



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

Requisition Number: 28852

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Chicago

Work State: Illinois

Work Zip: 60290

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

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

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications

Additional Requirements: •Home Daily •Estimated average earnings of \$52K+ per year •2nd Shift - 6pm to about 7am •No Touch Freight •Transporting electrical components (Transformers / Panel boxes - Steel) •Dry Van Equipment •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

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

Additional Responsibilities include but are not limited to:

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

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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Financial Counselor Market

Department: PRE REGISTRATION (FINANCIAL CLEARANCE CENTER)

Schedule: Part Time

Shift: Days

Job Details:

Under the direction of the Financial Clearance Center Manager, Director. or designee. Provides Financial Advice to patients for all out patient services.

Knowledge of benefits, verification, and contracting.

Collects money due or makes arrangements prior to service date whenever possible. Discusses and interprets benefits for patients.

Completes daily work assignments as identified on work list.

Performs general duties to assist with the management of the department i.e. train new staff, cover department phones and respond appropriately.

EXPERIENCE AND QUALIFICATIONS:

Level of knowledge normally acquired through the completion of a Bachelors degree.

Two (2) to Three (3) years experience in the healthcare reimbursement field.

Extensive knowledge of healthcare payor requirements.

PC experience, preferably Windows 95 (Excel/Word).

Bilingual with proficiency in

Spanish and English preferred.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=740385

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

Requisition Number: 30438
Job Category - Department: Drivers
Employee Group: Regular - Full Time
Relocation: No
Travel Requirement: Driver
Work City: Bolingbrook
Work State: Illinois
Work Zip: 60440

Position Description:

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

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

Requirements: •Must be a minimum of 22 years of age •9 months verifiable driving experience •Valid Class A CDL •Ability to meet Ryder's driving qualifications
Additional Requirements: •Home Daily / M – F •Estimated average earnings of \$52K+ per year and \$200+ daily •Local/Regional work (Bolingbrook, Chicago, Milwaukee, Oshkosh) •Dedicated routes •Flatbed experience preferred •Ability to follow written and/or oral instructions •Ability to read, interpret and apply laws, rules, regulations policies and/or procedures

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

Additional Responsibilities include but are not limited to: •Ensuring compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines •Detecting and eliminating or minimizing safety hazards •Maintaining accurate records and logs •Loading/Unloading freight or assisting in the loading/unloading of freight if required by customer •Other tasks as assigned

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Job Title: Diesel Mechanic

Requisition Number: 30185

Job Category - Department: Technicians/Service Employees

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 0%

Work City: Romeoville

Work State: Illinois

Work Zip: 60441

Position Description:

The Tech I position is an entry-level mechanic position which will allow opportunities to train in Tech II level responsibilities. The Tech I will do general brake, lube and tire repairs, assist Technicians in PM's and other maintenance activities.

The incumbent will be required to work/train with an assigned trainer &/or mentor (a successful Senior Level Technician). Training will include Heating and Air, brakes, tires, Preventative Maintenance (PM's), transmission/clutch, refrigeration, compliance with EPA and Safety Procedures, administrative/systems processes, assisting and performing other duties/training as assigned per the supervisor/manager.

Requirements:

- 18 years of age or older
- Must be able to read codes and instructions on the computer
- Must be able to document repairs on the computer

Additional Requirements: •High School Diploma or GED equivalent preferred

- Must have a Valid Driver's License and the ability to meet Ryder's driving qualifications
- Trainee to 1 year light mechanical repair experience
- Mechanical aptitude assessment is required with the ability to work flexible schedules including shift work, weekends, holidays and in different locations.

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

Responsibilities: This is a training position to prepare the candidate for a Tech II position.

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Driver/Clerk

Location: Arlington Heights
Office: Revenue Services
Department: Maintenance

Job Description: Responsible for the preparation and deployment of the Pace vanpool fleet. Assist Vanpool Services Department in providing technical assistance and support in the areas of maintenance, permanent/loaner van assignment, new vehicle acceptance/preparation, vehicle retirement/replacement, and fleet maintenance tracking.

Qualifications: Must be at least 21 years of age and possess a valid driver's license. Must have a minimum of 3 years experience in customer service.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=567

Inspection Technician

Location: South Holland
Office: Revenue Services
Department: Maintenance

Job Description: Under the direction of The Department Manager of Maintenance and Technical Services, receives and inspects all new buses, trucks, cars and equipment from the manufacturer or dealer including dealer prep and warranty service and repairs. Performs building and shop inspections, repairs building and shop equipment including HVAC, plumbing, electrical, air compressors, chargers, bus lifts, jump starting units, etc. Performs equipment and vehicle maintenance and keeps maintenance log. Performs custodial duties including; mopping, sweeping, snow removal and grounds maintenance. Other duties as assigned.

