



### **Mental Health Specialist**

Job Code: 117938

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Job Level: Entry Level

Minimum Education Required: Associate Degree

Category: Allied Health

FTE: 1.00

#### Position Summary:

The Hospital is seeking a full-time, part-time, and per diem Mental Health Specialists for all units within the facility. This is an exciting opportunity to be part of a stable and growing behavioral health organization in the Chicagoland community. Come be a part of our winning team of professionals and make a difference!

#### The Primary Responsibilities are as follows:

- Facilitate Therapeutic CBT group sessions
- Provide direct patient care under the supervision of a Registered Nurse.
- Maintain a safe and therapeutic milieu.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all patient documentation and records.

#### Requirements

- Bachelor's degree in Psychology or related discipline strongly preferred.
- One year experience working with a psychiatric population preferred.
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management and CPR training.
- Must be self motivated, results-oriented individual who is customer focused.
- Bilingual (English/Spanish) applicants a plus!

#### Benefits (for Full-Time and Part-Time Employees):

- 401(k) • UHS Stock Purchase Plan
- Health, Dental, & Vision
- Tuition Reimbursement • Much More

Interested applicants are encouraged to apply online!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Be at least 22 years of age

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Have a valid driver's license. Have an good driving record

Must be able to obtain a passport to cross the Canadian border

Successfully complete Greyhound's driver training program

Standards are high at Greyhound and safety is our number one value.

If you cannot do it safely, don't do it! Professional Driver Training Program

Greyhound training is an intense 6-week program targeting energetic and motivated students with a safety first mind set. There are three phases of training. Click here for more information.

Phase One - Qualification School (1 Week): Candidates must successfully complete 20-hours of self-directed computer based training, pass a DOT physical exam, pass a drug screen, and obtain a CDL permit with the proper endorsements. Our hiring managers are flexible and will work with you to schedule training at your convenience. For instance, you can complete your training in 5 days (4 hours a day) or 2 ½ days (8 hours a day).

Phase Two - Driving School (2 Weeks): If selected, you will attend two weeks of behind-the-wheel training at one of our centrally located driver-training schools. Greyhound will provide lodging, meals and a student per diem allowance during phase two.

Phase Three - Finishing School (3 Weeks): You will continue to receive your per diem allowance as you train at your home location. You will complete the required 120-hours of behind the wheel practice with your driving mentor while learning the routes and polishing your customer service skills.

Apply online at <https://www.greyhound.com/en/drivingcareers.aspx>

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**Job Title: Administrative Assistant I - Opt H7**

Agency: Human Services

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-76-80924

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Associate Deputy Clinical Director, performs duties of a highly responsible administrative nature. Performs a variety of staff functions; assists in the management control of C & A programs. Conducts special review and evaluation projects for the Associate Deputy Director; assures the development of needed information of needed information for management decisions. Assists in developing and maintaining critical liaison relationships at administrative levels within DHS. Interprets and explains policies and office procedures.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with courses in public or business administration plus one year professional experience in a public agency.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm  
DHS/DMH Central Office 4200 N Oak Park Ave Chicago IL

Contact: Vicki Morgan Bureau of Employee Services  
100 South Grand Ave East, 3rd Floor Springfield IL 62762 Fax: 217-524-3385

**How to Apply:**

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

Option H7 - Dept Human Services

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**Job Title: Conservation/Historic Preservation Worker**

Agency: Historic Preservation

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

Salary: \$8.25 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: 1518 P

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to the completion of eight years of elementary school. High school diploma preferred. Requires ability to understand and follow simple oral and written instructions. Requires ability to answer questions in a tactful manner, to read, understand and interpret significant aspects of the Historic Preservation site. Requires ability to maintain satisfactory working relationships with other employees and the general public. Requires ability to stand for long periods of time, climb stairs or ladders, stoop, bend, kneel, and lift up to 75 lbs. Requires valid Illinois drivers' license; ability to drive riding mower; use lawn and grounds maintenance equipment, including but not limited to weed trimmers, edgers, clippers, pruners, push mowers, snow blowers, small chain saws and other power tools. Requires knowledge of materials, tools, and techniques of grounds and building maintenance. Requires ability to work evenings, weekends, holidays, and in a primitive environment or outdoors in all weather conditions.

