



Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 04/04/14 5:00 PM Central Time

Salary: \$3,305.00 - \$4,731.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS2931

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 experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator with the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS100 application.

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

Location: Division of Child Support Services

Cook County - Legal Appeals (53) 36 South Wabash Chicago, Illinois

Contact Person: Brenda Young

Division of Child Support Services 36 S. Wabash Avenue Chicago, Illinois 60603

312-793-9807 Office 312-793-9808 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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Child Welfare Senior Specialist

Agency: Children & Family Services

Closing Date/Time: Thu. 04/03/14 5:00 PM Central Time

Salary: \$5,334.00 - \$8,155.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1400006-009839

Minimum Requirements:

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; 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.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: 1026 S. Damen Avenue Chicago, Illinois

AGENCY CONTACT: Shirley Treseler

406 E. Monroe, Station 70 Springfield, Illinois 62701

Phone: 217-785-0364 Fax: 217-557-0690

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Guard II

Agency: State Police

Closing Date/Time: Thu. 04/03/14 5:00 PM Central Time

Salary: \$2,966.00 - \$4,056.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC029 Bid ID#: 21-61-ISP14-025

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, on an assigned shift, patrols and controls access to buildings and grounds; conducts regular inspections of buildings to detect breaches in security or unsafe conditions; confers with supervisor and other security personnel regularly to evaluate security measures and restore facility security.

Minimum Requirements:

Requires completion of six months safety and security experience as a watch attendant, security guard, or related position. Requires working knowledge of facility security requirements and regulations. Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control, and response protocols for security breaches. Requires working knowledge of security enforcement practices and techniques. Requires ability to communicate security regulations, general information, and direct and control public with firmness, courtesy, and tact. Requires ability to recognize and provide initial response to security breaches and safety hazards. Requires ability to complete security training, follow written procedures and work instructions, and to organize observed facts.

Work Hours & Location/Agency Contact: WORK HOURS: Indeterminate Shift

WORK LOCATION: Illinois State Police- Protective Services Unit

James R Thomson Center 100 West Randolph Chicago, IL 60601

Michael A. Bilandic Building 160 North LaSalle Chicago, IL 60601

AGENCY CONTACT: Claire Salvador / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794-9277

Phone: (217) 557-6015

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Part Time Driver O'Hare International Airport Afternoon Shift

Job ID 2013-77087

Location US-IL-Chicago

Category Customer Service/Support - Customer Service/Support
Airport / City Chicago O'Hare Intl Arpt

Responsibilities:

Drive the vehicles from return location to cleaning/servicing location; leave vehicles positioned for best access by service agents, as directed by management.

Drive serviced vehicles to ready line area and park for easy access by customers as directed by management.

Deliver vehicles to other locations as directed by management, such as licensee locations, rail yard, auction sites, body shops, or other corporate locations.

Move vehicles to different areas of the lot or facility as needed and directed by management.

Answer customer questions or direct them to the appropriate person.

Perform other service-related duties to ensure our products and services meet the needs of our customers.

Management reserves the right to modify, change or delete assigned duties.

Equal Opportunity Employer - Minorities/Women/Veterans/Disabled

Qualifications:

Must be at least 18 years of age.

Experience handling similar responsibilities preferred.

Must have a current and valid driver's license with no more than 1 moving violation and/or at-fault accident on driving record within the past 3 years, and no drug or alcohol related convictions on driving record within the past 3 years (DUI/DWI).

Must be authorized to work in the United States and not require work authorization sponsorship by our company for this position now or in the future.

Must be willing to work for \$8.75/hour.

Must be able to work the following shift/schedule:

Thursday 12:00 PM-8:30PM

Friday-10:00AM-6:30PM

Sunday 12:00PM-9:30PM.

Each shift includes a 30 minute unpaid lunch for a total of 25 hours per week.

Apply online at <https://nationalalamo-erac.icims.com/jobs/77087/part-time-driver-o%27hare-international-airport-afternoon-shift/job?mode=job&iis=Indeed&iisn=Indeed.com>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Sales Associate

Tracking Code 5475-166

Customer Focus: Interacts with all types of customers, understanding their needs and preferences, answering their questions and helping them to find products to buy. Possesses good product knowledge, understands merchandising, and maintains a clean, neat and organized shopping environment for customers.