Qualifications: Qualified candidate must possess at least one year previous diesel/gas experience and/or technical training. Must be 21 years of age and have or be able to obtain a valid Class "B" Commercial Driver's License with passenger and airbrake endorsement and successfully pass examination for position. Ability to operate all company equipment required. Must be capable of heavy lifting. This position is safety sensitive. Qualified candidate must have a good work history

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=432

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Job Title: CLS – Customer Logistics Supervisor

Requisition Number: 28534

Job Category - Department: Logistics/Distribution/Transportation Management

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: 10%

Work City: University Park

Work State: Illinois

Work Zip: 60466

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

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

Additional Requirements: 1-3 Years of experience in a transportation, warehouse or distribution environment preferred.

Proficiency with Microsoft Office Preferred.

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

Knowledge of warehouse and or software applications, routing and dispatch software systems preferred.

Supervisory experience must include driver management to include: dispatch, safety, compliance, etc.

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

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

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Job Title: Customer Advocate, National Sales

Requisition Number: 30039

Job Category - Department: Sales & Marketing

Employee Group: Regular - Full Time

Travel Requirement: 10%

Work City: Naperville

Work State: Illinois

Work Zip: 60563

Requirements: •Associate's Degree and/or 5 years of related experienced required.
•Intermediate level skills with MS Excel such as freezing/unfreezing panes, hiding/unhiding data, setting print titles & page breaks, linking workbooks, creating external links, re-directing links, customizing toolbars & menus, protecting a worksheet, filtering options and chart formatting options. •Intermediate level skills with MS Power Point such as working with templates, using multimedia objects and custom animations, adding interactions, and publishing completed presentations.
•Basic computer skills such as using an internet browser, such as internet explorer; using an internet search engine, such as Google, Hoovers and Fleet seek; understand URLs' create bookmarks (or "favorites") within your browser; download files or save the target of specific URLs' upload files by using simple web forms; send and receive email with attachments. Additional Requirements: •Proven customer service skills. •Solid experience in drafting and preparing written material such as proposals. •Acute attention to detail. •Proven problem analysis, providing creativity in solutions. •Strong people skills: peer relationships and persuasiveness skills. •Excellent written and verbal skills. •Ability to ask the right questions to understand the real issues
•1 yr telemarketing experience (preferred).

Responsibilities: •Provide regular touch points to the customers to ensure satisfaction with Ryder. •Ensure resolution to customer's daily operational concerns; utilizing a variety of internal support (i.e. billing). •Participate in projects related to upgrades in billing, fleet analyses, customer trends, etc. •Provide National Rental Manager (NRM) with information gleaned throughout year to better align Ryder's product lines with customer's needs and to consistently look for ways to enhance current transportation solutions and higher levels of customer satisfaction. •Manage and facilitate operation and tactical issues, allowing the NRM to manage the strategic "c" level relationship within an account. •Raise any significant customer issues to NRM in an expedient manner. •May provide information to customers on other Ryder offerings that make sense for future needs.

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Human Resources Generalist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

Job Description: Under the direction of the Department Manager, Human Resources, performs basic and often confidential Human Resources functions and assists in Human Resources, with an emphasis on the recruitment process and record keeping. Performs preliminary screening, interviewing, testing and other related activities. Handles employee relations. May handle releases of information and/or wage deductions, verifications, and references. Other duties as assigned or required.

Qualifications: Qualified candidate must have at least three to five years Human Resources experience in addition to a Bachelor's degree or equivalent in business or related field. Excellent written and verbal communication skills and data entry/wordprocessing skills required. Recruitment and employee relations experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=540

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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Part-Time Servicer (6)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications: Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting. This is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=665

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Mechanic Helper

Location: Des Plaines

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and meet the criteria of Pace's Mechanic Training Program.

Must successfully pass the Air Conditioning Certification. Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement.

Must successfully pass examination for position and have a good starter set of hand tools for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required.

Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week.

This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=326

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Part-time Bus Operators

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle.

Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required.

Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years).

Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=6

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Housekeeping Assistant Specialist

Job ID: KCC20133012-80534

Organization: Northwestern Memorial Hospital

Shift 2 (Evenings)

Expertise Non-Clinical-Environmental Services

Education High School Diploma / General Equivalent

Hours Full Time

Work Location Chicago Main Campus

Work Experience 1-3

QUALIFICATIONS: Required: High School Diploma or GED equivalent is required; Sufficient to understand oral instructions; One or Two Years Experience.

