



**Legal: Clerk/Paralegal**

Paralegal - Chicago Cubs (Chicago, IL)

ROLE

The Legal Operations Specialist supports the team's legal counsel in day-to-day matters, manages on-going legal projects such as transactional due diligence, coordinates corporate filings and required reporting and administers the team's contract management system. The team seeks an experienced and highly organized legal professional who takes initiative and is capable of organizing and managing complex legal and business projects.

REQUIRED QUALIFICATIONS

- A four-year undergraduate degree from an accredited university or college.
- At least 3 years of professional transactional legal experience.
- Experience with corporate recordkeeping and legal requirements.
- Demonstrated ability to maintain confidentiality.
- Demonstrated excellent oral and written communication skills.
- Demonstrated proficiency in Microsoft Office (Word (including legal formatting), Excel), Visio and Adobe Acrobat.
- Demonstrated ability to effectively manage and prioritize multiple projects (ranging from the routine to the complex), deadlines and initiatives with minimal supervision.
- Must be able to work non-traditional hours including nights and weekends as needed.

DESIRED QUALIFICATIONS

- 3-5 years of corporate paralegal experience.
- Certificate from an ABA-approved paralegal program.
- Ability to read and speak Spanish.

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**Administration/General Management: Non-Profit Management**

Raffle Lead Salesperson - Chicago Cubs (Chicago, IL)

Role: Cubs Charities is looking for an enthusiastic and motivating individual to serve as the 50/50 Raffle Lead Salesperson for the 2014 baseball season.

Responsibilities

- Arrive before game day sales staff to help Raffle Coordinator assign selling locations
- On-the-job training with all new game day sales staff
- Assist Cubs Charities with motivation/evaluation of sales staff
- Serve as a roving salesperson during games to assist on busy days/nights and ensure all sales staff members are covering their sections properly
- Assist Raffle Coordinator with cash count and reconciliation at end of each raffle
- Other duties as assigned

Required Qualifications

- Cash handling skill
- Sales skills in a group setting
- Familiarity with Microsoft Windows operating system
- Ability to work 70 – 81 home games, including weekends, days and some nights from April-October
- Ability to walk, stand and climb in an outdoor setting for 4-5 hours at a time
- Ability to attend pre-season training sessions

Desired Qualifications

- Ability to interact positively with a motivated, energetic sales team
- Enthusiasm and high energy personality

This is a contract position, for approximately 4-5 hours of work per game day (between 70-81 games) from April to October.

Cubs Charities are an Equal Opportunity Employer

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**Service Desk Technician (Part-time) - Chicago Cubs (Chicago, IL)**

This position is responsible for the day to day information technology support of the Chicago Cubs staff.

**RESPONSIBILITIES**

- To install hardware and peripheral components such as microcomputers, printers and network adapters. Load specified software such as operating systems, application software and other programs. Test new software and hardware to evaluate ease of use and whether product will aid users in performing their work. Determine with user requirements for new and modified software and hardware.
- To diagnose specific system hardware, software and operations problems.
- To support the laptop users in the organizations baseball operations areas.
- To provide additional support on a project basis to the Manager, IT Infrastructure & Operations.

**REQUIRED QUALIFICATIONS**

- Bachelor's degree in Computer Science or related field; or one to two years of related experience and/or training; or equivalent combination of education and experience.
- Knowledge of network operating systems including Microsoft Windows XP/Server 2003/Server2008, LINUX, Internet/Intranet functionality, the Macintosh computing environment, and personal computer hardware and software including common Microsoft productivity applications.
- The ability to work additional hours including nights and weekends.
- This position must regularly lift and/or move up to 15 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Minimum Availability:**

- 2 days (including the availability for either a Saturday or Sunday) •8 hour shift

**Preferred Availability:**

- 3+ days •available for both morning (7-3) and night shifts (1-9)

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## **Ticket Office Part-Time Associate - Chicago Cubs (Chicago, IL)**

### Ticket Operations Part-Time Associate

Chicago Cubs Part-Time Associates play vital roles in executing day-to-day tasks and activities within their respective departments. The ideal candidate will be consistent, energetic, engaging, passionate, personable, proactive, and reliable.

These positions will be scheduled for 15-25 hours per week. Departmental placement of successful applicants will be determined per required qualifications and through the screening and selection process.

The Ticket Operations Part-Time Associate will assist the Manager, Ticket Operations with all aspects of ticket operations including order processing, customer service, ticket printing and payment.