Results Driven: Possesses a good knowledge of store merchandising, register operations, basic math, and retail practices and procedures. Demonstrates the ability and desire to learn and be promoted. Works well with team members in order to reach a common goal. Understands basic selling skills in order to close the sale.

Professionalism: Demonstrates a friendly, positive and upbeat attitude and is able to get along with co-workers, customers, other Anna's employees and vendors. Presents a neat personal appearance including being clean, well-groomed, adhering to the dress code and behavior standards at all times. Handles stressful situations in a professional and calm manner.

Business Ethics: Is honest, dependable, trustworthy and demonstrates these behaviors through attendance, work practices, conduct and expects his/her coworkers to do the same. Works to prevent damage and theft of merchandise, and preserves materials in saleable condition. Follows all company policies and procedures and alerts managers to unethical behavior.

Additional Requirements: While performing the duties of this job, the employee is regularly required to talk or hear and must have mobility to move freely throughout store on a continual basis throughout the workday. The employee frequently is required to stand and walk, sit and talk. The employee is required to use hands to finger, handle, staple, or feel; reach with hands and arms; lift overhead, push, climb or balance on a ladder; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds and must frequently be required to lift up to 35 lbs. Specific vision abilities required by this job include close vision, and color vision. Ability to work varied hours/days, including nights, weekends, and holidays, as needed. Ability to speak, read, write and understand English as it relates to conversing with customers and employees, training materials, employee handbook, manuals, daily sheets, weekly checklists, task lists, product information, ads, brochures, website, merchandise tickets, sales receipts, posters, signs, banners, emails, plan-o-grams, etc. Ability to perform basic math functions including comparing, counting, adding, subtracting, multiplying and dividing numbers in order to operate the register, make change, take inventory, stock products, look up information, etc. Ability to operate a computer and possess basic computer skills. EOE M/V/F/D

Apply online at https://annaslinens-hr.silkroad.com/epostings/index.cfm?fuseaction=app.dspjob&jobid=5475&company_id=16166&version=1&jobBoardId=1112

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Lakeshore Center for Behavioral Health Administrative Assistant
Chicago Lakeshore Hospital - Chicago, IL

We are actively recruiting an Administrative Assistant for Lakeshore Center for Behavioral Health, our downtown outpatient practice.

The ideal candidate will provide a full range of administrative support to the Lakeshore Center for Behavioral Health clinical team as required.

Candidates must have the ability to establish and maintain excellent professional relationships with LCBH patients, staff, and all Lakeshore Hospital departments.

Ability to demonstrate appropriate prioritization and time-management skills is also necessary.

Candidates must have demonstrated excellent verbal and written communication skills. Proficiency in basic computer systems, Microsoft Word and Excel required.

Apply online at <http://www.indeed.com/cmp/Confidential/jobs/Lakeshore-Center-Behavioral-Health-Administrative-Assistant-2602b86640ce1753>

Receptionist at Dental Specialty Office
South Loop Dental Specialists - Chicago, IL

Our practice is comprised of dental specialists. We are looking for an energetic and friendly individual to join our team.

Candidates should be team-oriented, open minded, willing to learn new skills, can multitask and possess effective communication skills.

Previous experience in dental/medical offices, Eaglesoft practice management software and familiarity with dental insurances are a plus.

Responsibilities include but are not limited to greeting/welcoming patients, making and confirming appointment, presenting plans of treatment, and verifying insurances.

Apply online at <http://www.indeed.com/cmp/South-Loop-Dental-Specialists/jobs/Receptionist-At-Dental-Specialty-Office-ce6694138913ec22>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Executive II - Opt H7

Agency: Human Services

Closing Date/Time: Fri. 03/28/14 5:00 PM Central Time

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

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-99-79678

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general direction of the Public Service Administrator, Bureau of Community Support Services, Division of Family and Community Services, Department of Human Services, organizes, plans, and executes statewide grants for the technical assistance and monitoring plan for a number of agencies involved in the complex and technical statewide program with a particular focus on the programs of Homeless Youth within the Division of Family and Community Services (DFCS).

Minimum Requirements:

requires knowledge, skill, and mental development equivalent of four years college with coursework in business or public administration. Requires two years of responsible administrative experience in a public or business organization.

