



Job Title: Office Associate - Opt 2 (NRC S/C Office)

Agency: Corrections

Closing Date/Time: Tue. 04/28/15 4:00 PM Central Time

Salary: \$3,051.00 - \$4,234.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0043

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Chief of Security, Public Service Adm., performs complex and specialized clerical, secretarial functions; types correspondence, reports and maintains master roster; prepares and maintains logs and inspections forms; serves as a receptionist.

Position Number: 30015-29-82-440-31-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of office practices, procedures and programs; extensive knowledge of composition, grammar, spelling and punctuation; working knowledge of basic mathematics; elementary knowledge of Agency programs, rules and regulations; requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: WORK HOURS: 7:00am to 3:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, I 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 Phone (815) 727-3607 extension 6693 Fax# (815) 727-0838 - Email Address: diana.wysocki@doc.illinois.gov

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

Option 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 1 - General

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Job Title: Program Integrity Auditor II

Agency: Healthcare & Family Services

Closing Date/Time: Tue. 04/28/15 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: RC062 Bid ID#: IG0606

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, independently conducts on-site audits of providers participating in the Medical Assistance Program; writes comprehensive audit reports, audit results, calculations and audit schedules; monitors work for quality control; contacts providers to be audited; reviews audit scope with immediate supervisor; conducts exit interview with representative/provider; testifies on behalf of the Department at administrative hearings and reviews as an expert accounting witness; serves as liaison between the Department and the provider; travels extensively to conduct on-site field audits.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to a bachelor's degree, preferably with major course work in accounting or business administration; requires one year of experience such as could be acquired as a Program Integrity Auditor I and satisfactory completion of an agency-sponsored program integrity training program; requires extensive knowledge of program integrity review theory and procedures; requires an appropriate valid driver's license or the ability to travel to remote sites.

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

Location: Bureau of Medicaid Integrity

401 South Clinton, 5th Floor, Chicago, IL 60607 (Cook County)

Agency Contact: Lori Hudgins / Office of Inspector General/Personnel

412 North 5th Street, Springfield, IL 62702

Work Telephone Number (217) 524-5104 Fax Number (217) 782-7969

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: 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 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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Fairmont Gold Attendant (Full Time)

Primary Location: United States-Chicago-Fairmont Chicago, Millennium Park

Employee Status: Regular

Fairmont Gold is a special place! The personalized service provided as you greet your Guests at check-in or serve them in the private lounge, will show them that you truly care. The luxury our Guests experience and the memories you make as a Fairmont Gold Attendant will create a sense of loyalty that will ensure their return.

Qualifications:

- Previous customer related experience preferred
- Previous PMS experience an asset
- Computer literate in Microsoft Window applications an asset
- Must possess a professional presentation
- Strong interpersonal and problem solving abilities
- Highly responsible & reliable
- Ability to work well under pressure in a fast paced environment
- Ability to work cohesively with fellow colleagues as part of a team
- Ability to focus attention on guest needs, remaining calm and courteous at all times

Physical Aspects of Position: Physical aspects of the position include but are not limited to the following:

- Frequent standing and walking throughout shift
- Occasional kneeling, pushing, pulling, lifting
- Occasional ascending or descending ladders, stairs and ramps

Visa Requirements: Only candidates with valid employment authorization will be considered for this position

APPLY TODAY: Whether you're launching your career or seeking meaningful employment, we invite you to visit <http://www.fairmontcareers.com/> to learn more about Fairmont Hotels & Resorts—and the extraordinary opportunities that exist!

