



Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 02/26/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1533005-334860

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; must be fluent in Spanish if position is Bilingual. 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-Friday 8:30 AM to 5:00 PM

Location: DCFS Joliet Office, 1619 W. Jefferson, Joliet, IL 60435

SUBMIT BIDS TO: Lora Busse-Fleck / DCFS Aurora Regional Office

8 E. Galena Blvd Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

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: 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

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Job Title: Executive I - Opt C1

Agency: Employment Security

Closing Date/Time: Thu. 02/26/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA 11561

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years college, preferably with courses in Business or Public Administration and one year of professional experience in a public or business organization. Requires working knowledge of the IL Labor Exchange System administration and other workforce development programs administered by state government. Requires the ability to: analyze administrative problems and adopt an effective course of action; develop, install and evaluate new and revised methods and procedures; establish and maintain working relationships internal and external to IDES; present ideas clearly both orally and in written form and to use a personal computer (with related software packages such as word processing, electronic mail, data base management and spreadsheets) and Internet.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor

Chicago, IL 60603

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 C1 - Dept Employment Security

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Title: Administrative Assistant

Classification: Part-Time Independent Contractor from March to December 2015.

Salary & Hours: \$11.00 per hour /25 hours per week

Days/Time: Monday thru Friday 1:00pm to 6:00 pm

Program Required: National Background Check, CPR/First Aid Training must be obtain in the first month. Mandatory Child Abuse Certificate (agency will assist with helping obtain these requirement.)

Job Summary: The administrative Assistant is primarily responsible for keep their place of employment running smoothly, thus all of their duties relate back to the operational proceedings of the office. These duties may include clerical, scheduling meetings, answering phones, managing databases, disseminating information (through email and internal memos), creating spreadsheets, generating reports, ordering equipment, and working with clients or customers in the agency programs or services. Assisting staffs with agency programs.

QUALIFICATIONS:

- Minimum of two years clerical or administrative experience.

SKILLS:

- Highly-skilled in typing, writing, grammar, punctuation, and oral communication.
- Attention to detail and organizational skills.
- Good judgment, punctuality, initiative, a good work ethic, and managerial skills.
- Knowledge of computer and Microsoft software.
- Creative ability to think outside the box, thinks divergently, and creates from scratch.

How to Apply:

If you are interest, mail resume and cover letter to Prevention Force Family Center, 4728 W. Madison Street 1 Floor, Chicago Illinois 60644 or email to Pffcsg@aol.com. No phone calls please.

The PFFC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, gender, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status pregnancy, childbirth or related medical conditions, medical condition, mental or physical disability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

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CPR/AED & First Aid Instructor

PURPOSE OF THE POSITION: CPR/AED & First Aid Instructor is an independent contractor position that responsible for the training classes and services.

SCOPE: CPR/AED & First Aid Instructor is responsible for implementing the CPR/AED & First Aid training courses in order to ensure effective and efficient operations are maintained in an effective and efficient manner. The instructor reports to the Executive Director and the Program Director.

Knowledge, Skills and Abilities

The incumbent must have proficient knowledge in the following areas:

Knowledge:

- Must be certified as a CPR instructor
- Knowledge of performed CPR and First Aid training in a classroom setting
- Knowledge of provide First Aid training.
- Knowledge of adult teaching strategies.
- Knowledge of lifesaving and self –enrichment programs

Skills

- CPR instructors must be able to teach groups how to perform life-saving techniques.
- Must be able to work with a variety of people and cultural.
- Must be able to communicate effectively as the presenter of a group
- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills.
- Effective written communication skills
- Very effective organizational skills.
- Computer skills including the ability to operate spreadsheet and word processing programs.

Personal Attributes

Be honest and trustworthily

Be Professional and respectful

Posses cultural awareness and sensitively

Be Flexible

Demonstrate sound work ethics.

How to Apply: If you are interest, mail resume and cover letter to Prevention Force Family Center, 4728 W. Madison Street 1 Floor, Chicago Illinois 60644 or email to Pffcsg@aol.com. No phone calls please.

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Title: Entrepreneur Instructor

Classification: Part-Time Independent Contractor from March to June 30, 2015 possibly to be extend August to December 2015.

Hours: 25 hours per week

Days/Time: Normally Monday thru Friday 1:00pm to 6:00 pm

Program Required: National Background Check, CPR/First Aid Training must be obtain in the first month. Mandatory Child Abuse Certificate (agency will assist with helping obtain these requirement.)

