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Food Service

Job Number: 2015-0167

Position Highlights:

Obtains customer meal order; inputs order and serves meal in a timely manner. Serves banquets, maintains cleanliness and orderliness of dining room and service areas; sets up workstations. Assembles and plates specific menu items.

Position Responsibilities:

Sets up dining room and service area prior to start of service; breaks down areas at end of service. Maintains cleanliness and orderliness of dining room throughout service period; ensures that work areas are properly stocked at all times.

Obtains customer menu orders, places order, and serves meal following established waitstaff procedures. Ensures accuracy of customer meal order and pricing.

Prepares beverages, cold food items, plates specific menu items following established guidelines for portion control and presentation.

Clears, resets and moves tables as needed. Serves catered functions as needed

Performs Host functions as needed.

Performs cashier functions as needed, following established cashier procedures.

Requisitions all food and supplies needed for work areas..Ensures that work areas are properly stocked at all times.

Maintains cleanliness and sanitation of work areas and equipment; performs cleaning duties as assigned.

Position Qualifications Include:

High School diploma or GED required

Strong math skills

Minimum of one year experience as waitperson highly desired

Interpersonal skills, customer service oriented, problem solving

Ability to exert 25 pounds of effort to push or pull a cart, ability to lift and carry 40 pounds minimum, stooping, kneeling, reaching required

This position requires the ability to stand and walk 100% of time

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Job Title: Grants Specialist

Department: RESEARCH ADMINISTRATION

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-0036

Job Description:

Are you interested in joining a leading healthcare organization?

We are seeking an experienced and highly motivated Grants Specialist to join our Research Affairs team at Rush University Medical Center!

General Summary:

Reviews, evaluates and negotiates research grants and contracts for compliance with government, sponsor, and institutional policies. Provide information and technical assistance to faculty, staff, and administrators. Assist the Manager of Grant Proposals of the sponsored projects division of the Office of Research Affairs. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Knowledge, Skills and Abilities Required:

High school diploma is required.

Bachelor's degree preferred.

Four years of sponsored programs experience is required, preferably in a hospital/university or granting agency.

Position requires tact, diplomacy, a highly developed degree of judgment, initiative and the ability to work independently.

Strong working knowledge of Microsoft Office and Internet search applications.

Strong communication, organizational and interpersonal skills are essential as are analytical ability, problem solving skills, and ability to attend to detail.

Ability to work in a team-oriented environment with the interpersonal skills necessary to relate to a wide range of individuals and to work on multiple projects with minimal supervision in a time sensitive environment.

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Job Title: Patient Food Service Assistant (Part-time)

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

Full/Part: Type 2 (40-64 Hrs/PP)

Specialty: Food Service

Job Number: 2015-0170

Job Description:

PATIENT FOOD SERVICE ASSISTANT - PART-TIME (rotating shift- 4:00am-10:00pm)

Performs food service related activities to ensure patient satisfaction. Ensures food service sanitation and Quality Control standards are met. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

H. S. Diploma or GED required.

Illinois Department of Public Health and City of Chicago Sanitation Certification required within nine months of hire

Foodservice and customer service experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player, Customer Service Orientation:

Enjoys working with people/patients

Good interpersonal skills, outgoing personality, positive and pleasant demeanor at all times

Able to demonstrate basic math and computer skills

Able to work independently without direct supervision

Exhibit critical thinking and decision making skills.

Must be able to lift 30 - 50 pounds and push or pull a cart of food trays.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, reaching, lifting, pushing and pulling

Able to communicate with patients and staff using a variety of audio-technology

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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Accounting Technician I

Location: Arlington Heights

Office: Internal Services

Department: Finance

Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential.

Data entry and/or spreadsheet experience is required. Qualified candidates must have a good work history.

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