### Responsibilities:

- Assist in the processing, printing and distribution of season, group and individual game tickets
- Support in supervision of box office staff
- Provide customer service support for ticketed events at Wrigley Field
- Provide direct support to ticket operations staff by coordinating order processing and system input
- Reconcile daily cash/check ticket payments
- Update customer accounts in ticketing system & CRM as required
- Standard office procedures including filing, mailing and data entry
- Other related duties as assigned

### Required Qualifications:

- Strong oral and written communication skills
- Demonstrated attention to detail and organization
- Proficiency with MS Office and demonstrated ability to learn and master new technology as needed
- Demonstrated ability to multi-task, think creatively and problem solve
- Minimum of 1 year of customer service experience
- Must be available to work from March-September
- Ability to work non-traditional hours, including nights, weekends, and holidays

### Desired Qualifications:

- College Degree in: Business, Communications, Hospitality, Marketing, Sales, or related field
- Experience with Tickets.com's Pro Venue platform and Salesforce or other CRM a plus

The Chicago Cubs are an equal opportunity employer.

Apply online at [http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c\\_id=chc](http://chicago.cubs.mlb.com/mlb/help/jobs.jsp?c_id=chc)

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**Job Title: Executive II - Opt N1**

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 03/07/14 5:00 PM Central Time

Salary: \$4,777.00 - \$7,247.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2914

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, plans, directs and evaluates the statewide Non-Custodial Parent Cook County Community Outreach Program for the Division of Child Support Services (CSS); plans, directs, and monitors the preparation of outreach materials; drafts Division informational releases and written material for journals and for Department and/or Division and community reports and newsletters; tracks Division, regional, non-custodial, and other child support services to evaluates the individual and total performance of the regions; travels extensively to various sites to gather information and monitor operations; serves as a working supervisor.

**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 two years of responsible administrative experience in a public or business organization. Requires ability to travel extensively, including some overnight stays.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00  
Location: Division of Child Support Services Field Operations (50)  
Cook Community Outreach 36 South Wabash Ave. Chicago, IL 60603 (Cook County)  
Agency Contact: Brenda Young 36 South Wabash Ave. Chicago, IL 60603  
Work #: (312) 793-9807 Fax #: +1 (312) 793-9807

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](http://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](mailto: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: Maintenance Equipment Operator**

Agency: Human Services

Closing Date/Time: Sat. 03/01/14 5:00 PM Central Time

Salary: \$5,990.00 / Month

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC020

Bid ID#: 10-75-79325

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year's experience in performing a variety of semiskilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment, including vehicles with manual transmissions.

Requires a valid commercial driver's license-Class A or Class B with a "P" (passenger) endorsement. Requires working knowledge of automotive and related machinery and equipment. Requires ability to make routine reports. Requires ability to use tools and perform semiskilled manual work. Requires ability to follow oral or written instructions. Requires skill in the operation of maintenance or other automotive equipment.

**Work Hours & Location/Agency Contact:**

Transportation-Primary hours 8:30am - 5:00 pm Monday through Friday.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Truck Driver, Class A - Regional - \$1K Sign On Bonus- Chicago, IL**

Requisition Number: 27651

Job Category - Department: Drivers

Employee Group: Regular - Full Time

Relocation: No

Travel Requirement: Driver

Work City: Chicago

Work State: Illinois

Work Zip: 60647

**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:** •\$1,000 Sign On Bonus •Home Weekly •Estimated average earnings of \$60K+ per year •\$1,000 per week guaranteed •Floating and filling in for drivers that are sick or on vacation •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

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

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**Job Title: Mental Health Recovery Support Specialist I**

Agency: Human Services

Closing Date/Time: Fri. 03/07/14 4:00 PM Central Time

Salary: \$4,253.00 - \$6,373.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: EMHC-14-0702

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Forensic Services Medical Administrator, serves as a State Hospital (SH)Mental Health Recovery Support Specialist (MHRSS, functioning as a patient's Liaison to his/her SH Treatment Team regarding identified service issues). Coordinates and facilitates SH wellness activities, including the implementation of Wellness Recovery Action Plan (WRAP) groups. Reviews, analyzes and evaluates consumer study/survey data. Collaborates with the SH Quality Manager and other SH Clinical Leadership in representing the SH to community groups. Provides expertise regarding patient/family service needs and expectations to SH staff. Attends statewide and community meetings. Participates in the statewide Recovery Services Development Group.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year experience performing peer support work within mental health program setting. Must be a current or former consumer of mental health services and willing to so self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS). Without this certificate the application will be rejected.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm  
Elgin Mental Health Center; Forensic Services Contact: Human Resource Office  
Elgin Mental Health Center 750 S State St., Elgin, IL 60123 Fax: 847-429-4933  
Email Address for Questions Only: [SUE.COOLEY@illinois.gov](mailto:SUE.COOLEY@illinois.gov) - DO NOT SUBMIT BIDS OR APPLICATIONS TO THIS EMAIL ADDRESS