Job Summary: The Entrepreneur Instructor duties are to plan, organize and implement the Future Teen Entrepreneur Cohort Afterschool program at sites. Instructor is expected to create a fun, engaging and safe learning environment. We are looking for someone who is passionate for the entrepreneurship program and loves working with young entrepreneur Students on projects.

QUALIFICATIONS:

Have experiences in entrepreneurial or business and craft skills, •High interest and experience in facilitating youth education programs and the ability to communicate to children on their level. • Must be flexibility and dependability •Ability to work with others on staff in a spirit of cooperation, patience, and respect. •Must be able to handle multiple tasks and meet deadline dates. • Must be able to obtain a First Aid Certificate and State Background Check. Must have car to travel to schools and other sites.

SKILLS: - Strong leadership, entrepreneurial skills, written, communication, and decision making, - Attention to detail and organizational skills. - Computer and Microsoft software skills. - Creative ability to think outside the box, thinks divergently, and creates from scratch

TRAVEL REQUIRED TO SCHOOLS, CITY TRAINING AND MEETINGS, Must have Transportation.

How to Apply: If you are interest, mail resume and cover letter to Prevention Force Family Center, 4728 W. Madison Street 1 Floor, Chicago Illinois 60644 or email to Pffcsg@aol.com. No phone calls please.

The PFFC does not discriminate against any individuals on the basis of sex, sexual orientation or preference, gender, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status pregnancy, childbirth or related medical conditions, medical condition, mental or physical disability, veteran status, or any other characteristic protected by applicable federal, state or local law, ordinance, or regulation.

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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: Bureau 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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Job Title: Office Associate - Opt 1

Agency: Criminal Justice Information Authority
Closing Date/Time: Fri. 02/27/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 30015-50-05-100-03-01

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs complex and specialized clerical duties providing information and assistance, record processing, and office support. Serves as assistant in the Office of Administrative Services. Processes information using agency policies and procedures using own initiative and judgment. Determines work methods and procedures to complete assignments. Utilizes a personal computer to maintain directories.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to high school and two years of office experience. Requires extensive knowledge of office practices and procedures. Must have working knowledge of Microsoft Office Software. Requires working knowledge of basic mathematics. Requires ability to follow oral or written instructions. Requires ability to operate commonly used automated office equipment.

Work Hours & Location/Agency Contact:

Hours: 8:30 a.m. to 5:00 p.m. with 1 unpaid lunch hour
Send CMS-100 and resume to:
Maria Espindola / IL Criminal Justice Information Authority
300 W. Adams Street, Suite 200, Chicago, Illinois 60606

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 – General

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Job Title: Administrative Assistant II

Department: RMC OMSP Administration

Shift: 1st

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

Job Number: 2015-0273

Job Description:

We are seeking a dynamic Administrative Assistant II to join the Medical College office at Rush University Medical Center! The desired candidate will have strong interpersonal skills, be detail oriented, and have the ability to multitask effectively.

Position Qualifications Include:

HS Diploma required; Bachelor's degree preferred.

3-5 years of previous administrative experience required.

Strong interpersonal and communication skills; ability to work effectively with a variety of faculty, and staff required.

Must have a strong grasp of computer skills and be proficient in the use of general computer applications such as Microsoft Word, Excel, PowerPoint and outlook.

Ability to independently prioritize workload, meets deadlines, and work effectively in a fast-paced environment with multiple demands.

Ability to conceptualize and manage complex projects, engaging resources from inside and outside the department as necessary.

Self-motivated, reliable, resourceful, and detail oriented with a commitment to excellence in every aspect of work.

This position may require some evenings and weekend work

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.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150217103443&

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Job Title: Office Associate - Opt 2

Agency: Veterans Affairs

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 34-50-15-88339

Description of Duties/Essential Functions Benefits Supplemental Questions
Prepares and distributes a wide variety of statistic reports including daily census reports, movement of patients within the facility, admissions, leave of absences, transfer and discharge data, expirations and furloughs, daily population reports. Transcribes recorded medical dictation. Files large variety of reports and documents in permanent medical records. Assists Medical Office Coordinator in making medical appointments and arranging for transportation to the appointments for veterans. Assists Medical Secretary with clerical duties relating to the operations of the Medical Office. Assembles and analyzes medical records for deficiencies to ensure completeness and compliance with standards. Types and distributes medical profiles, professional service orders, memos, master Patient Index cards. Assembles progress notes reports from clinic/physician visits; updates admission forms, maintains patient register including computerized Master Patient Index.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires utilization of medical terminology, basic computer skills to include but not limited to Microsoft Work ad Microsoft Office.

