



Forestry Worker (Seasonal) Job ID: 1877

Closing Date: 03/01/2015

Forestry/Forestry Worker (S)

Date Posted: 1/26/2015

Location: NATURAL RESOURCES - NATURAL RESOURCES

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs forestry shrubbery care activities for the Chicago Park District's Forestry Division.

EXAMPLES OF DUTIES:

Assists forestry crews. Drags and chips brush. Loads logs. Cultivates weeds. Mulches trees and shrubs. Plants trees and shrubs. Waters plant material. Tills soil. Edges trees and shrub beds. Moves soil. Sods areas. Assists in working in the Chicago Park District nursery. Removes debris from tree trimming activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from High School or the equivalent in recommended.

License Requirement: A valid State of Illinois drivers license is required at the time of hire.

Knowledge, Skills and Abilities:

Knowledge in the use of landscape tools, equipment and machinery.

Skill in the use of landscape tools, equipment and machinery.

Union: 703 Career Service
Exempt

EEO: Service-Maintenance

FLSA: Non-

Salary: \$19.08 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 02/19/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1518003-184367

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of the more complex, difficult clerical duties at the State Central Register (SCR); performs SACWIS/CYCIS background checks; answers and screen incoming calls from the public; exercising independent judgment and a command of legal, social, and medical terminology, collects, transmits, and monitors child abuse/neglect reports and various confidential documents produced by the State Central Register (SCR) staff; prepares correspondence and types form letters on computer; processes mail; completes typing, photocopying, faxing and scanning assignments as needed; facilitates flow of SCR documents and prepares folders and electronic filing procedures.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires working knowledge of legal, social, and medical terminology; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: Hours: 11:30 AM - 8:00 PM, Monday - Friday

Supervisor: Kathy Tsai

Work Location: 406 E. Monroe St., Springfield, IL

Agency Contact: Michele Shultz-Hughes

406 E. Monroe St., Station 373 Springfield, IL 62701

(217) 558-0502 (217) 524-3970 -- Fax

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

Option 2 - Typing

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Job Title: Office Clerk - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 02/17/15 5:00 PM Central Time

Salary: \$2,636.00 - \$3,557.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 2

Plan/BU: RC014 Bid ID#: MP1826

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, opens and sorts medical invoices for Medicaid Management Information System (MMIS) processing; organizes medical invoice batches and identifies and sort batches from Input Processor report (IP1) for distribution; receives, opens, reviews and sorts mail from outside entities and/or within the Department; assists in the operation of the folding machine; sorts vendor copy remittance advices and lifts and carries packages/tubs/cartons weighing up to 50 pounds.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of office practices and procedures, grammar, spelling and punctuation. Requires working knowledge of alpha-numeric sequencing and basic mathematics. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to lift, move and carry packages, cartons and equipment weighing up to 50 pounds.

Work Hours & Location/Agency Contact: Work Hours: 8:30 a.m. - 5:00 p.m.

Location: Bureau of Claims Processing

201 South Grand Avenue East, 1st Floor Springfield, IL 62763 (Sangamon County)

Agency Contact: Kim Fitzgerald / Bureau of Medical Administrative Support

201 South Grand Avenue East, 3rd Floor Springfield, IL 62763

Work Telephone Number (217) 558-5416 Fax Number (217) 557-2565

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

Option 1 – General

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Scholarship Assistant- Part-Time/Temporary (6 months)

Location: Chicago, Illinois

Department: CareerMoves

Posted: 02-03-2015

Location Name: 216

Wage: Depends on Experience

Position Type: Part Time Shift: Day

SUMMARY. Under direct supervision, assists in the effective functioning of the Scholarship function in the Career Development Department by performing a variety of clerical tasks. This is a part-time position.

ESSENTIAL DUTIES AND RESPONSIBILITIES generally include the following. Other duties may be assigned. Performs data entry entering information for scholarship applicants. Compiles, sorts, and verifies accuracy of data to be entered. Performs routine filing of material for scholarship applicants. May be responsible for copying, collating, and sorting materials for applicants. Handles mailings and the distribution of printed materials to applicants. Follows prescribed safety procedures. Acts to ensure safety for self, co-workers and consumers. Carries out responsibilities in accordance with professional standards. Works cooperatively with co-workers and maintains congenial relationships with Agency employees, clients/consumers, and outside representatives. Where appropriate, demonstrates empathy and concern in client/consumer interaction. Complies with all appropriate Agency policies and procedures.

