



Job Title: Administrative Assistant I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 03/03/14 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#: BC0274

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, serves as staff assistant to the supervisor; conducts and coordinates special projects and studies; serves as liaison with other agency bureaus by representing the supervisor at intra-agency meetings; serves as team leader; assists the supervisor with responses to special inquiries; assists in the interpretation of Bureau policies and procedures to staff of other divisions and bureaus within the agency; assists in developing and coordinating regular and special operating reports; attends and participates in various staff meetings to keep informed of proposed changes in current policies and program activities.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the 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.

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

Location: Bureau of Collections Technical Recovery Section (75)

401 South Clinton Chicago, Illinois 60607 (Cook County)

Agency Contact: Mary Alsup 2200 Churchill Rd., \Springfield, IL 62702

Work #: (217) 782-1348 Fax #: +1 (217) 557-4302

How to Apply:

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

Option N1 - Healthcare & Family Srvs

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Job Title: Child Protection Specialist
Agency: Children & Family Services
Salary: \$4,291.00 - \$6,452.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062 Bid ID#: 1447600

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work Hours: Monday-Friday 8:30 AM to 5:00 PM
Location: DCFS Deerfield Office 1755 Lake Cook Road Deerfield, IL 60015
SUBMIT BIDS TO: Sue Allen-Oates
JRTC/100 W. Randolph, 6-100 Chicago, IL 60601 Fax: 312.814.7134

How to Apply:

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

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Job Title: 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: Mental Health Technician Trainee I

Agency: Human Services

Closing Date/Time: Thu. 02/27/14 4:00 PM Central Time

Salary: \$2,526.00 - \$3,386.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 12

Plan/BU: RC009

Bid ID#: EMHC-14-0514

Minimum Requirements: Requires elementary knowledge of nursing care, first aide and personal and environmental hygiene health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires physical ability to help restrain a patient, be able to provide personal care such as bathing, transferring a patient from wheel chair to stretcher to bed. Must be able to hear sounds from all areas of the unit. Must have visual capability to adequately identify patients, staff and visitors as well as patient behavior that may necessitate immediate intercession or lead to changes in a patients condition that may threaten the safety and well being of patients and staff. Must be able to participate in physical activities such as sports, dances, picnics, etc. Must be able to accompany patients on and off grounds to clinics, doctor's appointments, shopping etc. Must be physically able to perform general housekeeping or maintenance duties. Requires the ability to maintain clinical patient records. Must be able to understand and follow directions, understand treatment modalities and tolerate frustrations of working with mentally ill patients who may have provocative or threatening behaviors.

Work Hours & Location/Agency Contact:

Shift: To be Determined; however, must be able to work all shifts.

Location: Elgin Mental Health Center (Community Psychiatric Services)

Contact: Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, ext 2060; Fax: 847-429-4933

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: Office Assistant - Opt 2

Agency: Juvenile Justice

Closing Date/Time: Wed. 02/26/14 4:00 PM Central Time

Salary: \$2,727.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDJJ-27-15-14-0314

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Employee Services Administrator, (PSA), performs a variety of complex clerical duties for timekeeping functions for IYC-St. Charles; maintains records for employees' worked shifts, vacation, sick leave personal days, overtime, compensation time, temporary assignment and accumulated holidays; prepares semi-monthly payroll sheets and time usage reports.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing; requires working knowledge of office practices, procedures and programs; requires working knowledge of grammar, spelling and punctuation; requires working knowledge of basic mathematics; requires ability to follow oral and/or written instructions; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact:

Work Hours: Monday – Friday 8:00 a.m. – 4:00 p.m.

Location: IYC St. Charles 3825 Campton Hills Rd. St. Charles, IL 60175

Agency Contact: Crystal Jackson Human Resources Representative

Fax: (630) 584-1014 IYC St. Charles 3825 Campton Hills Rd. St. Charles, IL 60175

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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Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary. The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

EOE "A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

Human Resources Department
St. Bernard Hospital
326 West 64th Street
Chicago IL, 60621

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Food Service Worker

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day. Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

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Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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In-Patient Coder

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Responsible for the analysis of in-patient and out-patient medical records to identify principle, secondary, and subsequent diagnosis and/or procedures, and sequencing to optimize reimbursement. Also responsible for coding of medical charts using ICD and CPT classification systems; the abstracting of medical records into computerized database; performing audits for correct coding; and compile reports for department and Hospital Committee meetings.