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

FCS/Bureau of Community Support Services 401 S. Clinton Street Chicago, IL 60607

Please submit applications to: Chris Pryer / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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 H7 - Dept Human Services

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Deli Clerk Western Avenue Evergreen Park IL

Currently, Meijer is looking for a Food Service Clerk. The individual selected for this position will be responsible for delivering remarkable customer service by providing customers with exceptional product knowledge, efficient service and a friendly attitude. The individual will work in a variety of areas which could include our Produce, Meat, Seafood, Deli, Bakery and Grocery Departments.

Key responsibilities include:

- Possessing a sense of urgency and comfort level to be able to work in a fast paced environment

- Building rapport with customers

- Displaying a friendly and outgoing attitude that is shown through good eye contact and body language

- Providing assistance by responding to customer questions in an effective and efficient manner

- Stocking product and maintaining product displays according to merchandising standards

- Following safety and sanitation procedures to ensure quality service and products for our customers

Qualifications

- Detail oriented and organized

- Possesses good listening and communication skills

- Has adequate knowledge of computer systems and is comfortable using them

- Is process driven and has ability to follow procedures in an organized and efficient way

- Ability to stay calm while working in a fast paced environment

- Desire to work with customers on a consistent basis

- Ability to lift, carry, push, pull, bend and twist while handling product

- Ability to stand for long periods of time

Thank you for your interest in this position. There may not be current openings for this position at this time. By submitting an application to this position, you are expressing interest should an opening become available in the future. Our recruiters routinely review available applications as openings become available.

Apply online at <http://jobs.meijer.com/us/united-states/retail-food-service/jobid5082301-deli-clerk-western-avenue-evergreen-park-il?apstr=src%3DJB-10002>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



The FUN is here! Dave & Buster's Gold Coast is hiring for ALL positions Chicago, IL. (Near North Side, Gold Coast)

Job Title: Chicago Bus Person Jobs

Job ID: 6042583

Job Type: Part Time

Shift Type: Morning, Afternoon, Night

Compensation: Varies

Experience: 1-3 Years

References: Preferred

No walkins or phone calls will be considered. Please apply online

YOU will be GREAT at Dave & Buster's if:

- * You want to be part of a growing company with opportunities for advancement!
- * You have relentless desire to be the life of the party by making each Guest's experience special!
- * You want to make a living ensuring every Guest has fun - D&B style!
- * You can greet Guests and help them understand all of D&B's offerings!
- * You have a "You Got It" mindset!

Accepting Applications Now! Apply online for:

- * Server & Bartender (a 16% gratuity is added to EVERY check at the Gold Coast location!)
- * Service Support/ Busser
- * Front Desk/ Host
- * Dishwasher, Line Cook, Receiver, Janitorial (Maintenance)

Apply online at http://www.shiftgig.com/ats/job-posting/6042583?utm_source=Indeed&utm_medium=cpc&utm_campaign=Job-Feed-B

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Sales Support - Banana Republic - Michigan Avenue-026NC-

Description

Providing our customers with an optimal shopping experience is our #1 priority.

The Sales Support Associate is a Brand Ambassador that is responsible for driving results and enhancing the customer experience by maintaining a neat, clean and safe working and shopping environment.

The Brand Ambassador is responsible for execution of all company-defined procedures and practices including recovery of the sales floor, fitting room and cash wrap maintenance, as well as merchandise presentation standards throughout the store.

ORGANIZATIONAL RELATIONSHIPS:

Reports to a member of the leadership team. Receives daily direction from Leader on Duty (LOD). Collaborates effectively across teams.

Qualifications

- Ability to demonstrate strong customer focused service on and off the sales floor.
- Ability to communicate effectively with customers and store employees.
- Ability to receive feedback and take action when appropriate.
- Ability to follow written and verbal instruction and meet deadlines on tasks/projects.
- Previous experience in retail preferred.
- Ability to lift and carry 30 lbs.
- Ability to maneuver around sales floor and stockroom.
- Ability to meet brand availability requirements.

Primary Location

US-IL-CHICAGO

Full-Time / Part-Time

BANANA REPUBLIC - Store: Sales/Stock/Lead

https://gapinc.taleo.net/careersection/10041_us_outlet1/jobdetail.ftl?job=605793&src=JB-10324

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Inventory Associate

Location: Chicago West, IL

Job Code: 15100

Description

We have an immediate need for Inventory Associates who like to work varied hours and count inventory as a team! Voluntary van transportation is offered for our "out of town" inventories.

