



This position is currently vacant within the Tollway.

The Human Resources Section will accept applications, with resumes from:
January 30, 2014 through February 13, 2014

Engineering Civilian Call Taker \$20.46/Hour

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION:

High school graduate or equivalent is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- The ability to type 40 words per minute. Successfully pass the following tests: reading comprehension, map reading, typing from a spoken narrative and memory test.
- Obtain IWIN and Law Enforcement Agency Data System (LEADS) certifications within the probationary period (six months) with LEADS re-certification every two years.
- Required to work rotating shifts, weekends and holidays.
- Be available to be on call 24 hours a day.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- By mail: Send the completed application to: Illinois Tollway – Human Resources 2700 Ogden Avenue Downers Grove, IL 60515

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
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This position is currently vacant within the Tollway.

The Human Resources Section will accept applications, with resumes from:

January 30, 2014 through February 13, 2014

Engineering Telecommunicator \$22.65/Hour

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION: High school graduate or equivalent is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Ability to pass typing test with a score of at least forty (40) words per minute.
- Upon successful completion of typing test, individuals must then successfully pass the following tests: reading comprehension, map reading, typing from a spoken narrative and memory test. Must obtain IWIN and LEADS Certification within probationary period (six months) and re-certification every two (2) years. Work rotating shifts, weekends and holidays. Be on call 24 hours a day. Must have good verbal, written and communication skills. Successfully pass a complete background check
- . Receive and disseminate large volumes of information accurately and in a timely manner.

Ways to apply

- Online: Complete the Illinois Tollway application, save it to the computer and email it to Jobs@getipass.com
- In person: Submit the completed application or pick up and complete the application at Illinois Tollway Headquarters located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
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Job Title: Executive I - Opt SS

Agency: Aging

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

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#: AGE-14-3

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in public administration. Requires one year of responsible administrative experience in a statewide call center handling human service related program and services or caseworker. Requires AIRS certification for Referral Assistance Services and Senior Health Insurance Program certification within the employee's four (4) months of being hired within this position. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to translate colloquially orally and in writing in Spanish. Requires ability to analyze administrative problems and adopt an effective course of action. Requires strong proficiency in Microsoft Office Suite or similarly suited word processing, spreadsheets, presentation and database software business applications.

In addition to the required grade from CMS, requires candidate to successfully complete a Spanish Language Proficiency Test administered by the Department.

Work Hours & Location/Agency Contact: Work Hours & Location: Mon - Fri 8:30 - 5:00
160 N. LaSalle, Suite N-700 Chicago, IL 60601

Agency Contact: Attn: Office of Human Resources
One Natural Resources Way, Ste. 100 Springfield, IL 62702

How to Apply:

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

Option SS - Spanish Speaking

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Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Thu. 02/13/14 5:00 PM Central Time

Salary: \$5,189.00 - \$7,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: IDPH 62321

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms, memoranda and reports of findings.

Minimum Requirements:

Requires 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, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires excellent computer skills and work experience in word processing. Extensive travel required/possession of a valid driver's license.

Work Hours & Location/Agency Contact: Work Hours & Location: 4 Day Work Week
Office of Health Care Regulation
Division of LongTerm Care Field Operations - Bellwood Region
4212 W. St. Charles Rd. Bellwood, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-524-0220

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

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Director of Emergency Department

MacNeal Hospital, Berwyn, IL
Department: Emergency Department
Schedule: Full Time
Shift: Days

Job Details:

Reporting to the Chief Nursing Officer and working under limited supervision maintains twenty-four (24) hour accountability for the administrative functioning and clinical practice of the Emergency Department incorporating the philosophy of the Division of Nursing and the Hospital. Participates with the Chief Nursing Officer in decision-making, long-term planning, goal setting and program evaluation for the nursing services. Ensures the delivery of safe, competent and humane care for patients and their families. In addition, provides leadership to and assists with the development of unit managers and their areas.

Five (5) years of progressively responsible experience in Nursing Management.

Master's Degree required.

Current licensure as a Registered Nurse in the state of Illinois.

Current CPR certification at hire.

The advanced analytical/problem solving skills necessary to develop and administer an innovative care delivery system within the confines of staff and budget constraints, develop overall policy and procedures for the division, analyze and evaluate patient care, and plan staffing levels and patterns.

The interpersonal skills necessary to interact with all levels of hospital personnel and with external parties, frequently in situations which are sensitive and/or of significance to the entire hospital.

The managerial skills necessary to plan, organize, direct and control the operation of a large and critical Division and effectively delegate such managerial responsibilities to qualified subordinates.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=251482

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Job Title: Human Resources Associate - Opt 1

Agency: Human Services

Closing Date/Time: Wed. 02/05/14 5:00 PM Central Time

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

\$38,112.00 - \$54,024.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 4

Plan/BU: RC014

Bid ID#: 10-11-79020.21.22.39

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, performs specialized and complex human resource duties in the Bureau of Recruitment and Selection. Prepares interview letters, creates interview files and completes necessary paperwork for staff during the interview process. Maintain various logs in database.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of two years of college.