Job Level: Colleague

Schedule: Full-time

Shift: Rotating / Shift Work

Travel: No

Closing Date: 27.Apr.2015, 10:59:00 PM

Job Number: CHI00516

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Events Assistant

National Modeling Showcase-iLOOKUSA - Chicago, IL

To manage a showcase and fashion. Your job will be to help find facilities, confirm hotel amenities, oversee fitting for models, direct staff to appropriate areas. Manage event to assure that we are adhering to our show schedule. Manage the packing up of all clothing and clearing the facility. Your job will also be to help promote the show in different areas by way of interviewing and speaking with different media outlets. 2 Compensations Structures-Hourly and Commission

Salary: \$1,500.00 /month

Apply online at <http://www.indeed.com/cmp/iLOOKUSA-Magazine/jobs/Event-Assistant-5f63ef6df55e4340>

Public Areas Attendant | CHI006897

Description

The Public Area Attendant is responsible for maintaining the cleanliness of the hotel. This person must have exceptional communication skills as well as superior guest service abilities.

This position is fast paced with constant customer interaction and must be able to push and pull a moderate weight.

Primary Location: US-IL-Chicago

Organization: Hyatt Regency Chicago

Pay Basis: 12.83 Hourly US Dollar (USD)

Job Level: Hourly/Entry Level Employee | Full-time

Job: Housekeeping/Laundry

Apply online at

<https://hyatt.taleo.net/careersection/10780/jobdetail.ft!lang=en&job=1692609&src=JB-14400>

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CERTIFIED NURSING ASSISTANT

Facility: Mercy Chicago-Main Campus-2525 S. Michigan
Department: NINTH FLOOR
Schedule: Full Time
Shift: Days
Hours:mix of 7.5 and 11.5

Job Details:

Under the direction of the Registered Professional Nurse, the Certified Nursing Assistant works as a team member with other ancillary personnel to meet care needs for a specified population of patients.

High School Diploma required.
Certified Nursing Assistant in the State of Illinois required
CPR certification required

Apply online at

https://www.healthcaresource.com/thregion4/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=100101798&source=Indeed.com

ASSISTANT TEACHER

Facility Presence Behavioral Health
Department CHILD DEVELOPMENT CENTER
Schedule Full-time
Shift Day shift
Hours 8am-4:30pm
Location Chicago, IL
Req Number 136245

Job Details

Assists the Teacher in implementing the Child Care Curriculum within the framework of a developmental philosophy. Activities are designed to meet the emotional, social, cognitive, and physical needs of the children. AA in Early Childhood Education (ECE) or 60 semester hours with 6 hours in ECE, or Child Development Associate (CDA) certification. Must be DCFS qualified for position as teacher and/or assistant. A minimum of one year of classroom experience is preferred. Bi-lingual preferred. Current CPR and First Aid Certification, including CPR for infants and children.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029786>

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Job Title: Office Clerk

Job Code: 427V

Address: 416 E. 43rd St. Chicago, Illinois 60653

Fax: 773-924-1280

Listing #: 189

Date Created: 4/7/2015

Date Expired: 5/6/2015

Emp Type: Temporary

Required Education: Finished High School

Description:

Basic Functions: Under the supervision of the Supervisor of Nutrition Program, serves as the front-online office clerk.

This position is responsible for providing clerical support to the supervisor and site monitor, handling paperwork and completing other special projects.

Provides clerical support to Supervisors, Site Monitors, records and updates information and maintain spreadsheets and related paperwork.

Answers incoming calls, takes and relays messages and responds to phone inquiries. Receives a variety of documents, document filing and posts changes to permanent record books.

Grade: 13

Salary: \$10.37 per hour

Hours: Temporary Full Time position (2 open positions)

Work Location: 416 E. 43rd St., Chicago, IL. 60653

Preferred Requirements: High school diploma. Basic Computer skills

Minimum Requirements: GED

Company Information

Company Name: Catholic Charities Of Chicago

Attention: Name: Lupe Villanueva Address: 416 E. 43rd St., Chicago, IL. 60653

Contact Email: gvillanueva@catholiccharities.net

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Job Title: Summer Lunch Monitor

Job Code: 476EE

Address: 416 E. 43rd St. Chicago, Illinois 60653

Fax: 773-924-1280

Required Education: Associates Degree

Years of Experience: 1

Travel is required and mileage will be reimbursed at \$0.56 per mile.

