



Job Title: Administrative Assistant I - Opt H6

Agency: Aging

Closing Date/Time: Fri. 02/21/14 5:00 PM Central Time

Salary: \$3,020.00 - \$6,096.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: CF028

Bid ID#: AGE-14-4

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction functions as the staff assistant to the Senior Colbert Administrator. Performs a variety of highly responsible staff functions, many of which are sensitive and confidential in nature for the effective operation of the office.

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. Ability to interact with others in a positive, open, and cooperative manner. Requires ability to follow oral and/or written instructions

Work Hours & Location/Agency Contact: Monday - Friday 8:30 - 5:00

WORK LOCATION: 160 North LaSalle Street Suite N-700 Chicago, IL 60601

Agency Contact: Human Resources One Natural Resources Way Springfield, IL 62702

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 H6 - Dept On Aging

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Job Title: Corrections Identification Supervisor

Agency: Corrections

Closing Date/Time: Tue. 02/25/14 4:00 PM Central Time

Salary: \$5,179.00 - \$7,109.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: CU500

Bid ID#: IDOC29-82-14-0359

Position Number: 09800-29-82-410-20-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires completion of an approved course in guard training within six months of employment; requires the completion of an approved training program in the taking and classification of fingerprints; requires three years of experience in fingerprinting identification work involving classifying, searching, filing and making identification of fingerprints; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires extensive knowledge of methods and techniques in fingerprint classification and identification work and of single fingerprint system of filing fingerprints; requires extensive knowledge of development, printing and enlargement of photographs and maintenance of the operation of a photographic dark room.

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION: IDOC Stateville NRC, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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: Electrician

Agency: Corrections
Closing Date/Time: Fri. 02/21/14 4:00 PM Central Time
Salary: \$41.67 - \$41.67 hourly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: PR000
Bid ID#: IDOC29-82-14-0826

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Stationary Engineer-Chief, performs journeyman electrical work, constructs, installs, alters, maintains and repairs electrical systems, equipment and fixtures; performs all routine work in accordance with facility work order system and master craft/routine/cycle list; directs unskilled workers assigned to assist with tasks.

Position Number: 13200-29-82-350-50-01

Minimum Requirements:

Requires experience necessary to qualify as a journeyman electrician; requires working knowledge of the tools, methods and standard practices of the trade; requires working knowledge of the established State and National electrical codes; requires physical ability to work and inspect the work of unskilled workers.

Work Hours & Location/Agency Contact:

WORK HOURS: 6:30AM TO 2:30PM Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434
CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED CMS-100 EMPLOYMENT APPLICATION, ANY APPLICABLE LICENSURE, ALONG WITH A BID FORM BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. NO FAXES, SCANS NOR EMAILS WILL BE ACCEPTED.

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Job Title: Guardianship Representative (North Sub Office)

Agency: Guardianship & Advocacy Commission

Closing Date/Time: Thu. 02/20/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 17710-50-70-117-1001

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, serves as representative from the Office of State Guardian (OSG), a division of the Guardianship and Advocacy Commission to adult individuals whose disabilities hinder day-to-day management of personal affairs; visits, assesses and counsels wards at scheduled intervals and travels to conduct visits; answers inquiries from the general public; offers advice and information on guardianship services; refers requesters to various entities public and private that can assist them with petitioning services, process complaints, answer questions and process requests regarding rights and rights violations of service providers.

Minimum Requirements: Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Certified Guardian Exam and receive certification within the first twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Work Hours & Location/Agency Contact: Illinois Guardianship & Advocacy Commission
North Suburban Regional Office 9511 Harrison Street, W-335 Des Plaines, IL
60016-1565 8:30am - 5:00pm

Send bids & applications to: Bobbie Fox, HR Director
Illinois Guardianship & Advocacy Commission 160 N. LaSalle, Room 500
Chicago, IL 60601 Fax # 312-793-4311

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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Building Attendant / Field Museum

Location: Chicago, IL

Department: Housekeeping

1 Part-Time Position, 21 hours per week

Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff. All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

Responsibilities include, but are not limited to the following:

- Vacuuming
- Damp wiping
- Sanitizing bathroom fixtures
- Mopping floors
- Special project work as assigned
- Second and third shift duties include operating heavy equipment to strip and clean floors, and other projects as assigned

The ideal candidate will possess the following qualifications:

- High school diploma or equivalent
- Ability to lift at least 50 pounds
- Ability to stand and walk for long periods of time
- Ability to bend and reach
- Ability to follow verbal and written instructions
- Ability and experience using various tools, products, and equipment
- Ability to work independently and on team
- Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

Apply online at <http://fieldmuseum.org/about/employment>

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Job Title: Office Assistant - Opt 2 (NRC Clinical)

Agency: Corrections

Closing Date/Time: Tue. 02/25/14 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0374

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Public Service Adm., Clinical Service Supervisor, performs clerical typing functions transcribing recorded information of a confidential nature; types from hard copy material, professional reports; maintains files; performs inquiries; copies data and distributes to appropriate party.
Position Number: 30010-29-82-420-26-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs; working knowledge of grammar spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm, Monday through Friday with days off of Saturday and Sunday.

LOCATION: IDOC Stateville NRC, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

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 Associate - Opt 2 (NRC Shift Office)

Agency: Corrections

Closing Date/Time: Tue. 02/25/14 4:00 PM Central Time

Salary: \$2,991.00 - \$4,151.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0043

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Chief of Security, Public Service Adm., performs complex and specialized clerical, secretarial functions; types correspondence, reports and maintains master roster; prepares and maintains logs and inspections forms; serves as a receptionist.

Position Number: 30015-29-82-440-31-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; 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 to 4:00pm Monday through Friday with days off of Saturday and Sunday.

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

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

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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Guest Relations Representative (Part-Time, Seasonal)

Location: Chicago, IL

Department: Guest Relations

Part-Time, Seasonal Positions Available

24 hours/week through September 1, 2014

Job Description

The Guest Relations Department is responsible for providing world-class service to our visitors, generating revenue through ticket sales, and tracking museum attendance. We are seeking friendly and energetic Guest Relations Representatives to join our team and ensure a positive and memorable experience for our visitors.

Responsibilities include:

- Provide excellent face-to-face customer service for the Museum visitors
- Facilitate the admission process by providing information to visitors as they wait in line
- Monitor and maintain the flow of guests into ticketed exhibitions
- Process ticket orders (cash or credit card) using the Museum's ticketing software
- Staff coat check operations - check bags, coats and renting strollers/wheelchairs
- Check-in all school/student groups
- Staff the Museum's Siragusa Center - our lunchroom for all student and children groups
- Assist in any extra customer service needs including problem solving, wayfinding, and any other situations that may arise

Qualifications include:

- HS diploma or equivalency required
- Two to three years of proven customer service experience in a similar environment
- Candidates must be able to work part-time (24 hours/week) on an ongoing basis; additional hours may be available based on department scheduling needs
- Must be available at least one weekend day per week
- Must possess excellent communication skills
- No extreme hairstyles, visible tattoos or piercings on face
- Familiarity or ability to use Windows-based computer programs
- Must have previous cash-handling experience and excellent math skills
- A second language is a plus
- First aid and/or CPR is a plus
- Must be able to stand, sit and move to different posts throughout a shift
- This position requires standing for long periods of time (2+ hours)

Apply online at <http://fieldmuseum.org/about/employment>

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Job Title: Public Service Administrator - Opt 1

Agency: Human Services

Closing Date/Time: Mon. 02/24/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

\$37,392.00 - \$117,180.00 annually

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 10-90-79089

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as management assistant for the Director, Family and Community Services (FCS). Performs highly responsible staff functions coordinating and assisting with the direction of various programs within the Division. Commits the Agency to specific courses of action involving Division operations and policies. Performs liaison and public relations assignments dealing with the executive, legislative and judicial branches of state government and DHS. Serves as primary point of contact between the Secretary's Office and offices within the Division. Makes assignments to staff; provides follow-up on completion; reviews content. Serves as the Director's representative on various committees and at meetings; serves as Travel Control Officers for the Division Office. Conducts special projects and attends to issues of a highly confidential nature.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration. Requires three years progressively responsible administrative experience in a public or private organization.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
IL Dept of Human Services / Office of Family & Community Services
Bureau of Administrative Support 401 S. Clinton Chicago, IL 62607
BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: CHRIS PRYER 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Thu. 03/06/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: TA000

Bid ID#: DOR 8599

Minimum Requirements:

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

Work Hours & Location/Agency Contact:

Work Hours: 8:30 A.M. – 5:00 P.M.