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

DHS; Office of Human Resources

Bur of Recruitment & Selection – Upstate

401 South Clinton Chicago, IL

BIDDING CONTACT: DHS, OFF OF HUMAN RESOURCES

ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL/ ATTN: ANNETTE TONJES

100 S. GRAND AVE., EAST. 3RD FL. SPRINGFIELD, IL 62762 FAX: (217) 524 3385

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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Building Attendant

Location: Chicago, IL

Department: Housekeeping

1 Part-Time Position, 21 hours per week

Job Description

The Field Museum's Housekeeping Team plays a vital role in maintaining the quality and beauty of our historic building for visitors and staff.

All Building Attendants operate within a team on the first (morning/day), second (afternoon/evening), and third (overnight) shifts, reporting to the Team Lead and Housekeeping Supervisor.

Responsibilities include, but are not limited to the following:

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

Qualifications

The ideal candidate will possess the following qualifications:
High school diploma or equivalent.

Ability to lift at least 50 pounds.

Ability to stand and walk for long periods of time.

Ability to bend and reach. Ability to follow verbal and written instructions.

Ability and experience using various tools, products, and equipment.

Ability to work independently and on team.

Pleasant, professional demeanor and appearance with willingness to assist visitors and staff when approached

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

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email job leads to workforce@lashawnford.com

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Exhibitions Media Services Technician

Location: Chicago, IL

Department: Exhibitions

1 Full-Time Position, 35 hours per week

Job Description

The Exhibition Media Services Technician will be responsible for Audio-Visual equipment installation, de-installation, troubleshooting and maintenance for permanent and temporary exhibitions. Responsibilities also include the set-up, operation, maintenance, and de-installation of classroom and lecture hall presentations.

Responsibilities include:

Installation, troubleshooting, maintenance, and de-installation of permanent and temporary exhibitions equipment, as well as control systems Daily inspection, operational support, start-up and maintenance of Exhibitions' Audio-Visual equipment and control systems Set-up, operation, and de-installation of museum-wide classroom and lecture presentation equipment

Qualifications

Bachelor Degree or equivalent education/experience is required. InfoComm Certified Technology Specialist or a minimum of four (4) years experience with audio-visual set-up, troubleshooting, maintenance, installation, and de-installation Operational knowledge of AMX or Creston audio-video control systems is a plus Ability to program audio-video control systems, such as; AMX or Creston a plus Troubleshooting experience on both Windows and Mac operating systems Perform audio-recording, media duplication and media integration Maintain records relating to Audio-Visual equipment Must be able to work flexible schedule; early morning, day, evening, and weekend hours, as assigned May be requested to travel for Field Museum exhibitions up to 20% of time Perform tasks as assigned by supervisor, manager, and/or director Ability to lift up to 50 lbs. Must be able use ladders and operate scissor lifts and mast lifts Strong communication skills to work as part of a team and with other departments museum-wide

The Field Museum accepts applications on-line. To apply for this position, please complete the on-line application. No phone calls please.

The Field Museum is an Equal Opportunity Employer.

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

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Job Title: Office Associate - Opt 2

Agency: Human Services

Closing Date/Time: Tue. 02/18/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 10-17-78913-4

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction, performs responsible and complex typing by the operation of a networked personal computer, word processing and related software, and into a database. Answers telephone calls, registers oral and electronic requests for hearings in real-time, responds to basic requests.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year office experience. Requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m., Monday - Friday
DHS, Office of Legal Services
401 South Clinton Chicago, IL

BIDDING CONTACT: DHS ADMIN & COMMUNITY SUPP/OCAPS/DASA PERSONNEL
ATTN: KRIS TAPOCIK 100 S. GRAND AVE. EAST, 3RD FL. SPRINGFIELD, IL 62762
FAX: (217) 524 3385

How to Apply:

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

Option 2 – Typing

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Job Title: Office Coordinator - Opt 2

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 02/13/14 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#: CS2872

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 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; establishes and monitors tracking procedures; types letters, forms, records, and other documents; 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 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: Division of Child Support Services

CSS - Cook County Administrative Operations (53)

Interstate 36 South Wabash Avenue Chicago, IL 60603 (Cook County)

Agency Contact: Brenda Young 36 South Wabash Avenue 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 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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Environmental Services Aide I

West Suburban Medical Center, Oak Park, IL

Department: Environmental Services

Schedule: Registry

Shift: Evenings

Job Details:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties.

Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or its' equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=834279

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Certified Nursing Assistant

West Suburban Medical Center, Oak Park, IL

Department: Medical Surgical 4N

Schedule: Full Time

Shift: Days

Job Details: The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=902841

LICENSED STATIONARY ENGINEER

MacNeal Hospital, Berwyn, IL

Department: Plant Operations & Maintenance

Schedule: Full Time

Shift: Days

Job Details: Under general supervision, according to established procedures, operate and maintain the efficient operation of the Hospital's high pressure steam boilers and associated equipment. Maintain and repair air handling units, chillers, cooling towers, exhaust systems, heating systems, pumps, valves, piping and electrical systems. Monitors temperatures, pressures and levels (i.e., water, oil, chemicals) associated with pertinent machinery and performs necessary adjustments, repairs and replacements to equipment.