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](http://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](mailto: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**

Agency: Insurance

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

Salary: \$2,877.00 - \$3,985.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: DOI 8697

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs clerical and information functions in providing assistance by telephone and in person to insurance consumers; responds to routine consumer inquiries and directs complex issues to appropriate staff; prepares consumer complaint worksheets and maintains data for preparation of monthly reports; serves as backup receptionist for the Chicago Office.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; to operate commonly used manual and automated office equipment and perform routine maintenance. Requires skill in typing accurately at 45 wpm.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: Illinois Department of Insurance

Producer Regulatory/P&C Products/P&C Complaints/Consumer Information

122 S. Michigan Ave - 19th Floor Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-782-9993 217-782-9925 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 – Typing**

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**Job Title: Office Coordinator - Opt 2**

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 03/07/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: CS2906

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs complex and specialized accounting procedures to achieve the service of income withholding orders or to otherwise dispose of delinquency referrals; reviews and analyzes accounts through the comparison of Illinois Department of Healthcare & Family Services (HFS) computer records and Clerk of the Court payment records to determine correct delinquency amount; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; types letters, forms, records, and other documents; establishes and monitors tracking procedures; travels to various sites to obtain child support information.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience. Requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

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

Location: Healthcare & Family Services/DCSS

CSS - Cook County Judicial Operations (54)

Northern Region - Region 2/Clerical Team D 1755 Lake Cook Road, 4th Floor  
Deerfield, IL 60015 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Ave. Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Fueler / Truck Wash**

Requisition Number: 30187

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 SEI position is an entry-level position which will allow opportunities to train in SE II level responsibilities. The SE I will perform tasks related to the Fuel Island including fueling and washing vehicles, checking fluid levels and other minor maintenance tasks as assigned by the supervisor.

**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
- Ability to work flexible schedules including shift work, weekends, holidays and in different locations

**Responsibilities:**

This position is primarily responsible for performing all tasks related to the Fuel Island at the maintenance facility. Responsibilities include: fueling vehicles, recording fuel activity, checking oil, washing windows and vehicles, checking tire pressures and reporting service issues to the shop. This position is also responsible for performing minor maintenance tasks such as tire repairs under close supervision.

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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](mailto:deborah.morris@illinois.gov)

**How to Apply:**

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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### **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](mailto: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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## **Mental Health 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.

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:**

Establish a therapeutic relationship with assigned patients.

Assist patients with daily living and overall maintenance of a therapeutic environment in a mental health unit.

Take vital signs, weigh patients and collect routine specimens.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Minimum of 2 years of experience in the mental health field 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](mailto: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  
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### **Patient Care Technician**

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:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

#### **EOE**

"A Tradition of Caring" since 1904.

#### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting 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](mailto: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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Pharmacist Technician**

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:

Under the direct supervision of a registered pharmacist, the Pharmacist Technician compounds and dispenses medical prescriptions. Will be expected to perform some clerical duties relating to the department. Will also receive and store incoming supplies, verify supplies and enter data in computer to maintain inventory records.

#### EOE

"A Tradition of Caring" since 1904.

#### Requirements:

Minimum 1 year of Pharmacy Technician experience in a hospital.

Associate's degree from an accredited college or university.

Licensed Registered Pharmacist Technician in the state of Illinois.

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](mailto:employment@stbh.org)

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### **Social 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.

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:**

This position provides quality services to patients through coordination of all discharge services; submission of reports of neglect and abuse to state regulatory agencies as mandated; coordination of meetings with families to ensure that all discharge needs are addressed; and patient follow-up of discharge plans after discharge.

#### **EOE**

"A Tradition of Caring" since 1904.

#### **Requirements:**

Bachelor's degree in Social Worker

Licensed Clinical Social Worker (LCSW)

Minimum of 2 years of clinical social work experience in acute care setting.

Working knowledge of DSMIV-R

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](mailto:employment@stbh.org)

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**Job Title: Public Service Administrator - Opt 6**

Agency: Human Services

Closing Date/Time: Wed. 03/05/14 5:00 PM Central Time

Salary: \$44.65 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 10-90-78427-PS CONTRACT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs highly responsible functions coordinating and assisting with the statewide effort to re-engineer business processes in local offices, specifically focused on access to and retention of SNAP, medical assistance, and child care for working families. Analyze current procedures and stakeholder feedback to make recommendations to improve the system administering these core benefits. Advise field staff regarding shortcomings and areas for potential improvement around work flow, training, and local office procedures. Schedule meetings with relevant stakeholders, serve as liaison to coordinate this effort with other ongoing state initiatives. Participate in development of a comprehensive written plan/recommendations for changes in local office process, policy and systems to improve access to the core programs to implement over the next several years.