Qualifications:

Applicants/employees are required to submit to criminal background reviews and may be required to be drug tested before and after being hired.

Capability to work quickly and accurately using basic addition and multiplication skills

Ability to constantly stand, bend, twist, squat, kneel and climb step stools with or without reasonable accommodation

Willing to work very early morning, evening and weekend hours

Professional and respectful of self and others

Provides excellent customer service

Ability to use a computer to view or print your schedule, pay stubs and other work related material.

You can earn more money if you qualify as a driver! Our drivers earn \$10.00 per hour while driving our staff in company-provided passenger vans. After arriving at the retail store, drivers count inventory with the team where they earn the Inventory Associate rate.

To qualify as a driver, you must meet the Inventory Associate requirements AND:

Possess a driving record free of any at fault accidents or driving violations within the past 24 months. Must be at least 25 years old.

Must have at least 5 years of current uninterrupted licensed driving experience

Our customers tell us we are the best in the inventory industry because of our people . . . our professionalism, efficiency, and accuracy. Become a part of our team!

EOE/AA

To learn more about WIS, please visit our Website at www.wisintl.com. WIS thanks all applicants in advance, but will only contact those we wish to interview.

Apply online at

<https://ch.tbe.taleo.net/CH16/ats/careers/requisition.jsp?org=WISINTL&cws=1&rid=5119&source=Indeed>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Urban Outfitters Sales Associate

651 W Diversey Pkwy, Chicago (1281)

Job Posting ID 1281

Posted 03/15/2014

Urban Outfitters - Store Sales - Illinois

SALES ASSOCIATE...A TOTALLY RAD JOB Success at Urban Outfitters is based not only on our unique product and store environments, but also on the creativity of our store teams.

YOU: You are passionate about our product. You are diverse, smart, creative, energetic, witty, courageous and confident. You...love UO!

STUFF YOU WILL DO:

- Provide authentic CUSTOMER INTERACTIONS
- Cultivate a PEERS TEACHING PEERS environment
- Exhibit strong LOSS PREVENTION awareness and compliance
- Take PRIDE in your job
- Strive to INSPIRE your peers and our customer

US: We hire our customer. We provide an environment that promotes teamwork, community and a sense of ownership.

We encourage mutual respect among our employees and foster an environment of collaboration.

We are committed to the development of our employees and offer career opportunities in our stores and Home Office.

We embrace you- your style, your music, your fashion, your art, your whatever!

Apply online at

https://career4.successfactors.com/career?company=URBN&career_job_req_id=1281&career_ns=job_listing&navBarLevel=JOB_SEARCH&jobPipeline=Indeed

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Health Facilities Surveillance Nurse

Agency: Public Health

Closing Date/Time: Thu. 04/03/14 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 68308B

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. Serves as a team leader or member as assigned.

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. Extensive travel required

Work Hours & Location/Agency Contact:

Work Hours & Location: 4 Day Worked Week

Office of Health Care Regulation

Long Term 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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Administrator Iv - Opt 1

Agency: Healthcare & Family Services

Closing Date/Time: Fri. 04/04/14 5:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: CS2934

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, plans, directs, and evaluates the continuing review of income withholding cases that indicate a delinquency in the amount of withheld court ordered child support; plans, directs, and evaluates clerical team operations; performs office management functions; directs and monitors the keying of pre-coded data into the computerized key Information Delivery System (KIDS); organizes, reviews, and establishes clerical workload assignments; travels to various sites to obtain and verify information and to attend meetings; supervises staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of two years study at a secretarial/business college and two years office experience; or completion of high school and four years Office Assistant experience; for four years independent business experience; requires working knowledge of the Agency's program operations and policies; requires extensive knowledge of office procedures and programs, elementary mathematics and grammar; requires the ability to direct and supervise the work of a non-professional staff. Requires the ability to travel.

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

Location: Division of Child Support Services

CSS - Cook County Administrative Operations

Region 6 Clerical Team K 36 South Wabash Avenue Chicago, Illinois

Contact Person: Brenda Young / Division of Child Support Services

36 South Wabash Avenue Chicago, Illinois 60603

312-793-9807 Office 312-793-9808 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 1 - General

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Delivery Driver Job

Date: Mar 20, 2014

Location: Chicago, IL, US

Job Id: 180699

Company: NAPA

Full/Part Time: Part-Time

Job Description

NAPA Auto Parts is seeking a skilled, enthusiastic and hard working part time Delivery Driver to join our growing team of auto parts professionals. As a Delivery Driver your primarily focus is on getting the right parts to the right people at the right time, and engaging with customers as the face of NAPA throughout the day.