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

The anticipated start date for this position is May 1, 2014.

Work week is 8:30 a.m. - 5:00 p.m. Monday through Friday including some evenings, weekends and holidays.

Work Location: Pullman State Historic Site 11111 S. Forrestville Ave. Chicago, IL 60628

Agency Contact: Dawn DeFraties, Human Resources Director

Illinois Historic Preservation Agency 313 S. 6th Street Springfield, IL 62701

217-785-7948 [Dawn.DeFraties@Illinois.gov](mailto:Dawn.DeFraties@Illinois.gov)

**How to Apply:** CANDIDATES MUST APPLY AND BE DEEMED QUALIFIED BY SUBMITTING A COMPLETED AND SIGNED CMS-100 EMPLOYMENT APPLICATION TO DAWN DEFRAITIES AT THE ADDRESS BELOW PRIOR TO THE CLOSING OF THE POSTING PERIOD. *PLEASE NOTE THE POSTING NUMBER ON THE CMS-100 EMPLOYMENT APPLICATION.*

Submit application to: Dawn DeFraties

Historic Preservation Agency 313 S. 6th Street Springfield, IL 62701

***ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON THE COMPLETION OF A BACKGROUND CHECK WHICH INCLUDES THE ILLINOIS STATE POLICE.***

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**Job Title: Food Services Program Manager**

Agency: Juvenile Justice

Closing Date/Time: Mon. 04/21/14 4:00 PM Central Time

Salary: \$6,613.00 - \$9,281.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: IDJJ-27-42-2014-0156

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in nutrition, dietetics or food service management, plus three years progressively responsible experience. Requires possession of either:  
a) Illinois licensure as a Registered Dietitian according to the rules set forth in the Illinois Administrative Code Title 68, Chapter 8, Subchapter b, Part 1245; Dietetic and Nutrition Practices Act. OR b) A Food Service Sanitation Certified issued by the Illinois Department of Public Health.

Requires thorough knowledge of the modern methods of the storage, preparation and service of food, and the sanitary requirements and equipment used in a large scale food operations. Requires thorough knowledge of department rules, regulations and policies in regard to dietary services and the security and safety of food services in an institutional setting. Requires thorough knowledge of dietetics. Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Work Hours & Location/Agency Contact: IDJJ-IYC Warrenville

30W200 Ferry Rd. Warrenville, IL 60555

Contact: Blanca Lopez Phone#(630) 983-6231 Fax#(630) 983-6213

Work Hours: M-F 8:00am-4:00pm, Off Days Sat/Sun

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

Additional Documentation for Food Service Program Manager:

Class Specification-

[http://www.state.il.us/cms/download/pdfs\\_specs/15800.pdf](http://www.state.il.us/cms/download/pdfs_specs/15800.pdf)

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**Job Title: Employment Security Specialist III**

Agency: Employment Security

Closing Date/Time: Thu. 04/17/14 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: RCRA11461

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to four years of college with major courses in the social sciences and two years of professional experience in program research, evaluation, or design; or the equivalent to six years of related work experience and four years of progressively responsible professional experience in program research, evaluation of design; requires extensive knowledge of program research techniques and design of operational systems with an emphasis on employment service programs of IDES; bureau program and service goals, activities and operational systems in employment services, including the Illinois Labor Exchange system. Requires working knowledge of state and federal regulations impacting the design or operation of employment service programs; training, public relations and automated system capabilities within the agency. Requires the ability to recognize operational areas needing improvement and to plan and direct appropriate research and procedural changes; effectively communicate both orally and in written form to agency staff, representatives from other governmental agencies, civic organizations and the general public; use a personal computer with related software programs.