QUALIFICATIONS. EDUCATION/EXPERIENCE/SKILLS/ABILITIES. High school diploma or general education degree (GED); and minimum two years general office experience required. Detail orientation and ability to multi-task is a must. Computer skills to include Microsoft Office Suite. Strong verbal and written skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Helping people work their way through life. A partner in serving our community, supported by the JUF/JFMC. Accredited by CARF. JVS is an Equal Opportunity Employer/Minority/Female/Disability/Veteran. JVS provides a reasonable accommodation to those who need assistance in completing the electronic application.

For assistance email jvscareers@jvs.org

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Job Title: Child Protection Specialist

Agency: Children & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1547001-477854

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact:

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS Team 6B0104 1755 Lake Cook Road Deerfield, IL 60015

SUBMIT BIDS TO: SUE ALLEN-OATES

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

How to Apply:

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

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Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS3142

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Division of Child Support Services / Downstate Operations (55)
DuPage Satellite Office 837 Westmore-Meyer Road
Lombard, IL 60148 (DuPage County)

Agency Contact: Kathy Hunter 509 South Sixth Street Springfield, IL 62701
Work #: (217) 557-3900
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).

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Job Title: Child Welfare Advanced Specialist

Agency: Children & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

Salary: \$4,612.00 - \$6,990.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1524001-249065V

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, serves as guardianship liaison for all DCFS wards; utilizing critical decision-making skills and acting within strict timeframes, provides consents to social services, medical, and other providers on behalf of children under DCFS custody and guardianship; provides guardianship review and technical assistance to management, direct service staff, and private agencies; identifies trends and service gaps in the area of consent requests and makes recommendations for necessary revisions; on a rotating basis, serves as supervisor in the supervisor's absence; travels to various DCFS or private agency locations in the performance of duties.

Minimum Requirements: Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. The college or university issuing a master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

Work Hours & Location/Agency Contact: Hours: Mon - Fri 8:30 a.m. - 5:00 p.m.

Location: 17 N. State Street, 7th FL Chicago, IL 60602

Contact: Dahra Parentau

Office of the Guardian 17 N. State Street, 7th FL Chicago, IL 60602

Phone: 312-793-1430; Fax: 312-793-3546

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

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Job Title: Child Welfare Specialist-Placement Worker

Agency: Children & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1533002-333175

Minimum Requirements:

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

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

Work Hours & Location/Agency Contact: HOURS: M-F 8:30 AM - 5:00 PM

LOCATION: DCFS GLEN ELLYN OFFICE 800 Roosevelt Road Glen Ellyn, IL 60137

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

8 E. Galena Boulevard Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

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

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Job Title: Executive I - Opt N1

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: BC0298

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, executes and implements procedures and policies to file liens against personal injury awards made to clients; confers with and make recommendations to management staff in regard to the resolution of personal injury claims; collaborates with attorneys to determine the status of personal injury claims and amount of settlement; researches Medical ledgers and/or certified receipt warrant ledgers to obtain recovery due to the Agency, develops, performs and maintains outreach liaison activities with the Office of Financial Recovery Coordinators in Cook County district offices.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with course work in business or public administration. Requires one years of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program.

Work Hours & Location/Agency Contact: Work Shift: 8:30 a.m. - 5:00 P.m.

Location: Bureau of Collection Services, Technical Recovery

401 South Clinton Chicago, Illinois 62707

Contact Person: Mary Alsup / Bureau of Collections

2200 Churchill Road Springfield, Illinois 62702

217-782-1348 Office 217-557-4302 Fax

How to Apply:

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

Option N1 - Healthcare & Family Srvs

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Seadog Deckhand

Location: Chicago, IL

Job Code: 882

of openings: 20

Department: Marine

FLSA status: Non-exempt

Reports to: Captain, First Mate or Supervisor on duty

Accountabilities: The successful shipmate will personally contribute to the unforgettable guest experience, be favorably viewed by supervisors and peers, and be swift and efficient in the execution of their assigned duties. Performance will be measured by guest and mystery shopper satisfaction surveys, departmental tests, management evaluation, and feedback from peers on the marine operations team.

Job Specifications / Qualifications:

Energetic, friendly and enthusiastic demeanor

High School Diploma (or GED or High School Equivalence Certificate) preferred

Must be at least 18 years of age

Pre-employment and on-going random drug testing is required for all marine personnel

Must be able to effectively understand and convey written and verbal information to guests and coworkers

Must possess a service orientation – actively looking for ways to help others

Ability to work for at least 8 hours without sitting

Ability to lift furniture and other heavy items such as provisions up and down stairs, at least 50lbs, multiple times per day

Required to throw mooring lines from ship to pier

Must be available for work on all major holidays beginning March 31st through November 1st this includes, but is not limited to, Memorial Day weekend, Easter, Mother's Day, Father's Day, 4th of July weekend, Labor Day weekend, Air and Water Show, etc.