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Requirements:

Only candidates having at least 5 years of hospital experience with in-patient coding and abstracting experience will be considered.

Must have at least five years of in-patient hospital coding and abstracting experience.

High school diploma or GED

RHIT or RHIA certification.

Experience with 3m software

Knowledge of medical terminology, anatomy, physiology, and disease process required.

Knowledge of LMRP, ICD-9-CM and CPT-4 coding systems are required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

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Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.)

At least 1 year of pertinent experience.
Hospital assignment background is a major plus.
Excellent verbal, writing and interpersonal skills are essential.
Good computer skills.
Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail:

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Job Title: Mental Health Technician I

Agency: Human Services

Closing Date/Time: Thu. 02/27/14 4:00 PM Central Time

Salary: \$2,666.00 - \$3,705.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: EMHC-14-0508

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, performs entry level associated the direct care and treatment designed to help patients, within assigned group areas to achieve greater mental, physical and social development. Verifys compliance to Facility philosophy, program, procedures and practice, and assures that the clinical services are appropriate with respect to cultural needs, chronological age, developmental age, and social maturity of the adult and geriatric population.

Minimum Requirements: Requires successful completion of an approved Mental Health Technician training program. Requires moderate to heavy physical effort to lift clients. Requires ability to control, direct and restrain clients from harming themselves or others. Requires ability to observe client behavior and ability to report unusual happenings; requires ability to understand and implementation rules, regulations and policies of the facility and agency.

Work Hours & Location/Agency Contact: Shift: 2400 - 0800
Elgin Mental Health Center; Community Psychiatric Program, Brunk Unit
CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2060; Fax: 847-429-4933

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

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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).

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Job Title: Public Service Administrator - Opt 1

Agency: Department of Labor

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 15-IDOL-0017

Description of Duties/Essential Functions Benefits Supplemental Questions
Serves as Assistant Administrator of the Conciliation and Mediation program, assisting in the management of program operations and functioning as a program manager in the absence of the Senior Public Service Administrator. This position is responsible for supervising, controlling, and evaluating the staff as well as providing consultation, technical assistance, policy and procedural interpretations and guidance to the Downstate area Labor Conciliators. Serves as a liaison to agencies and organizations impacted or affected by the enforcement of the Prevailing Wage Act, Employee Classification Act (ECA), Worker Adjustment and Retraining Notification (WARN) Acts.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of progressively responsible administrative experience. Requires extensive knowledge of agency policies and procedures and applicable State and Federal labor laws, including the Prevailing Wage, Employee Classification, WARN and Illinois Preference Law. Requires extensive knowledge of labor organizations, labor law and procedures. Requires ability to analyze administrative problems and adopt an effective course of action.

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

Illinois Department of Labor 160 N. LaSalle St. C-1300 Chicago, IL 60601

Apply To: Illinois Department of Labor Attention: Deborah Morris

900 South Spring Street Springfield, IL 62704

Fax: 217-782-0596 deborah.morris@illinois.gov

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS: Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below.

****Note: CMS and the bidding agency are two separate entities therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency.

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Job Title: Public Service Administrator - Opt 8L

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 02/28/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: GC0047

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to management approval, performs complex, professional, legal services for the Department of Healthcare and Family Services (HFS) Deputy General Counsel Litigation and Eligibility Rules Unit; conducts professional, legal searches of court documents; researches files and develops case evidence; conducts professional, legal research and provides legal interpretations; drafts proposed legislation, amendments, resolutions, procedures, rules and regulations.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business or public administration; requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires prior experience equivalent to three years progressively responsible administrative experience in the practice of law.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.
Location: Office of General Counsel 401 South Clinton, 7th Floor Chicago, Illinois
Contact Person: Judith Beverly / Bureau of Personnel and Administrative Services
2946 Old Rochester Road Springfield, Illinois 62703
217-557-5244 Office 217-782-8889 Fax

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

Option 8L - Law License Illinois

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Certified Registered Nurse Anesthetist

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Description:

The Certified Registered Nurse Anesthetist (CRNA) provides general anesthesia in surgical and obstetric patients at the same time providing professional observations and resuscitation, when needed. S/he is responsible for the welfare of the patient insofar as anesthetic effects are concerned. The CRNA recognizes the physiologic variations in patient's condition and takes remedial measures to relieve unfavorable symptoms. S/he also completes perioperative clinical records accurately.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE "A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Graduate of an accredited school of Anesthesia

Licensed Registered Nurse in the state of Illinois

Certified Registered Nurse Anesthetist in the state of Illinois

Minimum of one (1) year of CRNA experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

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Dental Assistant

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Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic.