Work Hours & Location/Agency Contact: WORK LOCATION: Lisle Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES Recruitment & Selection

607 E. Adams St. - 9th Floor Springfield, IL 62701

**How to Apply:**

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

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**Job Title: Industrial & Community Development Representative II**

Agency: Commerce & Economic Opportunity

Closing Date/Time: Tue. 04/22/14 5:00 PM Central Time

Salary: \$4,522.00 - \$6,853.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: DCE042-00-80711

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Manager, provides technical assistance for Technology programs grant administration. Monitors quarterly and annual reports of grant recipients which includes the tracking, and updating of program files for purposes of providing information for technology grants. Monitors for correct application of program fund disbursements to ensure recipients utilized funds correctly. Serves as grant coordinator for Technology programs; processes grant applications through required procedures, reviews requests for proposals, notifies applicant of any application discrepancies or incomplete information and provides recommendations for required modifications. Conducts routine follow-up of pending grantees to determine compliance and timely completion and grant applications. prepares correspondence to grantees encouraging timely completion of projects for monitoring. Provides assistance to process and approve required grant modifications. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.  
Position no: 211052-42-00-740-26-01

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to the completion of four years of college with courses in business, administration, or related field of study; requires two years professional experience in grant programs or administration.

Work Hrs & Location/Agency Contact: 8:30AM - 5:00PM Mon - Fri, Days off: Sat/Sun  
Illinois Department of Commerce & Economic Opportunity, DIRECTOR'S  
OFFICE/Entrepreneurial/Small Business - JRTC -100 WEST RANDOLPH CHICAGO, IL  
CONTACT: Natalie Farmer Human Resources Office  
500 East Monroe, 1st Flr. Springfield, IL 62701-1643  
PHONE:217-785-1577 FAXES ACCEPTED: 217-524-0189

**APPLICATION PROCEDURES:** Candidates must be deemed qualified or have submitted an application to CMS to receive a qualifying grade prior to the closing of the posting period. A CMS 100 employment application must be submitted with the bid form to: DCEO, Human Resources Office - Attn: Natalie Farmer, 500 East Monroe, 1st Flr, Springfield, IL 62701-1643.

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**Job Title: Licensed Practical Nurse I**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**How to Apply:**

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

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**Job Title: Licensed Practical Nurse I- Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

Minimum Requirements: Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**How to Apply:**

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

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

Agency: Human Services

Closing Date/Time: Mon. 04/21/14 5:00 PM Central Time

Salary: \$2,727.00 - \$3,707.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-76-80926

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Director, Individual Care Grants (ICG), Child and Adolescent Services, creates, updates and maintains all case files for individual participating in the program. Types correspondence, records and reports and maintains copies of each within the files. Serves as receptionist, receives, opens, sorts and distributes incoming mail; answers and routes telephone calls to the appropriate staff person.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience. Requires ability to type accurately at 35 wpm. Requires good organizational skills as well as good oral and written communication skills.

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

DHS/DMH Central Office 4200 N Oak Park Ave Chicago IL

Contact: Vicki Morgan / Bureau of Employee Services

100 South Grand Ave East, 3rd Floor Springfield IL 62762 Fax: 217-524-3385

**How to Apply:**

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

**Option 2 - Typing**

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**Job Title: Office 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 1 - General**

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**Job Title: Public Service Administrator - Opt 8L**

Agency: Healthcare & Family Services

Closing Date/Time: Wed. 04/23/14 5:00 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: CS2946

Description of Duties/Essential Functions Benefits Supplemental Questions  
Subject to management approval, performs complex, professional, legal services; reviews and evaluates Federal, State, and Local Laws, rules and regulations and Agency policy related to child support enforcement issues and operations; conducts professional legal research, provides legal interpretations, and advises administrative staff; researches and develops case evidence for litigation by the Attorney General and the State's Attorney in defense of issues brought by the Department; conducts professional, legal searches of court documents; drafts new, revised and proposed legislation, amendments, resolutions, procedures, rules and regulations; travels to attend meetings and hearings.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of four years of college; requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires three years professional experience in the practice of law; requires ability to travel.

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

Location: Division of Child Support Services

Bureau of Contract Management 191 South Gary Avenue Carol Stream, Illinois

Contact Person: Brenda Young

Division of Child Support Services 36 South Wabash 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 8L - Law License Illinois

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**Job Title: Registered Nurse II**

Agency: Human Services

Closing Date/Time: Mon. 04/21/14 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#: 10-76-80927

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Associate Deputy Clinical Director, performs administrative and professional nursing functions in the Utilization Review Unit for the Northern part of the Statewide Child & Adolescent System. Reviews all extended care beneficiaries for children and adolescent clients admitted to a community based hospital as defined in Title XVIII and Title XIX to assure a high quality of patient care and effectual efficient utilization of health services.

