



Senior Staff Attorney

Location: Arlington Heights

Office: Office of Executive Director

Department: Staff Counsel

Job Description: Under the direction of the General Counsel, provides legal services for collective bargaining for Pace and advises and assists with labor issues, labor litigation, and grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues and labor disputes/actions.

Advises and assists in negotiating collective bargaining agreements; defends Pace in labor litigation in all venues; represents Pace in mediation and/or interest arbitration; advises and assists in grievance/arbitration matters; advises and assists in complex disciplinary/personnel issues; performs other duties as assigned.

Qualifications:

Qualified candidate must have at least six or more years experience in labor/employment law including litigation and collective bargaining.

Bachelor's Degree and Juris Doctor and be licensed to practice law in Illinois is required. Public sector experience preferred.

Work is primarily performed in normal office environment but travel to Pace divisions and as necessary for collective bargaining, mediation, arbitration, and related hearings is required.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=658

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Inventory Controller

Location: Melrose Park

Office: Internal Services

Department: Materials Management

Job Description:

Under the direction of the Department Manager, Materials Management, Materials Planning, responsible for assisting the Senior Inventory Controller in all facets of stockroom operations, stocking parts, accepting and recording all incoming and outgoing shipments, i.e., parts, fluids and scrap, issuing parts to mechanics, recording parts usage from equipment repair orders in Oracle, reviewing stock levels and issuing reorder notices to replenish and maintain inventory, performing cycle counts, preparing requisitions, maintaining inventory balances and communicating regularly with the Maintenance Manager regarding materials requirements and availability.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least 1 year of experience in materials, stockroom operations, inventory control or related field.

Must possess a valid Illinois Driver's License.

A basic knowledge of car/truck/bus parts is required.

Good verbal and written communication skills and a working knowledge of computerized parts inventory systems are required.

Qualified candidate must have a good work history. Lifting bus parts weighing up to 75 pounds is often required.

Apply online at

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Mechanic Helper

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

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

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

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

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

Qualifications:

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

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Passenger endorsement and Air Conditioning Certification. Must successfully pass examination for position and have a good starter set of hand tools sufficient for performing the duties of the position.

Knowledge of the service area and the ability to operate all company equipment is required. Must be capable of heavy lifting. The performance of these duties may be required at any time of the day and night, any day and night of the week. Qualified candidate must have a good work history.

Apply online at

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Microcomputer Specialist

Location: Arlington Heights

Office: Internal Services

Department: MIS

Job Description:

Under the direction of the Section Manager, IT Operations/Client Services, responsible for configuration planning, installing and maintaining microcomputers, their peripherals and complex operating systems at Headquarters and remote sites.

Responsible for debugging microcomputer and peripheral problems, installing data communications equipment, local area network and Internet maintenance functions and testing of software packages to ensure LAN compatibility.

Provides Help Desk support; writes procedures for user support and training; monitors software compliance with license agreements and regulations and maintains an inventory of IT equipment and software.

Qualifications:

Qualified candidate will have successfully completed two (2) years of a related college level program and have at least one (1) year of actual work experience in a microcomputer environment.

Qualified candidate must have hardware assembly and disassembly experience, as well as working knowledge of microcomputer and network configurations. Experience with popular PC software packages including MS Office package: Word, Excel, PowerPoint, and Outlook, E:Mail and other tools is essential.

Must be able to lift 50 pounds or more and move heavy PCs, servers, monitors, and data equipment as required.

Must have experience in microcomputer application programming. Qualified candidate must have a valid driver's license and be approved to drive a Pace car. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=578

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Principal Budget Analyst

Location: Arlington Heights

Office: Internal Services

Department: Budget Planning & Analysis

Job Description:

Under the general direction of the Department Manager, the Principal Budget Analyst performs complex budgeting functions in the development of the Agency's annual budget. The position is responsible for coordinating the development of budgets for specifically assigned internal and external clients.

The position is responsible for preparing complex budget and financial reports, including preparation of the annual budget document and financial statements. The position completes complex accounting functions related to loading the budget information into the Oracle GL system.

The position is responsible for maintaining communications with all clients regarding budget/financial matters. The position conducts financial, statistical, and analytical studies, and drafts professional reports and correspondence that convey the findings.

The position writes and interprets policies, procedures, and regulations; reviews contracts for adherence to budgets; and trains, coordinates, and/or reviews the work of staff.

Qualifications:

Bachelor's Degree in Finance and/or Accounting or related discipline or equivalent work experience. Three to five years of budget planning experience with increasing responsibility in budgetary analysis and complex accounting procedures, preferably in a public sector environment.