Work Hours & Location/Agency Contact:

Monday-Friday 8:00 a.m.-4:30 p.m. 1 hour unpaid lunch

IL Veterans' Home, #1 Veterans' Drive, Manteno, IL 60950

Contact: IL Veterans' Home Human Resources

#1 Veterans' Drive, Manteno, IL 60950 Phone 815/468-6581 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).
Option 2 – Typing

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Job Title: Public Service Administrator - Opt 6

Agency: Children & Family Services

Closing Date/Time: Thu. 02/26/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1547004-478031

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: Mon thru Fri 8:30 AM to 5:00 PM

Location: DCFS, 1911 S Indiana, Chicago, IL 60616

SUBMIT BIDS TO: SUE ALLEN-OATES

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

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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 6 - Health & Human Services

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Job Title: Registered Nurse I

Agency: Veterans Affairs

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

Salary: \$4,710.00 - \$6,389.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 34-50-15-87907

Minimum Requirements:

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.

Requires licensure as Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices; of application and use and care of specialized medical equipment; of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient; to set up and use specialized medical equipment; to evaluate patient condition and behavior and prepare accurate detailed records of such observations.

Work Hours & Location/Agency Contact: Rotating schedule; every other weekend off 3:00pm - 11:00pm 30 minute unpaid meal break
IL Veterans' Home, #1 Veterans' Drive, Manteno, Illinois 60950

Contact: Human Resources

IL Veterans' Home, #1 Veterans' Drive, Manteno, Illinois 60950

Ph: 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: Security Officer

Agency: Veterans Affairs

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

Salary: \$2,556.00 - \$5,114.00 monthly

Job Type: Temporary

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: 34-50-15-85044

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs work involving the safety and protection of residents, employees and property of the facility. Responds to all fire alarms. Makes rounds of inspection, checking for unauthorized movement, breaches of security and unsafe conditions. Enforces parking regulations of the facility, directs traffic. Operates ambulance and automobiles equipped for ambulance service, small bus equipment for transportation and regular automobiles for transporting members from one location to another on the grounds and to outside clinics, hospitals, VA Hospitals and other emergencies. Responds to all calls for assistance by charge persons in all areas and assist as requested. Assist and direct visitors on facility grounds. Make employee I.D. Badges. Prepare daily summaries of work, activities, notifying Administrator of AOD of emergencies. Assist with funerals as needed.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of high school. Must be CPR Certified. Requires working knowledge of facility security requirements and regulation. Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control. Requires working knowledge of security enforcement practices and techniques. Requires ability to recognize and provide initial response to security breaches and safety hazards.

6 Month Temporary Rotating Days Off 6:30am- 2:30pm

Illinois Veterans' Home, #1 Veterans Drive, Manteno, IL 60950

Contact: Ms. Jeri Gulli Illinois Veterans' Home #1 Veterans Drive Manteno, IL 60950

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: Stationary Engineer

Agency: Juvenile Justice

Closing Date/Time: Mon. 03/02/15 3:30 PM Central Time

Salary: \$43.94 - \$45.70 hourly

Job Type: Exempt

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: IDJJ-27-15-15-0079

Description of Duties/Essential Functions Benefits Supplemental Questions

Under the direct supervision of the Stationary Engineer Chief, operates and maintains the facility powerhouse equipment; performs various other tasks in relation to the powerhouse function.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school. Requires four years' experience in power plant operation and in firing high-pressure stationary boilers. May require possession of a current Stationary Engineer license issued by the city or other jurisdiction where work is performed. May require possession of a valid certificate as a Universal Technician under U.S. E.P.A. Section 608 Rules.*

* The possession of a valid certificate as a Universal Technician under U.S.E.P.A. Section 608 encompasses positions which perform refrigeration/air-conditioning work that has the possibility of release of chlorofluorocarbons into the atmosphere.

Work Hours & Location/Agency Contact:

Work Hours: Working hours and days off vary

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 is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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: Unemployment Insurance Special Agent

Agency: Employment Security

Closing Date/Time: Thu. 02/26/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: RCRA 11560

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years college with major courses in Business Law and Business Administration plus three years of local office professional investigative experience performing major adjudication work involved in the fact-finding process. Requires extensive knowledge of Federal and State laws, rules and regulations applicable to Unemployment Insurance benefits. Requires thorough knowledge of local office automated systems , programs and practices as they relate to the payment of UI benefits. Requires the ability to communicate effectively both orally and in writing. Requires the ability to travel for extended periods of time to complete investigations.