**Minimum Requirements:**

Requires a bachelor's degree in nursing and one year professional experience as a nurse; requires Illinois licensure as an RN; requires ability to successfully complete DHS Aggression Management Modules 1-5.

Work Hours & Location/Agency Contact: 8:30am - 5:00pm  
DHS/DMH Central Office 4200 N Oak Park Ave Chicago IL

Contact: Vicki Morgan  
Bureau of Employee Services  
100 South Grand Ave East, 3rd Floor  
Springfield IL 62762  
Fax: 217-524-3385

**How to Apply:**

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

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
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**Job Title: Site Security Officer**

Agency: Natural Resources

Closing Date/Time: Tue. 04/22/14 5:00 PM Central Time

Salary: \$3,156.00 - \$3,976.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC029

Bid ID#: 12-32-4666

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, works gate house; issues camping permits, etc.; seasonally patrols William Powers State FWA to ensure safety and security of buildings, grounds and visitors.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school; Requires a valid Illinois Driver's license. Requires ability to patrol on foot, perform physical tasks necessary to routine maintenance; requires ability to prepare written reports of activities and incidents. Requires ability to collect camping fees, total receipts and make night bank deposits. Requires ability to perform first aid and CPR and maintain certification in those areas.

Work Hours & Location/Agency Contact: WORK HOURS  
Thursday - Monday, 7:00 pm - 3:30 am, 1 hour lunch. Tuesday & Wednesday off.  
\*\*Rotating schedule during waterfowl season.  
WORK LOCATION William Powers State Recreation Area  
12949 S. Avenue O Chicago, IL 60633

WHERE TO APPLY: William Powers State Recreation Area ATTN: Chris Rollins  
12949 S. Avenue O Chicago, IL 60633 Phone: 773.646.3270

**How to Apply:**

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

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## **ADMINISTRATIVE ASSISTANT II**

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC EXECUTIVE SERVICES

Schedule Full-time

Shift Day shift

Hours 8:00am-5:00pm

Location Joliet, IL

Req Number 127291

### Job Details

#### Description

We're seeking a candidate who desires a challenging opportunity to expand their working knowledge in a fast paced healthcare environment! This position requires the ability to perform various duties/projects while anticipating the needs of the Chief Nurse Officer Saint Joseph Medical Center in Joliet, IL:

Serves as the primary contact for individuals desiring to communicate with the CNO. Must be able to keep the CNO informed, organized, and prepared for meetings (agendas, packets, etc.).

Provides project management and administrative support in overall operations of the Medical Center while maintaining confidentiality in handling sensitive situations.

Compose routine letters for the CNOs signature.

Other duties/projects as needed.

#### Requirements

Masters in Health Administration Preferred

Minimum 5 years work experience in an administrative support position (supporting a senior level executive a plus!)

Flexibility in availability to work

Superb communication skills (oral and written).

Strong Microsoft PowerPoint (ability to create graphs, charts, etc.) and Word skills.

Great analytical and judgment skills

Detail oriented

Follow-up and follow through skills

Project Management skills

Competitive salary and comprehensive benefits package offered!

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=709626>

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## **ADMISSIONS COUNSELOR CON**

Facility Resurrection University

Department CON-ENROLLMENT MANAGEMENT

Schedule Full-time

Shift Day shift

Hours Monday - Friday 8am - 4:30pm (some evening & weekends)

Location Chicago, IL

Req Number 126865

Job Details Admissions Counselor

Office of Enrollment Management

Chicago, Illinois

The Admissions Counselor disseminates information and recruits prospective students for the University academic programs. The Admissions Counselor represents the University at various on and off campus events which include, but are not limited to open houses, visit days, college and career fairs, and school visits. The Admissions Counselor advises prospective students regarding admissions, student services, and student life of the University and implements strategies to encourage application and enrollment.

Full-time position with benefits.

Monday Friday, 8:00am 4:30pm (some evenings and weekends)

Minimum Qualifications:

Bachelors degree is required, Masters degree preferred.

One to three years of administrative or customer service experience in a higher education environment is required.

At least one year of experience in college or university admissions is desirable.