Minimum Requirements: Requirements of the position are: Bachelors Degree or higher; Four (4) or more years experience working in policy and/or program administration. Knowledge of and familiarity with the SNAP, medical assistance and Child Care Programs that are the focus of this grant, and/or experience working with other programs and benefit delivery models; Superior oral and written communication skills; The ability to work independently and well with others; Experience in program evaluation and improvement

Work Hours & Location/Agency Contact: TERM OF CONTRACT THROUGH 03/31/2015

Work Location/Agency Bidding Contact: IL Dept of Human Services

Office of Family & Community Services 401 S. Clinton, 3rd Floor Chicago, IL 60607

BIDDING CONTACT:

ATTN: Alicia Huguelet 401 S. Clinton, 3rd Floor Chicago, IL 60607

How to Apply:

THIS POSITION IS A TEMPORARY PERSONAL SERVICE CONTRACT (PSC). INTERESTED APPLICANTS MUST SUBMIT A CMS100 TO CONTACT PERSON LISTED ABOVE. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING." FUNDING FOR THE PSC POSITION IS THROUGH 03/31/2015.

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**Finance Assistant Analyst / PEPSI**

Chicago, Illinois  
Financial Services

Create and maintain trade promotions in SAP Trade Promotion Management based upon PROSPER Sales Planner uploaded customer events

Verify promotion details by confirming alignment of Sales plans against contracts provided to PepsiCo trade customers

Manage exceptions through calls and written communications with Sales, Sales Finance and Customer Financial Services

**Qualifications:**

Practical knowledge of SAP's CRM/ ECC transactional systems (preferred)

Able to leverage understanding of Go To Market trade strategies and accounting practices to effectively resolve issues with Sales and Sales Finance

Be polished and professional in all communications, including those handled in person, on phone and/or via email  
Must be detail-oriented

Operate well in a fast-paced environment  
Work independently and within a team

Manage assigned workload; take initiative to identify and escalate exceptions to Supervisor while maintaining resolution responsibility

Be organized in approach as well as in document maintenance  
Demonstrate ability to continue to learn new skills

Undergraduate degree required, preferably in Finance and/or Accounting  
Minimum of 1 year professional work experience post undergrad completion

Apply online at <http://www.pepsicjobs.com/job-detail?slug=40034BR&cult=en-US,en-US>

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**Product Developer - Regulatory Affairs (Foods) / PEPSI**

Barrington, Illinois  
Science and Research

We are looking for the ideal Product Developer in a CPG (Foods) environment that would love to make a transition into the Regulatory Affairs world. These are some of things you would learn to do.

Complete product formulation review for legality assessment, ingredient and nutrition labeling in compliance with all regulations and SRA policies. Assure that legality and ingredient/nutrition declarations do not result in product recalls or citations from the FDA or other regulatory bodies. Support International product initiatives, assuring product formulations and labeling are in compliance with applicable regulations and SRA policies. Assure that required documents are completed in a timely fashion and do not result in missed product launches or international product Recalls. Subject matter expert on Regulatory compliance, partnering with Marketing, Graphics and PD team in the area of final product labeling and documentation. Subject matter expert to one or more assigned brands to facilitate product launches in a timely and compliant manner and assure that product does not result in a misbranding or adulteration recall. Assure conduct in accordance with SRA policies. Approve final product ingredient listings and nutrition information. Generate and audit LIDs as required. Research regulations using SRA-approved sources. Audit graphics for compliance. Complete reviews and product information documents for international new product launches. Produce documents in a timely manner that exemplifies service leadership. Primary point of contact for product concept discussions & final product launch labeling, compliance, nutrition and ingredient information. Represent SRA on new product concept & commercialization teams. Understand all the regulatory issues regarding approved ingredients and claims for the assigned brand.

**Qualifications:**

Minimum BS degree in food science, nutrition or related biological science AND a minimum of 6 years of regulatory or Product Development experience in a food or flavor industry. Ability to provide thought leadership on both strategic and tactical aspects of projects. Outstanding teamwork, communication and leadership skills. Ability to recognize and communicate implications of emerging regulatory issues. Ability to prioritize workload, balance multiple tasks and work independently. Strong sense of urgency and commitment to service leadership to meet aggressive timelines. Proven track record in maintaining good working relationship with business partners. Working knowledge of appropriate SRA regulatory databases and systems (PV) is desirable.

Apply online at <http://www.pepsicojobs.com/job-detail?slug=41575BR&cult=en-US>

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