Other responsibilities for the Delivery Driver will include:

Building long-term relationships with the customers you deliver to

Driving throughout the metropolitan area using maps and directions

Utilizing both manual and automatic transmission vehicles

Handling cash charge transactions correctly and core/part returns appropriately

Maintaining a distribution log or tracking system to record all deliveries/pickups made

Lifting merchandise up to 60 lbs for deliveries

Inspecting, protecting and maintaining company assets, merchandise, vehicles, building and people

Qualifications

The ideal NAPA Delivery Driver will have a passion for delivering customer care on an everyday basis, and must also have excellent driving aptitude for both manual and automatic vehicles. Other requirements for the Delivery Driver include:

Agility to bend to floor-level shelves and reach to upper shelves (eight feet) with use of stool or ladder when necessary. Stamina to stand and walk for entire work shift

Strength to lift 60 lbs of merchandise

Clear speaking and attentive listening skills

Motivated to train and learn

Flexibility in schedule including evenings, weekends and holidays

Valid driver's license with: No DWI convictions within the past four years

No more than one moving violation AND/OR fault accident in the last three years

Minimum 18 years of age; Pre-Employment drug screen and background check

Apply online at http://jobs.genpt.com/job/Chicago-Delivery-Driver-Job-IL-60643/44284400/?feedId=1415&utm_source=Indeed&utm_campaign=GenuineParts2013Media

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Batch Maker

Job Order Number: MSR-03212014

Today's Date: 03/21/2014

Need Hire By: 5/30/2014

Job Order Close Date: 05/30/2014

Starting Pay: \$12.75

Shift Requirement: Second

Company Location: 60104 Bellwood, IL

Benefits: Health, Dental, Vision, 401K, Vacation

Public Transportation Accessible: No

- Must be able to work six days a week, 12 hours a day – 2nd shift hours are 4:15pm - 4:45am
- Starting pay is \$12.75/hour and after 90 days the rate is increased to \$13.13/hour

Experience Required: • Must have 2 years' experience as a batch maker
• Must have experience working in a Manufacturing kitchen setting (hot environment)

Knowledge Required:

- Must be able to identify ingredients and equipment, and set temperature information into touch screen panel (i.e., raw material, pumps, gauges, values) to begin the cooking process
- Must be able to adhere to all FPC established GMP's

Skills and Abilities Required: • Must be responsible for mixing the ingredients for CANDY making • Must be able to gather and check ingredients
• Must be able to operate and adjust industrial mixers – Must be able to lift up to 50lbs

Credentials or Certifications Required: High School diploma or GED

Physical Work Environment: Kitchen setting (hot environment) with Machines running all day

Personal Characteristics Required: Must be able to read, write and speak in English
Promote teamwork, possess a good attitude, and exhibit flexibility and willingness to perform task as needed

Company Interview Process: Must be able to pass Interview, Hair follicle drug and physical test – Background check is (Case by Case)

Please direct your questions to: (773) 890-8055

Maria Ramirez ext. 4593, mramirez@idpl.org or Sandra Cortina ext. 4595, s.cortina@idpl.org

ManufacturingWorks 2800 S. Western Suite 1314, Chicago, IL 60608

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title Central Station Part Time Leasing Consultant

Post Date 3/17/2014
Location Evanston, IL
City/Metro Area Chicago Metropolitan Area
Property Name Central Station
Job Type Part Time

Job Summary:

The Leasing Consultant works under the supervision of the Property Manager and the guidance of others. The primary duty of the Leasing Consultant is to rent apartment homes to prospective residents. The Leasing Consultant will greet the prospective residents and show available apartment homes that fit their needs, pointing out the positive aspects of living in a RMK community.

Requirements

MUST HAVE AT LEAST ONE YEAR OF LEASING EXPERIENCE IN PROPERTY MANAGEMENT.

EOE M/F/V/D Drug Free Workplace

Required Qualifications:

Must have a Leasing License or obtain one within 120 days of hire.
Minimum High School education
Experience in leasing in Property Management.