The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant.

Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

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Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

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Chicago IL, 60621

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Lead Dental Assistant

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

The Lead Dental Assistant is responsible for supervising dental assistants from our three dental clinics (Pediatric, Special Needs, and General Dentistry). The Lead Dental Assistant will be responsible for maintaining roster for dental assistants; maintaining inventory for dental, medical, and other clinical supplies, such as, equipment, instruments; providing purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining dental lab work (in office/out of office); training dental assistants and other clinical staff; maintaining patient records; and maintaining recall system.

Assist staff in delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE "A Tradition of Caring" since 1904.

Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Expanded Duties certification required.

Minimum of ten (10) years experience as a dental assistant.

Minimum of two (2) years experience as a supervisor.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department

St. Bernard Hospital

326 West 64th Street

Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

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Manager of Dental Clinics

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description: The Manager will be responsible for ensuring efficient and effective administrative and operational activities of the Dental Center. These activities include staff management, inventory control, regulatory compliance, quality control, patient management, policy and protocol development and data collection. S/he will assist the Director in identifying areas for improvement and developing the outcome measurement, analytics and improvement process. The Manager is responsible for collecting and reporting metrics required by regulatory agencies and/or internal management. The individual in this position will organize, facilitate and/or coach employees in conducting performance improvement. The Manager will be knowledgeable and demonstrate strong skills in the use of performance improvement, quality assurance and change management techniques.

Know the practice mission, long-term business plan and short-term goals. Assist the Director and/or Dentist with other tasks as assigned. Assist office staff in delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE "A Tradition of Caring" since 1904.

Requirements:

- *Bachelor's degree in Business Administration or related field
- *Licensed Dental Hygienist
- *Minimum of two (2) years of supervisory experience in a dental office with multiple clinics/programs
- *Minimum of one (1) year of accounting and insurance billing experience
- *Minimum of one (1) year experience in dental practice software
- *Knowledgeable of Microsoft software products

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit downloaded employment applications and resumes in the following ways:

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Job Title: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Thu. 02/27/14 4:00 PM Central Time

Salary: \$3,089.00 - \$4,315.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 7

Plan/BU: RC009

Bid ID#: EMHC-13-2107

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center - Training - Forensic Treatment Program
CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2060; Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above. Non-State Applicants must apply below.

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 Nursing Assistant - Certified

Agency: Veterans Affairs
Closing Date/Time: Continuous
Salary: \$2,893.00 - \$4,043.00 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 general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments who reside in homes operated by the Department of Veterans' Affairs; assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, dressing needs; takes and records vital signs; prepares and maintains records and reports. Performs routine cleaning and organization of resident units and equipment including: storage areas, beds, closets, bedside tables and furnishings.

Minimum Requirements:

In compliance with Section 340.1376, 77 of the Illinois Administrative Code, requires inclusion on the Illinois Department of Public Health Nurse Aide Registry in "good standing." Requires working knowledge of principles or accurate observation and recording; usage, cleaning and storage of equipment; safety rules for transferring residents and utilization of good body mechanics. Requires ability to follow written and oral instructions from licensed personnel; to complete work assignments including required flow sheets and documentation; to maintain courteous, cooperative relationships with residents, families, visitors and staff.

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: Security Therapy Aide I

Agency: Human Services

Closing Date/Time: Thu. 02/27/14 4:00 PM Central Time

Salary: \$3,532.00 - \$5,110.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: EMHC-14-0501

Supervises, monitors and observes patient activities and behaviors. Monitors and supervises patient movement during meals, recreational activities , and off unit programs. Performs routine face checks of patients. Attends treatment planning meetings, reports and documents patient behavior and provides input in the development and implementation of treatment programs with team members. Attends and provides input into shift meetings and staff training.

Minimum Requirements: Requires completion of an approved STA Training Program; Requires physical strength and ability to restrain combative individuals.

Any applicant who is not currently a State Employee should complete a CMS 100 application and go to one of the State Testing Site and take the test for Security Therapy Aide Trainee.

Work Hours & Location/Agency Contact: Shift: 2300 - 0700

Work Location: Elgin Mental Health Center - Forensic Treatment Program (F&G)

CONTACT INFORMATION Human Resource Office

Elgin Mental Health Center 750 S State St., Elgin, IL 60123

Phone: 847-742-1040, Ext 2060; Fax: 847-429-4933

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

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