ESSENTIAL FUNCTIONS: Under the direction of the supervisor of Environmental Services, assists the supervisor in the orientation of new departmental personnel assigned to insure completeness. Performs general and heavy cleaning of operating rooms, public areas offices and patient rooms. Vacuums carpeted surfaces, damp mops hard surface floors. Cleans window sills, empties ash trays and waste baskets. Cleans blood and body fluids. Clean arranges furniture in patient's rooms, baths, offices, waiting and other public areas as assigned. Cleans bath tubs, sinks, mirrors, toilets and replaces supplies as required. While generally assigned to a specific area, may be dispatched to other areas as needs dictate. Performs related duties as assigned. Refinish floors, applying appropriate surface coatings. Operates electrical and battery operated machines for scrubbing, shampooing and burnishing. Moves furniture as directed and assists in freight moving. Washes walls, blinds, lights and similar surface areas and hangs drapes. Maintains and cleans equipment. Upon completion returns equipment to assigned location (i.e. equipment storeroom, Janitor's closet). Keeps janitor's closet and storage area neat and orderly. Performs all heavy duty mopping and cleaning. Cleans washes, polishes and scrubs floor using electric scrubbing machine, wet vacuum. Properly utilize the Bed Tracking system. Log into the computer at the start of the shift. Upon commencement of the cleaning, process move the "dirty bed", "clean next" bed, or a "stat bed" into the "In Progress" category. Once completed, move the bed into the "Bed Ready" category. Log out at the end of the shift. Strips unit upon discharge, terminally clean patient room and prepares for admission. This includes the use of a tent card and a toilet seat strip. Perform all in between case cleaning in the OR's, terminally clean all OR's and clean all LDR's after each delivery. Return all keys and pagers. Heavy moving and lifting involved. Flexibility in working with cross-section of hospital personnel. Cooperative attitude and appreciation of the meaning of "service" essential to success. AA/EOE.

Apply online at <https://nmhext.authoria.net/viewjob.html?optlink-view=view-42377&ERFormID=newjoblist&ERFormCode=any&eresc=Indeed>

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Child Care Positions Available

Posted by: The Salvation Army - Metropolitan Division

Posted date: Feb-07-14

Location: Chicago

Education Manager

- Master's Degree in Early Childhood Education (ECE)
- Experience in training Teachers, Directors • Supervisory experience
- Excellent Written and Oral Communications
- Experience with Preschool, Pre-K, Infant, Toddler, Family Child Care
- Experience with Creative Curriculum and T-S GOLD
- Comfortable with travel to all program locations
- Knowledge of Head Start, State, Federal Guidelines

Humboldt Park/Austin Areas Bilingual - Teachers (Spanish)

- B.A. in ECE with classroom experience
- Knowledge of Creative Curriculum and Teaching Strategies GOLD Assessment System
- Knowledge of Head Start/Early Head Start a plus • Good computer skills required

Bilingual (Spanish) Social Services Worker

- Good speaking and writing skills in both languages
- BA (or better) in Social Work, knowledge of Head Start a plus
- Training Available

Englewood Area and Austin Areas Janitor: Part time position / 3 hours per day

- High School Diploma (must present immediately)
- References
- Background check clearance

Available to work early evening hours

Lead Teacher Positions (Infant/Toddler)

- BA Early Childhood Education
- Experience with Infants/toddlers
- Knowledge of Creative Curriculum (Infant/Toddler) and T-S GOLD Assessment System

Assistant Teacher Positions – Infant-Toddler Classrooms

- AA Early Childhood Education
- Knowledge of Creative Curriculum for Infants/Toddlers/Twos and T-S GOLD Assessment System

Dorothy_coleman@usc.salvationarmy.org

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Floor Technician - Full Time Rotating Shifts - Kindred Hospital Chicago North
(Job Number: 171871)

Summary:

Responsible for the daily maintenance of floors in the facility including ancillary areas. Refinishes and maintains vinyl flooring, maintains ceramic tile floors and cleans carpeted areas. Performs a variety of other duties as needed including cleaning of patient areas and custodial duties as assigned.

- Operates cleaning equipment such as manual and electric wringers, vacuum, burnisher, scrubber, polisher, and carpet extractors.
- Sweeps and mops floor areas, vacuums carpets, spot-cleans carpets and furniture using appropriate solutions, and arranges furniture and equipment in an orderly fashion after cleaning assigned area.
- Properly cleans and stores equipment
- Returns unused supplies to janitor closet. Cleans equipment and ensures all items are replaced in an orderly manner.
- Reports any equipment that is malfunctioning, or needs preventative maintenance.
- Arranges furniture for meetings, workshops and community affairs.

Qualifications:

Education:

High school graduate preferred.

Licenses/Certification: None

Experience:

Two years of floor care / refinishing experience with the ability to operate burnishers, scrubbers and carpet extractors.

Must be at least 18 years of age.

Healthcare cleaning experience preferred.