Grade: 15

Salary: Not listed

Hours: Temporary Full Time position (15 open positions)

Preferred Requirements: B.A. 2 years of related experience. Sensitivity to work with diverse ethnic and cultural-based organization, city departments and individuals. Excellent organizational and communication skills. Bilingual. Ability to effectively complete assigned tasks with little supervision. Ability to tactfully and effectively work with coworkers and representatives of community based organization. Willingness to visit all Summer Lunch/Snack site in all areas of Cook County.

Minimum Requirements:

Associate Degree. 1 year of related experience.

Excellent interpersonal, organizational and problem solving skills required.

Ability to work effectively, independently with minimal supervision required.

Ability to work well under pressure and able to communicate well with others.

Must have access to a working vehicle, with valid insurance and possess a valid Illinois Driver's license.

Company Name: Catholic Charities Of Chicago

Attention: Name: Lupe Villanueva Address: 416 E. 43rd St., Chicago, IL. 60653

Contact Email: gvillanueva@catholiccharities.net

Listing #: 188

Date Created: 4/7/2015 Date Expired: 5/6/2015

The Catholic Charities of the Archdiocese of Chicago is an equal opportunity employer and consideration for employment is made without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. For purposes of OFCCP (Office of Federal Contract Compliance Programs) compliance, all initial submissions received through this website will be treated as job seekers.

Apply online at

<http://www.catholiccharities.net/tabid/166/uc/info/ItemID/188/Default.aspx>

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Job Title: Meals on Wheels Driver

Job Code: 404AT

Address: 414 S. Lewis Ave. Waukegan, Illinois 60085

Fax: 847-782-1401

Emp Type: Part-time

Required Education: Finished High School

Years of Experience: 1

Description:

Basic Functions: Receives containerized food for home bound, frail seniors who are registered to the Home Delivered Meals Program and delivers according to Meal route Sheets. Ensure all meals are handled and delivered in accordance with Lake County Health Department and Area Agency regulations. Establish and maintain cordial, professional relationships with program participants reporting back to Site coordinator any issues of concern regarding clients.

Grade: 11

Salary: \$8.80 an hour

Hours: Part Time (2 open positions)

Preferred Requirements: High School diploma. Two years of experience.

Minimum Requirements: GED. One year of experience. Must have driver's license, agency specified insurance.

Company Information

Company Name: Catholic Charities Of Chicago

Attention: Name: Barbara Address Address: 671 S. Lewis Ave.

Contact Email: bandress@catholiccharities.net

Listing #: 186

Date Created: 4/7/2015 Date Expired: 5/6/2015

The Catholic Charities of the Archdiocese of Chicago is an equal opportunity employer and consideration for employment is made without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. For purposes of OFCCP (Office of Federal Contract Compliance Programs) compliance, all initial submissions received through this website will be treated as job seekers.

Apply online at

<http://www.catholiccharities.net/tabid/166/uc/info/ItemID/186/Default.aspx>

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Job Title: Summer Lunch Mobile Clerk

Job Code: 348AD

Address: 416 E. 43rd St. Chicago, Illinois 60653

Fax: 773-924-1280

Emp Type: Temporary

Required Education: Associates Degree

Years of Experience: 1

Maintain records and required documents.

Suggests corrective actions for problems that arise at sites and ensures that sites take corrective actions to troubleshoot problems.

Provides training as necessary to ensure contract compliance and ensures that site(s) take corrective actions to troubleshoot problems..

Ensures each site maintains program supplies at each site.

Helps prepare meal count spreadsheets and enters data in computer.

Performs other duties as assigned relevant to Summer Lunch/ Snack site operations.

Performs outreach activities in area surrounding lunch sites.