Skills Required:

Effective verbal and written communication skills.

Effective time management and organization skills.

Outstanding computer skills in Microsoft Office including Word, PowerPoint, Publisher, and Access.

Experience with Campus Management or other student records management systems.

Enthusiastic and passionate about working with students from a variety of backgrounds.

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=506097>

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### **CAFETERIA WORKER**

Facility Presence Saint Joseph Medical Center - Joliet  
Department PSJMC FOOD & NUTRIT SER  
Schedule Registry/PRN/Flex  
Shift Day/PM rotation  
Hours AM/PM  
Location Joliet, IL  
Req Number 127063

#### **SUMMARY**

Calculate purchases, accept various forms of payment, and clean dining area.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

A. Ring up cafeteria purchases and accept payments by cash, credit card, quick charge and voucher. B. Evaluate quality of foods by performing temperature checks, taste testing, ensuring presentation. C. Verify cafeteria deposits after closing register. D. Clean dining area. E. Train staff and assist with developmental issues.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=351420>

### **CARDIOLOGY TECHNICIAN I**

Facility Presence Saint Francis Hospital  
Department CARDIOLOGY(HEART STATION)  
Schedule Full-time  
Shift Day/PM rotation  
Hours 4:30am-1pm;5:15am-1:45pm;1pm-9:30pm;1:45pm-10pm;2:45-11pm  
Location Evanston, IL  
Req Number 126253

Job Details FT position 40 hours per week. Under supervision and within established policies and procedures performs routine and STAT electrocardiograms applies and removes holter monitors and assists in preparing patients for treadmill testing and signal averaged EKGs. High school diploma or equivalent and ECG recognition course completion. BLS Certification A minimum of 6 months experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=854381>

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## **CERTIFIED CODER**

Facility Presence Mercy Medical Center

Department PPMC HIM CODING

Schedule Full-time

Shift Day shift

Hours 8am-4:30pm

Location Aurora, IL

Req Number 125034

Job Details THIS POSITION WILL BE LOCATED IN JOLIET, IL.

Position is responsible to accurately code and abstract inpatient, outpatient, and emergency services following federally mandated requirements, corporate requirements, and hospital policy. Additionally, position is responsible to accurately capture data that is needed for studies or audit.

### Education and/or Experience

Level of knowledge equivalent to that ordinarily acquired through a two year Accredited Associate Program (HIT) and or four year Accredited Baccalaureate (HIA) program through the American Health Information Management Association (AHIMA). 3-5 years previous coding experience preferred. RHIT, RHIA or CCS required.

Skilled in coding methodologies, specifically ICD-9-CM, CPT-4, DRG, APC. Skilled in medical terminology and thoroughly understanding disease processes. Have working knowledge and experience with federal coding standards. Skilled in reviewing patient's medical records and identifying pertinent data required for coding and abstracting in an acute hospital setting. Ability to meet deadlines and maintain department standards. Good organizational capabilities.

### Computer Skills

Experience and skills in using software applications for coding and abstracting. Use of Meditech system and/or 3M encoder.

### Certificates, Licenses, Registrations

Credentialed as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) or Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA) required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=903922>

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## **DIETITIANS ASSISTANT**

Facility Presence Saints Mary and Elizabeth Medical Center  
Department FOOD SERVICES  
Schedule Registry/PRN/Flex  
Shift Day/PM rotation  
Hours 5:00am-1:30 pm; 11:30-8:00pm  
Location Chicago, IL  
Req Number 126783

### Job Details Dietitians Assistant

#### Registry

Performs activities relative to patient menu selection and correction based on the need to comply with medically prescribed diets.

Checks the tray line during meal periods as directed.

Ensures that all patient menus are brought down to the department from the patient floors and processed to ensure patient satisfaction.

Maintains communication with the dietitians regarding patient concerns.

Responsible for all tasks related to patient menu processing and the coordination of menus and meals served to patients.

Good organizational, communication, interpersonal and customer relations skills required. Must have good analytical skills, basic clerical skills, and be able to write grammatical sentences.

Requires the ability to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served.

Ability to follow directions and work under time constraints.

#### Requirements:

1-3 years experience preferred.

High school diploma or equivalent required.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=258713>

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