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

Agency Contact: A & R Shared Services Center

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

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

How to Apply:

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

Option 2A - Revenue Audit Field Manager

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Job Title: Support Service Worker - Housekeeping-Part time

Agency: Veterans Affairs

Closing Date/Time: Continuous

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

Job Type: Part-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-cont.

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950
Contact: Jeri Gulli Phone: 815/468-6581 ext 328 Fax: 815/468-1596

How to Apply:

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

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BILLER II

Department: PATIENT ACCOUNTING

Schedule: Full Time

Shift: Days

Job Details:

Processes all Medicare Inpatient and Outpatient claims. Reviews UB-92 billing form for accuracy, ensuring all charges are captured and all required data elements are present before releasing the claim for electronic processing. Requires High School diploma or equivalent; 2 year(s) of experience working in a hospital Patient Accounting department processing Medicare claims using an electronic claim filing system. (NEBO preferred).

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=923711

Cook

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Day/PM rotation

Job Details:

Prepares high quality, nutritious meals for patients and the dining room in a cost efficient and sanitary manner.

JOB QUALIFICATIONS

1. High school diploma or GED or five years comparable experience
2. Two years previous high volume institutional cooking experience required.
3. Must be able to work from recipes
4. Basic math skills required
5. Strong organizational skills
6. Ability to read write and speak English.
7. Ability to work under time constraints
8. Certified in Food Service Sanitation by the State of Illinois and City of Chicago.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=896691

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Job Title: Support Service Worker - Housekeeping

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,647.00 - \$3,570.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-50-14-cont.

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: Various Shifts and Schedules
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950
Contact: Jeri Gulli Phone: 815/468-6581 ext 328 Fax: 815/468-1596

How to Apply:

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

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Job Title: Administrative Assistant - JRB Older Adults Program

Department: JRB Older Adults Program

Shift: 1st

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

Job Number: 2014-0160

Job Description: Rush University Medical Center is seeking an experienced and dynamic. Administrative Assistant to join our Rush Health and Aging (RHA) team! The Administrative Assistant is a key contributor to the RHA team. The assistant will focus on supporting day-to-day operations of departmental programming and other administrative tasks in order to expand awareness and utilization of RHA programs within Rush and in the broader community.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Oversee and engage in administrative duties related to monthly Rush Generations educational lectures, seasonal educational programs, Rush Generations Health Fair, health screenings, and computer tutoring; Oversee and engage in the distribution and updating of Rush Generations promotional materials throughout the medical center campus; Provide supervision to RHA volunteers
Promote the development of RHA programs by serving as a vocal ambassador on behalf of the department to internal and external audience
Support and promote Rush I-CARE values; Prepares RHA instructional materials
Uses LVM/E-Centaurus software to enter Rush Generations membership data and other RHA class attendance and registration information
Maintains RHA events calendar, room registration, catering orders and attendance record information
Uses OmniBuyer software to order RHA supplies and small equipment
Coordinates information exchange with other Rush departments

QUALIFICATIONS: Previous healthcare experience working with older adults in an administrative capacity, preferable. Computer skills including Microsoft Windows and word processing are required. Experience with computer spreadsheets, graphics, and databases are especially desired. Bachelor's Degree preferred or equivalent work experience in business management of 3 to 5 years. Bilingual in English and Spanish is preferred. The ability to work independently, a self-starter while upholding high standards of quality The successful candidate must possess outstanding oral and written communication skills Demonstrates accountability and fiscal responsibility to established program objectives.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140210134504&

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Job Title: Administrative Assistant I - OB/GYN

Department: MSP Univ Gyne Oncology

Shift: 1st

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

Job Number: 2014-0162

Job Description:

Rush University Medical Center seeks an experienced and exemplary Administrative Assistant to join our University Obstetrics and Gynecology team!

The Administrative Assistant provides direct administrative and academic support to the Section Director and all physicians in the department, as well as supporting the Physician Assistants.

The person who holds this position will be expected to exemplify the Rush mission, vision and values and act in accordance with Rush policies and procedures.

Position Requirements:

High School diploma; college degree preferred

Three years plus medical secretarial experience, with the ability to transcribe and edit various medical reports accurately and independently.

Knowledgeable in requirements for academic work and has scientific knowledge.

Must have excellent computer skills, proficient in Microsoft Word, Excel, Power Point

Must have excellent organizational skills and the ability to prioritize and multitask.

Strong professionalism and the ability to react calmly and effectively in stressful situations. Excellent interpersonal communication skills.