Per US Coast Guard regulations, must be a US Citizen or a Permanent Resident

Satisfactory background check

May be required to apply for a Transportation Workers ID Card

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<http://ch.tbe.taleo.net/CH07/ats/careers/requisition.jsp?org=ENTERTAINMENTCRUISE&cws=1&rid=882&source=Indeed.com>

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HOUSEKEEPER WORKER

Location: Mount Sinai Hospital, Chicago, IL

Required Education: High School/GED

General Summary/basic PURPOSE OF JOB: Cleans patient rooms, medical/surgical rooms and public areas.

MINIMUM Education: · High School diploma or equivalent. · Must be able to read, write and understand English.

MINIMUM WORK EXPERIENCE: · Previous related experience desired.

Schedule: Call/Registry

Shift: Varied Shifts

Hours:Varies

Apply online at

https://www.healthcaresource.com/sinai/index.cfm?fuseaction=search.jobDetails&tempLate=dsp_job_details.cfm&cJobId=100873&source=Indeed.com

Receiving/Stock Associate

REQ ID 17390

JOB TYPE Short Hour - Less than 20hrs/week

JOB CATEGORY Customer Service/Support

MALL NAME Ford City Shopping Ctr.

NAME PLATE Carson's

Job Description

Join our team of associates responsible for unloading trailers and processing new merchandise. Receiving/Stock Associates are also required to process outgoing packages, do some heavy lifting, light maintenance and support the selling floor associates. Our Receiving/Stock Associates demonstrate the desire to deliver customer service by the execution of store support tasks.

We'll value your:

Great organizational skills; Ability to do heavy lifting as needed

Exceptional time management skills; Ability to work a flexible schedule - early mornings and late evenings as needed; At Bon-Ton, we want to give back to our associates. We offer competitive pay, great associate discount, 401k plan (once eligible) – including potential company match and great volunteer opportunities.

Apply online at http://careers.bonton.com/jobsearch/job-details/receivingstock-associate/17390/?utm_campaign=indeed

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Job Title: Retail Merchandising Stock Associate

Job ID: 1146293

Location: IL-Chicago-6165 N Lincoln Ave.

Full/Part Time: Part-Time

Regular/Temporary: Temporary

Responsibilities

The Merchandising Stock Associate ensures freight is processed efficiently to maximize product service levels and is responsible for providing an exceptional in-store customer service experience by assisting customers, as needed.

Following the established sorting and stocking guidelines, the Merchandising Stock Associate must complete the freight process within the designated time, and ensure the freight sorting area is organized and matches the approved "blue print". The Merchandising Stock Associate processes inventory, and proactively investigates and corrects any issues or discrepancies.

The Merchandising Stock Associate is required, at times, to assist customers, utilizing the proven Office Depot Selling Program, if sales associates are not available.

The Merchandising Stock Associate is also responsible for additional merchandising tasks, as directed by the Leader on duty.

Qualifications: High School Diploma or GED preferred

Other Information

No previous experience required. Previous retail inventory and/or sales/customer service experience is considered an asset

Must possess good interpersonal and communication skills, which are necessary to establish a selling relationship with customers and other employees.

Must be able to read, count and write to accurately complete documentation, utilize training tools and process inventory. Must enjoy interacting with people

Equal Employment Opportunity

Office Depot is committed to providing equal employment opportunities in all employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, citizenship status, marital status, age, disability, protected veteran status, sexual orientation or any other characteristic protected by law.

Apply online at

https://recruitingprd.officedepot.com/psc/PODPIJ/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=1146293&SiteId=1&PostingSeq=1&

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Tue. 02/17/15 5:00 PM Central Time

Salary: \$43.94 - \$45.70 hourly Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 10169

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact: Work Hours: rotating shifts; rotating days off

Work Location: Department of Central Management Services

Elgin Mental Health Center 750 S. State Street Elgin, IL Kane County

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Child Protection Specialist - Opt SS

Agency: Children & Family Services

Closing Date/Time: Fri. 02/20/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1533001-331293

Minimum Requirements:

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; must be fluent in Spanish. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hours: Mon-Fri 8:30 AM to 5:00 PM

Location: DCFS Kankakee Office 505 S. Schuyler Kankakee, IL

SUBMIT BIDS TO: Lora Busse-Fleck Northern Region

8 E. Galena Boulevard Aurora, IL 60506 Fax: 630-801-3530

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

Option SS - Spanish Speaking

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Security Officer - Downtown Chicago - 2nd Shift

Premier Security Corporation

Job ID 2015-2049

Location US-IL-Chicago

Type Regular Full-Time

Shift(s) Available 2nd Shift, Weekends

Overview:

This position requires a well organized and cooperative individual who learns quickly and thrives in a fast-paced environment. You must be able to work a flexible schedule to support the needs of clients, building tenants, your Director and co-workers as well as have a proven track record of being reliable and responsible. The successful candidate will possess great verbal interaction and coaching skills to mentor and develop officer staff.