Must be highly proficient in the use of computer software; specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software and report writing software(Crystal Reports). Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=641

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Senior Contract Buyer

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing, responsible for the procurement of a wide variety of services and capital equipment.

This may include the procurement of various complex professional services contracts such as legal consulting services, marketing services, planning services, risk management services, human resources/benefits services; as well as the procurement of IT systems and related services, capital equipment, construction, and large scale facilities maintenance projects.

Experience with procurement of construction services, facilities renovations, and Architectural and Engineering services preferred. This position will require knowledge of the Brooks Act and Davis Bacon and related labor requirements, the facilitation of contract negotiations, conducting complex cost and price analyses, assisting users with contract administration and developing scopes of work, chairing LIQ/RFP evaluation committees, and developing contract recommendations to present to Pace's Board of Directors.

QUALIFICATIONS:

Qualified candidate must have a minimum of 7 years of progressively responsible purchasing/contracting experience, preferably procurement of construction or design services, and a Bachelor's degree in Business, or its equivalent.

Government procurement experience preferred. Excellent interpersonal, written and verbal communication skills are required. Proficiency in personal computer, word processing, spreadsheets and database packages is also required. Qualified candidate must have a good work history.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 (c) of the State Officials and Employee Ethics Act.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=664

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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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).

Option 1 - General

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Job Title: Office Assistant - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: G-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment. Requires ability to type accurately at 35 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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).

Option 2 - Typing

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Job Title: Office Associate - Opt SS2

Agency: Department of Labor

Closing Date/Time: Fri. 02/14/14 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

Bid ID#: 15-IDOL-0015

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs receptionist duties in the Chicago Office; answers incoming calls, greets visitors, disseminates technical information on agency programs and state labor laws; assists in preparing mailings; label wage claim file folders and enters data into computer.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires elementary knowledge of the agency's programs, laws, rules and regulations. Requires ability to type accurately at 45 words per minute. Candidate must have ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday 8:30am to 5:00pm

Location: Illinois Department of Labor

160 North LaSalle Street Chicago, IL 60601

Contact: Illinois Department of Labor / Deborah Morris

900 South Spring Street Springfield, IL 62704

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

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 SS2 - Spanish Speaking/Typing

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Job Title: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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: Office Clerk - Opt 2

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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).

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#: CS2871

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 and State Disbursement Unit (SDU) payment records to determine correct delinquency amounts; gathers information and issues notices of delinquency and referrals for accounts in need of adjustment; types various 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 - Statewide Field Acct Reconciliation Ops. (53)

Cook County Maintenance Unit 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).

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Job Title: Registered Nurse II

Agency: Human Services

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

Salary: \$30.80 - \$41.89 hourly

\$2,318.77 - \$3,153.69 biweekly

\$5,024.00 - \$6,833.00 monthly

\$60,288.00 - \$81,996.00 annually

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC023 Bid ID#: 13/78992

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the nursing supervisor, and in accordance with established standards, policies and procedures, performs professional nursing duties to mentally ill patients. Serves as charge nurse on the assigned shift supervising the performance of RN=s, LPN=s and Mental Health Tech=s on an in-patient adult residential unit. Serves as back-up nursing supervisor of the pavilion.

Minimum Requirements:

Requires licensure as a Registered Nurse in Illinois. Ability to provide direct nursing care to patients in a psychiatric setting. Requires moderate to heavy effort in the lifting of the patients. Requires the ability to interact with patients, families, physicians, peers, medical staff and general public. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact: Intake 4pm - 12am

Valarie Laird/Human Resources

Madden Mental Health Center 1200 S. First Ave Hines, IL. 60141

Fax# 708-338-7078

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: Senior Public Service Administrator - Opt 6

Agency: Human Services

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

Salary: \$4,295.00 - \$10,500.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 1

Plan/BU: TA000 Bid ID#: 10-72-78431

Description of Duties/Essential Functions Benefits Supplemental Questions
The Ludeman Center is a 24 hour/7 days per week residential facility located on a 60 acre campus with 42 residential homes housing approximately 412 developmentally disabled persons. This position functions as one of the Unit Directors, overseeing the total operation of the unit including supervising approximately 134 direct care and professional staff and ensuring the health and safety of the persons who reside there. Directs the formulation and implementation of treatment programs; coordinates unit with other facility programs; coordinates, monitors, and evaluates treatment programs and schools in the community that are attended by people living on the unit. This position selects, trains and evaluates staff; develops staffing plans for the unit; devises work schedules for staff; applies labor contracts and handles disciplinary matters

Minimum Requirements:

Requires knowledge, skill development equivalent to completion of four years college with course work in a social or human services field. Requires four years progressively responsible administrative experience in a health or human services organization.