Grade: 14

Salary: Not listed

Hours: Temporary Full Time Position (5 open positions)

Preferred Requirements: B.A. 2 years of related experience.

Minimum Requirements: A.S. 1 year of related experience.

Company Information

Company Name: Catholic Charities Of Chicago

Attention: Name: Lupe Villanueva Address: 416 E. 43rd St., Chicago, IL. 60653

Contact Email: gvillanueva@catholiccharities.net

Listing #: 187

Last Updated: 4/7/2015 Date Expired: 5/6/2015

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Job Title: Employment Counselor

Job Code: 374GL

Address: 4802 N. Broadway Chicago, Illinois 60640

Fax: 312-879-0208

Emp Type: Full-Time

Required Education: Associates Degree

Years of Experience: 1

Description:

Basic Functions: The Employment counselor assesses clients' education, work history, employment goals, and provides employment education. This worker is available to the client for the first eighteen months since their arrival/eligibility to assist them with various steps towards self-sufficiency.

Grade: 16

Salary: Not listed

Preferred Requirements: BA. Two years of experience in Social Service or employment area.

Minimum Requirements: Associates Degree. One year in Social Service or employment area.

Other Requirements: Ability to work with culturally diverse clients; valid driver's license

Company Information

Company Name: Catholic Charities Of Chicago

Attention: Name: Elma Kulovic Address: 4802 N. Broadway, Chicago, IL. 60640

Contact Email: ekulovic@catholiccharities.net

Listing #: 180

Last Updated: 3/30/2015 Date Expired: 4/29/2015

The Catholic Charities of the Archdiocese of Chicago is an equal opportunity employer and consideration for employment is made without regard to race, color, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law. For purposes of OFCCP (Office of Federal Contract Compliance Programs) compliance, all initial submissions received through this website will be treated as job seekers.

Apply online at

<http://www.catholiccharities.net/tabid/166/uc/info/ItemID/180/Default.aspx>

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C.N.A. 1st Shift - Certified Nurse Assistant

Location: Chicago, IL

Salary Range: \$10.00 plus \$2.00 differential for weekend shifts

Exempt/Non-Exempt: Non-Exempt

Benefits: Full time employees receive medical, dental, life, etc.

Employment Type: Full Time

Department: Nursing

Description: Norwood Crossing is seeking a dynamic Certified Nursing Assistant (CNA) to join our team. We are nestled in a historic district called Norwood Park on Chicago's North side. We are 117 year old organization that is in the initial stages of building the most resident and employee focused, state-of-the-art facility in the area.

Our CNAs must embrace the mission and values of the Home and provide direct care to residents under the supervision of a licensed/registered nurse.

Come work where tradition is rich and your hard work will be appreciated.

Every other weekend is required. Excellent benefits and \$2.00 differentials for weekend. Free meal per shift!

Norwood Crossing considers first shift as 7:00 AM -3:00 PM.

Qualifications:

- Must have current CNA certification in the state of Illinois.
- High School diploma or equivalent preferred.
- Able to read, write, speak and understand English.
- Must have basic computer skills.
- Ability to make independent decisions, follow instructions and to accept constructive criticism.
- Ability to deal tactfully with personnel, residents, family members visitors, government agencies/personnel and the general public.
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds up to a max of 50 pounds to a minimum height of 4 feet unassisted and be able to push, pull move and/or carry such weight a minimum distance of 50 feet.
- Must be able to work every other weekend.
- Able to move intermittently throughout the workday.