Skills, Knowledge, and Abilities:

- Above average ability to communicate with clients and with co-workers both verbally and in writing.
- Basic personal computer skills, knowledge or Microsoft Office and ability to learn specialized software use.
- Skill to convince prospective residents of the advantages of living at a community by sales closing methods.
- Knowledge of the work of other associates at a property.
- Ability to organize work.
- Ability to work a varied schedule, including weekends and some holidays as required.
- Ability to learn and comply with industry legal requirements, especially related to federal and local Fair Housing Laws.
- Ability to travel off-site for training courses and outside marketing.

Contact: Tabitha M. Leiber, Property Manager tleiber@rmk.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Title: Security Supervisor - \$13hr - South Loop Chicago, IL 60607

EMPLOYMENT TYPE: FULL-TIME 40HRS

SHIFT: VARIES, INCLUDES NIGHTS, OVERNIGHTS, WEEKENDS, AND HOLIDAYS

LOCATION: SOUTH LOOP, CHICAGO, 60607

******MUST HAVE EXPERIENCE AS A SECURITY SUPERVISOR/MANAGER******

Qualifications

High school diploma or equivalent required. College education preferred. Must exhibit exceptional customer service and communication skills, both verbal and written. MUST have previous experience as a security supervisor/manager. Must be willing to work any shift, including weekends, holidays, nights, and overnights. Must possess a valid PERC card, and valid 20-hr Security Basic Training Certificate. As a condition of employment, employee must successfully complete a background investigation and a post-offer/pre-employment drug/alcohol test. Additionally, as a condition of continued employment, employee must maintain current active Guard License at all times, and must carry the license at all times while on duty.

Essential Physical and Mental Functions

Stand or walk constantly (for up to an entire shift) on various surfaces (tile, concrete, carpet). Climb stairs, ramps, or ladders occasionally during shift. Occasionally bend/twist at waist/knees/neck to perform various duties. Occasionally lift or carry up to 40 pounds. Run as needed. Constant use of both hands and arms in reaching/handling/grasping/fingering while using phone, notepad, writing reports, and other administrative tasks. Constant use of eyes (correctable vision to normal level required) to observe, read, interact with public and co-workers, view security monitors; includes hand/eye coordination. Read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with public/co-workers, giving and receiving instructions, using phones. Work in various environments including adverse outdoor conditions such as cold, rain or heat. Must be able to frequently prepare written reports and logs in neat, legible handwriting; may require computer skills. Must be able to read and understand all operating procedures and instructions. Must be able to handle pressure of working with high volume general public (constantly to occasionally depending on assignment)

EOE/M/F/D/V

Universal Protection Service is an Equal Opportunity Employer committed to hiring a diverse workforce.

Apply online at

https://www.appone.com/maininforeq.asp?Ad=269033&R_ID=821462&Refer=http://www.indeed.com/jobs&B_ID=1

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Wed. 04/02/14 5:00 PM Central Time

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: 10-72-79276

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs a variety of difficult and responsible clerical procedures for the Center's Dietary Department ; types, files, performs record processing and general office support functions. Duplicates, cuts and sorts tray tags; maintains and updates diet/ menu changes for individuals served. Uses computer to access database to enter and update resident's dietary needs, including menu changes and modified diets, dietary meeting minutes, recipe cards and equipment requisitions. Composes and types routine letters, memorandums, reports and various other materials for the Dietary Department; performs timekeeping functions for the department. Serves as receptionist for the Dietary Department; sorts and distributes mail, posts bulletins, requests equipment repair, signs for and distributes employee paychecks and schedules appointments for Dietary Services Administrator. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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

Work Hours & Location/Agency Contact: Work Hours: 8:30 AM-5:00 PM. Mon- Fri
Work Location: Elisabeth Ludeman Center 114 N Orchard Drive Park Forest, IL 60466
Contact Person: Alice M. Chambers / Human Resources Representative
114 North Orchard Drive 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 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Lottery

Closing Date/Time: Wed. 04/02/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: LOT 8765

Minimum Requirements:

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

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

Work Location: Lottery/Finance/Budget/Accounts Payable-Region 3

100 W. Randolph St.

Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110

Springfield, IL 62702

FAX: 217-782-9925 / Phone: 217-782-6239

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others