Work Hours & Location/Agency Contact:

Work Hours: Monday thru Friday 8:30 A.M.-5:00 P.M.

May serve in a monthly rotation as Administrator on duty outside of normal business hours (weekends, evenings & holidays).

Work Location: Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

Alice Chambers / Human Resources Representative (TA)

114 North Orchard Drive Bl # 60 Park Forest, IL 60466 (708) 283-3015

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

Option 6 - Health & Human Services

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Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,447.00 - \$4,491.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm
Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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: Administrative Assistant I - Opt N1

Agency: Healthcare & Family Services

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

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: CS2869

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, serves as a staff assistant to the Chief of the Bureau of the Child Support Services (CSS)-Administrative Operations; consults with Agency managers directly involved with monitoring policy adherence; conducts and coordinates studies and special projects; serves as liaison with other Agency units and bureaus; assists the Bureau Chief in responding to inquiries and correspondence; assists in developing and coordinating regular and special operating reports using Microsoft Office products; travels to attend meetings.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to 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. Requires the ability to travel.

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

Location: Healthcare & Family Services/DCSS / Administrative Support (51)

Account Support 335 E. Geneva Road Carol Stream, IL 60188 (Du Page County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701

Work #: (217) 785-0280 Fax #: +1 (217) 557-1676

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: 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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Job Title: Support Service Worker

Agency: Human Services

Salary: \$2,647.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 6

Plan/BU: RC009

Bid ID#: EMHC-14-0402

Description of Duties/Essential Functions Benefits Supplemental Questions

This position is responsible for the preparation of patient trays, nourishment and snacks, putting away/rotating foods and supplies, cleaning/sanitizing of utensils, dishes, trays, pots/pans, cooking equipment, food service equipment and the main kitchen. Responsible for delivering the food trays to the patient units.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of High School supplemented by six months experience in the support service functional area to which assigned.

Work Hours & Location/Agency Contact: Shift: To Be Determined

Elgin Mental Health Center; Dietary Dept.

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 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: Certified Medical Assistant, Ob/Gyne-Oak Park

Department: MSP OB-GYN OAK PARK

Shift: 1st

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

Specialty: Obstetrics and Gynecology

Job Number: 2014-0157

Job Description: Certified Medical Assistant, OB/Gyne

Full Time ***This position is located in Oak Park, IL***

For more than a century and a half, Rush University Medical Center in Chicago, Illinois has provided superior health care to hundreds of thousands of people. Everything we do centers on one goal: improving patient care. Ranked among the top academic medical centers in America, Rush is an outstanding place to build your career. We're educating tomorrow's health care professionals, researching new and more advanced treatment options, transforming our facilities and investing in new technologies—all with the goal of improving patient care now and into the future. We are a health care leader offering world-class INNOVATION, driven by COLLABORATION and committed to ACCOUNTABILITY and RESPECT, continually striving for EXCELLENCE in everything that we do. Join a team committed to shaping the future of health care - and discover what your career could be.

Position Responsibilities:

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in an ambulatory care setting . The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing. The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Position Qualifications Include:

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of one year of clinical experience preferred

Ability to work in a high stress, fast paced environment

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Job Title: Food Service Assistant 1- (Part-time, Rotating Shifts)

Department: Dietary Patient Food Service

Shift: 4th (Rotating)

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

Specialty:

Job Number: 2014-0118

Job Description: Food Service Assistant 1- PART TIME (rotating shift)

Under direct supervision, is responsible for preparing, portioning, serving, and clean up of food services provided to patients/ patient families, cafeteria/kiosk customers and catering customers in any department assigned work area. Required to support and follow safe food handling and sanitation procedures as stated in department, hospital, and healthcare regulatory standards. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

H. S. Diploma or GED required.

Foodservice experience preferred

Must be able to communicate verbally and in writing in English and demonstrate reading ability.

Able to perform as an active team player,

Good interpersonal skills, outgoing personality

Able to demonstrate basic math skills

Must be able to lift 30 - 50 pounds and push or pull a cart.

Work demands 100% walking and/or standing.

Work duties may demand standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Requires individual to move in and out of refrigerated areas and work in a dish room operation which is a warm, wet and noisy area.

Must be able to tolerate working close to hot equipment.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140204120252&

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