Qualifications:

Must be at least 20 years of age

Must be a high school graduate (GED accepted) and provide us with an original diploma and/or official transcripts.

Must pass a stringent pre-employment background investigation, demonstrating a stable work and/or education history.

Must have the 20 hour basic security training certificate.

Must disclose all criminal conviction and pending charges.

Must have an excellent appearance and attitude.

Must be customer service-oriented, organized, responsible and professional.

Must have the ability to function in a fast-paced environment and be able to multi-task.

Must be a motivated self-starter with the willingness and ability to function with limited supervision.

Must be able to operate a computer and have the willingness to learn new programs.

Must have strong verbal, written and interpersonal communication skills.

Must have an excellent attendance and job performance record.

Must be flexible with scheduling and be able to hold over to the next shift and work extra hours as needed.

Must maintain an working telephone number through which we can contact you.

Prior residential or university experience and customer service experience is preferred.

Must be available for 2nd & 3rd shift.

Apply online at <https://premierjobs-apex3.icims.com/jobs/2049/security-officer---downtown-chicago---2nd-shift/job?mode=job&iis=Job+Board+-+Indeed.com&iisn=Indeed.com&mobile=false&width=970&height=500&bga=true&needsRedirect=false>

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**Environmental Services Aide - Full Time - Kindred Hospital Central
(Job Number: 216906)**

Job: Housekeeping/Environmental Services

Primary Location: IL-Chicago-Kindred Hosp - Chicago Central

Organization: 4667 - Kindred Hosp - Chicago Central

Description

You want to be challenged by your job without being overwhelmed by it. You want to play an instrumental role in helping a patient recover, sometimes against strong odds, and go home. What you want is Kindred Healthcare.

Our mission is to promote healing, provide hope, preserve dignity and produce value for each patient, resident, family member, customer, employee and shareholder we serve. Join us!

Help Kindred Healthcare be a leader in the Health Services industry by acting as the Environmental Services Aide who maintains the hospital in a neat, orderly and sanitary condition by performing a variety of environmental services including cleaning/servicing building area and moving furniture, equipment and supplies.

Select cleaning materials, load service cart and clean assigned areas
Clean equipment and notify manager of any needed repairs

May collect hazardous waste and transport it in special closed container for sterilization
Collect or distribute linen, clean and soiled

Environmental Services Aide
Environmental Services Associate
Environmental Services Worker
Qualifications

High School graduate with two years of hospital experience preferred.

Apply online at

<https://kindred.taleo.net/careersection/kndexternalcareersection/jobdetail.ft!job=1421067&src=JB-10609>

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Job Title: Supply Chain Tech 1 - 2nd Shift

Department: General Stores

Shift: 2nd

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

Specialty: Supply Chain

Job Number: 2015-0210

Job Description:

Rush University Medical Center presents an opportunity for a Supply Chain Tech I. The Supply Chain Tech is responsible for the day to day receipt and distribution of supplies to the medical center units and affiliates.

This individual will promote and be supportive of the institutional ICARE values (Innovation, Collaboration, Accountability, Respect, and Excellence), the IConnect Service Behaviors, and exemplify Supply Chain's mission and vision, while acting in accordance with Rush policies and procedures. This is a full time , second shift position.

Knowledge, Skills, and Abilities

One year working experience in a service industry position or equivalent job experience. High School Diploma/GED required.

Must have basic math, reading, and writing skills. Physical strength, resilience, and endurance are three key bodily traits that are required due to the vigorous work pace of daily repetitive tasks and the weight of the merchandise.

The majority of the work day is spent on feet lifting, pushing, pulling, and walking distances on a daily repetitive basis.

Must be able to operate powered equipment appropriately and safely as required by varying environmental conditions.

Familiar with personal computers preferred. Ability to coordinate and prioritize multiple tasks with deadlines to meet changing workload demands.