Apply online at <http://norwoodlifesociety.iapplicants.com/ViewJob-178189.html?jb=3&source=35741>

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Job Title: PSC - Research Assistant

Agency: Corrections

Closing Date/Time: Mon. 04/20/15 5:00 PM Central Time

Salary: \$1,375.00 / Month

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IDOC15-PSC-0007

Description of Duties/Essential Functions Benefits Supplemental Questions

The .5 FTE Research Assistant will be responsible for assisting with maintaining datasets, manipulating data for analysis (data "cleaning"), and conducting analysis of recidivism data. This will involve the use of IDOC population datasets, crime data for the City of Chicago, and demographic data on the neighborhoods being targeted by the proposed program. The Research Assistant will also support the ongoing collection of data related to the implementation and performance of the proposed program including establishing research designs that would enable comparisons to offenders not exposed to treatment. The Research Assistant will work closely with other research staff to support program development and implementation through the use of the appropriate data, and will measure performance by assisting with the analysis of data collected by the program.

Minimum Requirements:

Requires Bachelor's degree in statistics or criminal justice or related field and 1 years of experience in managing large data collection and analysis projects and prior work experience in the fields of criminal justice, law enforcement, corrections, and/or social work. Requires computer skills and must be proficient in Microsoft Office programs. Requires organizational skills, communication skills and a commitment to community outreach.

Work Hours & Location/Agency Contact:

Work Location: JRTC Chicago, 100 W. Randolph, Chicago, IL

Agency Contact: Shae Bruce

Public Safety Shared Services, 1301 Concordia Court, Springfield, IL 62794

Phone: 217-557-6015

How to Apply:

Applicants interested in applying for this position must submit a resume to the agency contact above. This is a contractual position and is not covered by Central Management Services therefore a grade is not required.

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Job Title: Social Services Career Trainee

Agency: Human Services

Closing Date/Time: Continuous

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

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

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

Minimum Requirements:

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

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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

How to Apply:

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

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Wed. 04/22/15 4:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-82/90255

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the PSA, assists in food preparation, delivery, service and cleanup; provides required sanitation procedures to assure compliance with all regulatory agencies.

Minimum Requirements:

Requires knowledge skill and mental development equivalent to completion of High School. Must attend and pass all mandatory training.

Work Hours & Location/Agency Contact:

Epar #90255/ Eves 11am - 7pm

Dietary

Wanda McNeal /Personnel

Madden Mental Health Center

1200 S. First Ave

Hines, IL. 60141

Current employees will need to complete and submit a Bid form and an online application or a CMS-100 Employment Application to the address above.

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: Telecommunicator Trainee

Agency: State Police

Closing Date/Time: Fri. 04/24/15 5:00 PM Central Time

Salary: \$3,124.00 - \$4,402.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 2

Plan/BU: RC014

Bid ID#: 21-13-ISP15-025

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate in lieu of the stated requirements for this class. Requires elementary knowledge of the operation and care of a keyboard and related equipment. Requires elementary knowledge of office practices and procedures, business English, spelling, and commercial arithmetic. Requires skill to type accurately at a minimum of 30 WPM. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to acquire a valid LEADS operator certificate. Requires a clear speaking voice. Requires ability to maintain self-control under stressful conditions. Must be able to pass an agency background check. Must be able to work assigned shifts, weekend, and holidays.

Work Hrs & Location/Agency Contact: WORK HRS: Indeterminate shift & days off vary.

WORK LOCATION: Illinois State Police

District 5 Communications Center, 16648 South Broadway Street, Lockport, IL

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

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

PHONE: 217-557-6015

How to Apply:

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Job Title: Storekeeper I

Agency: Children & Family Services

Closing Date/Time: Wed. 04/22/15 5:00 PM Central Time

Salary: \$3,217.00 - \$4,529.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1520009-204039

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, performs duties involved in the operation of Central Stores for the Region; prepares necessary requisitions for supply replacements; checks quantity and quality of supplies received; informs supervisor of substandard materials; provides input into the operation of property control for the Region; receives, sorts, and delivers mail; prepares and maintains a variety of records.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records; requires possession of an appropriate valid driver's license; requires physical ability to lift and transport supplies, equipment, etc.

Work Hours & Location/Agency Contact:

WORK HOURS: M-F 8:30a.m. - 5:00 p.m.