Work Hours & Location/Agency Contact:

WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY:

IDES RECRUITMENT & SELECTION

33 S. State Street - 8th Floor

Chicago, IL 60603

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: Veterans Service Officer

Agency: Veterans Affairs

Closing Date/Time: Thu. 02/26/15 4:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: 34-25-15-88942

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits. In accordance with Illinois compiled statutes, Chapter 20, Paragraph 2805/4. This position requires an honorable discharge from service in the Armed Forces of the United States. Veteran must have served during a time of hostilities with a foreign country, and must meet one or more of the following conditions: The veteran must have served a total of at least 6 months The veteran served for the duration of hostilities regardless of the length of engagement. The veteran was discharged on the basis of hardship. The veteran was released from active duty because of a service-connected disability and was discharged under honorable conditions. * Dates of Hostilities specified in classification specs on file with the Department of Central Management Services.

Work Hours & Location/Agency Contact: Days: Mon-Fri Hrs: 8:30am - 4:30pm
1 hour lunch break

Location: Manteno Veterans' Home, #1 Veterans Drive, Manteno, IL 60950

Contact: Ellen Myers 833 South Spring Street Springfield, IL 62704

Phone: (217) 785-4574 Fax: (217) 557-7235

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: General Foreman

Department: Engineering & Maint

Shift: 1st

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

Specialty: HVAC

Job Number: 2015-0156

Position Highlights:

The General Maintenance General Foreman of the Mechanical Group is responsible for supervising plumbing, steam, medical gas, machine shop, welding, and related activities of the workers engaged in the operation and maintenance of equipment and machinery which are part of the Physical Plant. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High school diploma/GED required. Bachelor's degree is preferred.

Trade school, and any training courses pertaining to the trade

Have minimum of five (5) years experience as a journeyman

Capable of working without supervision and is authorized to make decisions which will insure proper performance by his crew and the

employees from shops other than his own when applicable

Good interpersonal skills; capable of communicating effectively both verbally and in writing

Capable of utilizing a computer

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Apply online at

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Job Title: General Procedure Technician

Department: PBC Rheumatology Xray

Shift: 1st

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

Specialty: Radiology Technology

Job Number: 2015-0204

Position Highlights:

The Technician provides quality X-ray and DEXA services to the Rheumatology patients.

Applies knowledge of the modality to produce quality diagnostic images.

Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures including complying with all Rush University Medical Center Customer Service Standards.

Position Qualifications Include:

Associates degree required

Maintains current Licensure through IDNS (Illinois Department of Nuclear Safety)

Registered ARRT

2-3 years prior experience in healthcare

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Job Title: Mental Health Worker-Rush Day School

Department: Rush Day School

Shift: 1st

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

Specialty: Child Psychiatry

Job Number: 2015-0263

Position Highlights:

The Mental Health Worker utilizes the basic principles of the biological and behavioral sciences in the assessment and treatment of students at Rush Day School. The MHW functions as an associate, accountable to and practicing under the direct supervision of a registered nurse. Position is for day shift.

Position Qualifications Include:

Bachelor's degree required.

Maintain current BLS preparation.

Progressive experience in the treatment of the mentally ill or disabled; one year related experience preferred.

Certification required in de-escalation training within 6 months of hire.

For Rush Day School position, Illinois substitute teaching certificate required.

Leadership Skills and analytic ability

Ability to interact effectively with others in difficult situations

Ability to walk or stand the majority of the shift

Physically active to participate in recess, gym and other activities with the children

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Job Title: Ultra Sound Tech - Part time

Department: Cardiovasc Ultrasound

Shift: 1st

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

Job Number: 2015-0258

Position Highlights:

The Sonographer has formal training from an accredited Ultrasound, Vascular or Echocardiography program and possesses or is eligible to acquire certification in any of the registries defined by the American Registry of Diagnostic Medical Sonography or the Cardiovascular Credentialing International credentialing bodies.

These include Abdominal (AB), Breast (BR), Obstetrics and Gynecology (OB/GYN), Neurosonology (NE), Adult Echocardiography (AE), Pediatric Echocardiography (PE), Fetal Echocardiography (FE), Vascular (RVT), Musculoskeletal Sonography (MSK) and the CCI registry.

Position Qualifications Include:

High School Diploma/GED required

Formal training in an accredited Radiology Technology Program

Valid Illinois Emergency Management Agency (IEMA) license

Registry or Registry-eligible with the American Registry of Radiologic Technologists

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