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150204132354&

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Front Desk Agent - Crowne Plaza

Employee Type: Full-Time/Part-Time
Job Type: General Business
Required Education: High School
Required Experience: At least 1 year(s)
Reference ID:GPPHW73PN7UM9
Location: US-IL-Chicago

DUTIES AND RESPONSIBILITIES

- Registers guests into the hotel in a prompt and courteous manner using up-selling techniques to maximize room revenue
- Prepares group and VIP arrival and departure
- Is informed of events and/or functions in the hotel during the shift
- Strives to maintain the highest scores on our guest satisfaction survey
- Ensures recognition of IHG guests
- Checks guest out of the hotel and processes customer payments according to established policies and procedures
- Responds to guest requests promptly and courteously
- Promotes hotel services, facilities and outlets
- Provides guests with information such as local attractions and directions to increase guest satisfaction
- Resolves minor guest complaints to the satisfaction of the guest
- Uses best judgment in resolving challenges, complaints, disturbances or unsatisfied guests
- Books guest reservations and/or coordinates with in-house reservations
- Answers the telephone in a professional and courteous manner

Perform other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS: High School Diploma / Minimum of 1 year of direct customer service experience; hotel and hospitality experience highly preferred. Must speak fluent English. Other languages preferred.

QUALIFICATIONS: •Excellent guest relations •Excellent telephone skills •Excellent accounting skills •Excellent computer skills •Effective cash handling skills •Effective multi-tasking skills •Ability to handle difficult, stressful, or trying situations with confidence and a positive attitude •Outgoing, friendly, courteous, organized and professional •Prior hotel experience necessary

This position will be working primarily PM shifts (2:30pm-11:00pm) at least 4 nights per week. Candidates must have a flexible schedule and can expect to work weekends and holidays.

Apply online at <http://ihg.jobs.net/job/Front-Desk-Agent-Crowne-Plaza/J3J83R6080ZXZDCK593/>

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Host/Hostess (Part-Time) - Michael Jordan's Steak House - InterContinental Chicago Magnificent Mile

Company: InterContinental Hotels & Resorts Employee

Type: Part-Time

Job Type: Hospitality - Hotel

Date Posted: 2/3/2015

Job: Restaurant -United States

Schedule: Part Time

Job ID: R106430-EN

Qualifications:

- Must be flexible and able to work nights, weekends, and/or holidays as required
- Must be able to effectively communicate in English in person and on the telephone
- Must have excellent customer service skills

- Must have the ability to answer multiple telephone lines and maintain composure under pressure
- Must possess a friendly, upbeat & outgoing personality

- Ability to compute basic mathematical calculations
- Ability to provide legible written communication

- Ability to stand for long periods of time
- Ability to effectively multi-task job responsibilities and/or projects

- Ability to perform job functions with attention to detail, speed and accuracy
- Ability to prioritize, organize and follow through

- Ability to be a clear thinker, remain calm and resolves problems using sound judgment
- Ability to work an 8-hr shift in all types of conditions pertinent to the job

- Ability to comprehend instructions
- Ability to work cohesively with co-workers as part of a team
- Ability & willingness to perform job tasks according to established standards

IHG is an equal opportunity employer M/F/D/V

Apply online at <http://ihg.jobs.net/job/Host-Hostess-Part-Time-Michael-Jordan-s-Steak-House-InterContinental-Chicago-Magnificent-Mile/J3F00S725R30C9N968N/>

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Part-Time Driver - Candlewood Suites - Chicago Naperville, IL

Company: Candlewood Suites

Employee Type: Part-Time

Location: Warrenville, IL

Date Posted: 2/4/2015

Job: Front Office -United States

Schedule: Part Time

Job ID: R106486-EN

We currently have a Part-Time Driver position available at our Candlewood Suites Chicago Naperville property located in Illinois.

This role responds to all guest requests for shuttle service in a prompt and courteous manner and assists guests with luggage while boarding and off loading the vehicle.

Salary: \$10.00 - \$11.00 / Hourly

Job Requirements

A High School diploma or equivalent, and one year guest service or driver experience is preferred.

A valid driver's license is required. You may be required to work nights, weekends, and/or holidays.

In return we'll give you a competitive financial and benefits package which may include healthcare support, dental, vision, disability and life insurance support, and a matching 401k plan.

Hotel discounts worldwide are available as well as access to a wide variety of discount programs and the chance to work with a great team of people.

Most importantly, we'll give you the room to be yourself.

So what's your passion? Please get in touch and tell us how you could bring your individual skills to IHG.

IHG is an equal opportunity employer: Minorities / Females / Disabled / Veterans.

Apply online at <http://ihg.jobs.net/job/Part-Time-Driver-Candlewood-Suites-Chicago-Naperville-IL/J3J5096WPF5HZCV719Y/>

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