LOCATION: 100 N. Western, Chicago

AGENCY CONTACT: Teresita Gonzalez

406 E. Monroe, Sta. 440, Springfield, IL 62701

217-524-4391 voice 217-785-1765 fax 1-866-322-7171 TTY

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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Host/Receptionist

Chicago, IL: Part-time

Job Description

Hosts are the first person most of our guests and owners see, and are responsible for maintaining a positive first impression for the whole company as a hassle-free service happily and efficiently rendered. We are looking for a new host at our Lakeview office. Hosts assist the entire company by directing the flow and activity of incoming phone and walk-in traffic and assuring that our clients, guests and owners are attended to in a timely and friendly manner by the right personnel or department.

Answers all incoming phone calls and transfer them to the appropriate department or personnel. Checking voicemail. Greets and welcomes all incoming guests.

Assists guest in logging in and registering at the kiosk (scheduled appointments and walk-ins) and inform a manager that there is a lead waiting.

Interact with the waiting guests— assign an agent to them, offer them a beverage or magazine and offer to help them with anything they may need or have questions with.

Provide them with a status of their wait (ETA). "An agent will be with you shortly"

Make sure there are sufficient office supplies: kitchen supplies, paper in the printers, pens, post-its, coffee etc.. Prepare order for the supplies when necessary

Make sure the store is well maintained: chairs pulled in, tables clean, bathrooms presentable and stocked, fridge clean, break room clean etc. Keep the agent's Application and Document table full at all times.

Know the CAF roster: Who are the managers, department heads and what are the functions of each department. Take keys from the owners and management companies who come into the office; fill out a Key Sign-in Sheet. Receive listings and updates from owners, assist them in filling out the listing agreement (or delegating this to a manager), scan the updating/listing form and send it to updating. Assist our agents who call the office that are in need of help with directions, phone numbers, other agent help, etc. Responsible for completing all opening, closing and daily duties for CAF, as well as any other additional duties or tasks assigned by a manager.

Qualifications: Proper phone etiquette, appropriate attire and demeanor are all as essential to success in this department as is a full knowledge of CAF as a whole. Must be prepared to work part time on evenings and weekends.

Additional Information: Part time position - Around 15 hours per week
Sundays are required; \$10/hr

Apply online at <https://www.smartrecruiters.com/ChicagoApartmentFinders/82177882-host-administrative-assistant-part-time>

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Leasing & Sales Agent

Chicago, IL Full-time

Company Description

We started Chicago Apartment Finders in 2002 with just 2 people and an office the size of a closet. Since then we have grown to 5 offices and more than 150 team members, thanks to our mission of matching people and apartments.

Job Description

Seeking: A Dynamic and Outgoing Self-Starter!

What We Offer:

At Chicago Apartment Finders (CAF), our agents have tremendous job satisfaction and success because our company invests in them significantly. As an agent you will be supported with high quality leadership, incomparable professional training, real estate education, and award-winning marketing. Your work environment will inspire you to achieve significant earnings while growing in your career. Here are some of the things you can expect with a career at CAF:

A variety of training courses designed to make you a well rounded sales professional

No desk fees

House leads

Unlimited income potential

You will be working in a high-energy environment with an open air, open mind, and open office atmosphere. People who like indoor cubicles are not well suited to work at CAF! You will be challenged professionally and encouraged to share your thoughts and ideas with your colleagues who will do the same for you. Enjoying what you do and being passionate about your growth will help you succeed at CAF.

Qualifications

The perfect candidate has a background in retail, sales, or the service industry, but more importantly, is charismatic, hardworking and resourceful. You are required to have a clean criminal record, access to a presentable, insured vehicle, and a reliable laptop computer. In addition, you should be prepared to work weekends, as these are our busiest days.

Apply online at <https://www.smartrecruiters.com/ChicagoApartmentFinders/82269960-leasing-and-sales-agent>

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