Ability to communicate effectively when representing The Section of Gynecologic Oncology. Exemplary customer service skills are essential.

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Job Title: Certified Medical Assistant, Ob/Gyne-Oak Park

Department: MSP OB-GYN OAK PARK

Shift: 1st

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

Specialty: Obstetrics and Gynecology

Job Number: 2014-0157

Full Time

This position is located in Oak Park, IL

For more than a century and a half, Rush University Medical Center in Chicago, Illinois has provided superior health care to hundreds of thousands of people. Everything we do centers on one goal: improving patient care. Ranked among the top academic medical centers in America, Rush is an outstanding place to build your career. We're educating tomorrow's health care professionals, researching new and more advanced treatment options, transforming our facilities and investing in new technologies—all with the goal of improving patient care now and into the future. We are a health care leader offering world-class INNOVATION, driven by COLLABORATION and committed to ACCOUNTABILITY and RESPECT, continually striving for EXCELLENCE in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

Position Responsibilities:

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of one year of clinical experience preferred

Ability to work in a high stress, fast paced environment

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Job Title: E D PATIENT LIAISON

Department: Emergency Department Administration

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2014-0188

Job Description: Are you interested in joining a leading health care organization? We are seeking an experience, dynamic and motivated Emergency Department Patient Liaison for our Emergency Department at Rush University Medical Center!

General Summary: The Emergency Department Patient Liaison (EDPL) works with the ED Attending and Nursing staff to promote the effective utilization of services and coordination of care for the geriatric, adult, neonatal, pediatric and adolescent patients. The EDPL contributes to the clinical team by assessing and addressing the patient's psychosocial needs while in the ED. The EDPL functions as a liaison between patients and families to the physician and nursing staff to ensure that the patient's psychosocial needs are met.

Knowledge, Skills and Abilities:

Demonstrates the knowledge and skills necessary to appropriately assess the social services needs of the patient and develops interventions to meet identified needs.

Baccalaureate degree in social work or related field required; such as psychology or health education. Experience or desire to work in healthcare field.

Previous experience in crisis intervention is preferred. Excellent verbal and written communication skills, interpersonal and team building skills.

Demonstrated experience in working with patients and families.

Computer skills including Word, Excel, and email.

Work requires the ability to walk throughout the Medical Center and to be standing or sitting most of the designated shift.

Work requires occasional lifting or carrying objects 35-40lbs.

Ability to perform tasks independently, prioritize workload, and analyze data is required.

Please note: The Rush University Medical Center Department of Emergency Medicine is a Center of Excellence in Bioterrorism for the City of Chicago, as such, during times of national emergency this position will be required to perform all duties necessary to coordinate needed care.

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Job Title: Truck Driver (Flatbed) - Home Weekly - Harvey, IL

Requisition Number: 29269

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Harvey

Work State: Illinois

Work Zip: 60426

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: •Weekends Off, Home Multiple times Weekly •Estimated average earnings of \$60K+ per year •Regional work •Flatbed transporting steel tubes / Strapping and Tarping required •Ability to follow written and/or oral instructions
•Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

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

Additional Responsibilities include but are not limited to:

- Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines
- Detecting and eliminating or minimizing safety hazards
- Maintaining accurate records and logs
- Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer
- Other tasks as assigned

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

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

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Job Title: Truck Driver, Class A - Full Time - Home Daily - West Chicago, IL

Requisition Number: 30320

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: West Chicago

Work State: Illinois

Work Zip: 60185

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 \$60K+ per year •Flatbed class A transporting Fencing, chain, hard wood, etc. •Touch freight / Strapping •1 year of Flatbed experience preferred •Supporting surrounding accounts when needed •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: Truck Driver, Class A - Full Time - Home Daily / Flatbed – Melrose Park, IL

Requisition Number: 29422
Job Category - Department: Drivers
Employee Group: Regular - Full Time
Relocation: No
Travel Requirement: Driver
Work City: Melrose Park
Work State: Illinois
Work Zip: 60160

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

Ryder drivers earn excellent money, get paid weekly and enjoy a great benefits package which includes medical, dental, prescription and vision insurance, 401(k), discount employee stock purchase program, credit union and much more. If you are ready to take the next step in your career, we invite you to apply today.

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications
Additional Requirements: •Home Daily / Monday thru Friday •Estimated average earnings of \$43-52K+ per year •Transporting steel - local Chicago deliveries - multiple stops •Dispatch at about 7am •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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