Job: Housekeeping/Environmental Services

Primary Location: IL-Chicago-Kindred Hosp - Chicago North Campus

Apply on line at

<https://kindred.taleo.net/careersection/kndexternalcareersection/jobdetail.ftl?job=1026684&src=JB-10609>

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Receptionist

Location: IL-Chicago Showroom

Job Category: Sales

Job Description:

The Customer experience is Receptionist's primary focus. In addition, the Receptionist will provide administrative and showroom management support.

Educational Requirements:

BA/BS Marketing/Business or Design degree, preferred

Experience Requirements:

Must be proficient with Adobe Creative Suite
Experience with Autodesk, AutoCAD, Revit 3DS a plus
Microsoft Office Suite
Windows XP operating systems
Lotus Notes

Essential Job Functions:

Greet clients (take coats, offer water, etc.) and connect them with the appropriate Knoll associate in a timely manner

Answering phone calls and directing to appropriate Knoll Associate or department
AM / PM walk-through and periodic daily showroom inspections to make certain all furniture and accessories are in place and look good

Clear conference rooms of collateral materials and/or left over presentation materials

Keep conference credenzas stocked with pads, pens and needed supplies

When requested, assist with food/beverage set ups

Check to see that AV equipment is in working condition

Assist with event set-up

Coat check room and back area clean-up and maintenance

Accept and distribute UPS, USPS, interoffice and small packages both incoming and outgoing

Apply online at

http://www.sithowyouwant.com/knollprev/careers/jobdescription_b.jsp?jobid=EG-14-14

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Job Title: Administrative Assistant I - Opt E1

Agency: Public Health

Closing Date/Time: Wed. 02/26/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: IDPH 69034

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction and management approval of the Senior Public Service Administrator (SPSA) Field Operations Section assists in the execution of the inspection program; organizes, designs and implements systems to track data and compliance status; establishes maintenance of a schedule for onsite surveys; ensures complaint investigations are incorporated and linked; track survey packages. Assists with scheduling and tracking survey activities. Assists with all surveyor orientation and training. Evaluate program activities to determine whether goals are being met. Organize and coordinate staff meetings. Establish and maintain survey schedules and coordinate appropriate staff availability for hospital licensure and certification surveys.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Strong organizational skills, computer skills are preferred.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00 PM
Office of Health Care Regulation / Division of Health Care Facilities & Programs
122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761 Ph: 217-785-2031 Fax: 217-524-0220

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 E1 - Dept Public Health

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Job Title: Building/Grounds Laborer

Agency: State Police

Closing Date/Time: Wed. 02/26/14 5:00 PM Central Time

Salary: \$3,176.00 - \$4,502.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 21-31-ISP14-010

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, performs assigned non-skilled work; such as janitorial cleaning tasks, grounds upkeep and maintenance, storage room duties, and manual labor (bends, kneels, crawls, climb ladders, lifts up to 50 lbs.) for the Forensic Science Center at Chicago.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g., buffing machine, mop, broom). Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, and shovel) use and maintenance. Requires elementary knowledge of grounds/building maintenance and building cleaning methods. Requires ability to follow simple oral and written instructions. Requires possession of an appropriate valid driver's license. Requires ability to perform all physical and technical tasks associated with the duties and responsibilities of this position.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 a.m. – 5:00 p.m., Monday through Friday

WORK LOCATION: Illinois State Police

1941 West Roosevelt Road Chicago, IL 60608

AGENCY CONTACT: Wanda Kieft-Flood / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794-9277

Phone: (217) 557-6015

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: Licensed Practical Nurse I

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$3,063.00 - \$4,316.00 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
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950
Human Resources 815-468-6581 Ext. 328

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: Licensed Practical Nurse I- Part time

Agency: Veterans Affairs

Closing Date/Time: Continuous

Salary: \$3,063.00 - \$4,316.00 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
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements:

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules

IL Veterans' Home 1 Veterans Drive Manteno, IL 60950

Human Resources 815-468-6581 Ext. 328

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: Licensed Practical Nurse II

Agency: Human Services

Salary: \$3,254.00 - \$4,627.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-75-71255

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs a variety of practical nursing functions, administers prescribed treatments, medications and injections.
Records the administration of medications and treatments; prepares nursing notes, assessments, reports, charts and records. Responsible for ensuring for the health and well-being of an assigned case load.

Minimum Requirements:

Requires Illinois license as a practical nurse. Requires working knowledge of practical nursing techniques as delegated by a physician or professional nurse. Requires ability to follow written and oral instructions. Requires ability to maintain a therapeutic attitude toward, and an effective relationship with persons with developmental disabilities.

Work Hours & Location/Agency Contact:

Work Hours: 10-75-71255 Detail Pool 6:15 am - 2:45 pm Rotating Days Off

10-75-71256 Detail Pool 6:15 am – 2:45 pm Rotating Days Off

WHERE TO APPLY: Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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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