EXPERIENCE AND QUALIFICATIONS: Two or more years of experience as a licensed stationary engineer required.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&JobId=674427

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Job Title: Public Service Administrator - Opt 8L

Agency: Public Health

Closing Date/Time: Fri. 02/14/14 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#: IDPH 79130

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 three years of litigation experience in participating in contested legal cases pursuant to the Illinois Administrative Procedure Act. Requires the possession of a license to practice law in Illinois; requires thorough knowledge of common laws: Federal and State laws, regulations pertaining to the agency programs; requires extensive knowledge of judicial and quasi judicial and administrative procedures and the rules at all judicial levels; requires extensive knowledge of legal methods, practices and procedures in the agency; requires working knowledge of principles of management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout, coordinate and review the work of a technical or legal program or units as required; requires ability to draft complex and technical legal documents; requires ability to develop and maintain effective professional and professional and public contacts and satisfactory working relationships with others; requires ability to analyze and appraise facts, evidence and precedents in developing pertinent issues and in applying fundamental principles to unusual, difficult and complex problems and to give full and complete, though brief, expression to such issues and facts, evidence and precedents pertaining to same.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30 AM - 5:00 PM
Office of the Director Division of Legal Services 122 S. Michigan Ave. Chicago, IL
Agency Contact: Office of Human Resources
535 W. Jefferson St. 4th fl Springfield, IL 62761
Phone: 217-785-2031 Fax: 217-524-0220

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option 8L - Law License Illinois

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Job Title: Juvenile Justice Youth and Family Specialist - Opt 1

Agency: Juvenile Justice

Closing Date/Time: Tue. 02/18/14 4:00 PM Central Time

Salary: \$4,291.00 - \$6,743.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: IDJJ-27-15-13-0359

Minimum Requirements:

Requires a bachelor's degree in counseling or related social sciences degree. Requires two years of professional experience working with youth in juvenile services. Candidates must be over 21 years of age. Requires extensive knowledge of counseling and guidance principles and techniques; requires working knowledge of theories of personality and deviant behavior, delinquency and criminology; requires working knowledge of the principles of cognitive behavioral treatment, requires working knowledge of sociology of the family and of racial and cultural minorities urban sociology and social problems; requires working knowledge of casework techniques and the writing of professional reports; requires ability to prepare comprehensive evaluations and to develop recommendations for rehabilitation and positive behavioral change programs and for placement and supervision; requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives; requires ability to communicate effectively both orally and in writing; requires ability to use a personal computer and office software in data tracking and preparation of work reports and case management. Requires ability to administer objective psychometric tests. Requires ability to travel.

Work Hours & Location/Agency Contact:

Work Hours: Tuesday, Wednesday, Thursday, Saturday (8am-4pm)

Friday (11am-7pm) Off: Sunday & Monday

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

Agency Contact: Crystal Jackson / Human Resources Representative
3825 Campton Hills Rd. St. Charles, IL 60175 Fax: 630-584-1014

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 - Bachelor Degree

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Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required.

Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness.

Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

Qualifications:

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required.

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

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661

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Human Resources Generalist

Location: Arlington Heights

Office: Office of Executive Director

Department: Human Resources

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

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

Apply online at

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

Unit Secretary

Department: Acute Rehab

Schedule: Part Time

Shift: Days

Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: The Unit Secretary is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians. The Unit Secretary facilitates a smooth, efficient patient care unit. This position requires a high school diploma or equivalent. One to three years of prior experience as a unit secretary preferred. Able to comprehend medical terminology. Ability to apply medical knowledge procedure and understand and act on technical information from supervisors, charts, reference books, procedural manual, etc.

Apply online at

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

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

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers. Files a defect card daily, noting mechanical and body defects on vehicle.

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

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

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

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

Must successfully pass a training and route familiarization program.

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

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Part-time Bus Operators

Location: Markham

Office: Revenue Services

Department: Bus Operations

Job Description:

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

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

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

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

Records farebox readings and special passenger counts as required.

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

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

Qualifications:

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

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

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

Apply online at

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Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

Patient Care Tech

Department: Nursing Administration

Schedule: Registry

Shift: Rotation

Job Details: HS Diploma/GED. CPR certified. 1-2 years experience is required Provides physical comfort measures for patients, performs designated technical tasks, communicates information pertinent to patient comfort and safety, participates in the admission, discharge and transfer process, and documents specified information. Provides all services in accordance with established hospital/departmental policies and procedures.

JOB QUALIFICATIONS

1. High School diploma or equivalent
2. Certification as Nursing Assistant in the State of Illinois or graduate of an RN program
3. CPR certification
4. One year health care experience preferred
5. Good communication skills
6. Good PC skills for data entry

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=799834

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