



**Repost Inclusion Aide (10 Hourly) (City Wide) Job ID: 2063**

Closing Date: 04/08/2015

Special Recreation/Inclusion Aide

Date Posted: 3/25/2015

Location: SPECIAL RECREATION - SPECIAL RECREATION

Level: 3345

**CHARACTERISTICS OF THE CLASS:**

Provides one on one assistance to children with disabilities who are enrolled in various activities/programs at the Chicago Park District parks. The Inclusion Program is designed to accept children of all abilities for recreation and leisure activities.

**EXAMPLES OF DUTIES:**

Assists one or more participants depending on the severity of their disability and/or need, in sports, games and various recreation and athletic activities. Evaluates the child's' skill level and assesses his/her capacity to participate in park activities. Enforces and promotes safety guidelines for the child in his/her recreation and athletic activities. Assists child with lunch and necessary restroom functions as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Enrollment in a college or university pursuing a Bachelor's degree in Therapeutic Recreation, Special Education or related field is preferred; or, three years of experience working hands on/directly with children and/or adults with disabilities is required.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills.

SEIU-Local 73  
\$17.20 per hour

EEO: Para-Professional

FLSA: Non-Exempt

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Special+Recreation>

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**Repost- Special Recreation Leader (Hourly- Year Around Position) - LOYOLA PARK - 1230 W.GREENLEAF AVE., 60626 Job ID: 2061**

Closing Date: 04/08/2015

Special Recreation/Special Recreation Leader

Date Posted: 3/25/2015

Location: SPECIAL RECREATION

Region: Districtwide

**CHARACTERISTICS OF THE CLASS:**

Under direct supervision, provides assistance to staff in conducting recreational activities for children and adults with disabilities during the operation of day camp activities. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Assists staff with individuals with disabilities in therapeutic recreation programs at day camps. Spots for tumbling and gymnastics. Leads and participates in drills and agility exercises. May accompany groups of children on field trips to educational institutions or public functions. Assists in unorganized play and athletic activity at day camps and encourages and enforces safety standards. Issues and collects recreational equipment supplied for public use. Assists therapeutic recreation staff in conducting simple arts, crafts, drama, music, physical and other recreational activities. Read to children and teach simple drawing, songs and painting.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

One year experience working with individuals with disabilities is required. Graduation from high school or equivalent certification (GED) is recommended.

**Knowledge, Skills and Abilities:**

Basic knowledge of competitive sports programs for people with disabilities. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities. Basic swimming skills. Ability to exercise good judgment.

**SALARY: \$ 12.17 PER HOUR**

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Special+Recreation>

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**Job Title Manager, Facilities Maintenance / CTA**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Facilities Maintenance

SALARY TARGET IS \$81,400. Final salary will be determined in part by the qualifications of the selected candidate and may be higher or lower than target. Supervises and coordinates facilities maintenance activities and to ensure high quality maintenance is rendered according to Authority standards and Federal, State, and local regulations. Performs inspections, provides recommendations for preventative maintenance and modification, and provides developmental opportunities for staff that promote a culture of safety and meet department and Authority goals and objectives.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's Degree in Operations, Management, Business, Public Administration, or a related field, plus four (4) years of experience in maintenance management or operations management, or a combination of education and approximately experience relating to this position, including any relevant military experience. Training, apprenticeships, or work experience in construction trades preferred. Must have valid State of Illinois driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of applicable federal, state, and local laws and regulations. Working knowledge of occupational hazards and safety practices. Working knowledge of the practices and procedures in facility maintenance and upkeep. Working knowledge of the principles and practices in program development and administration. Working knowledge of building construction principles and practices including familiarity with plumbing, building, electrical, and mechanical trades. Working knowledge of budget management practices. General knowledge of the principles and practices in record keeping and management. Strong project management skills. Strong leadership skills. Strong oral and communication skills. Strong interpersonal skills. Strong organizational skills and attention to detail. Ability to establish and maintain good working relationships with departmental staff, management, vendors, outside agencies, community groups, and the general public. Ability to develop and monitor departmental and program/project operating budgets, costs, and schedules.

Applicants, if hired, must comply with CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY. Apply online at <https://irecruitment.transitchicago.com/>

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**Job Title: Child Welfare Specialist-Intact**

Agency: Children & Family Services

Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1533011-338569

**Minimum Requirements:**

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

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The directly related professional casework/case management experience must be related to family preservation, family reunification, adoption, youth development, counseling, and advocacy services or a related field.

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

LOCATION: DCFS KANKAKEE OFFICE

505 S. Schuyler, Kankakee, Illinois 60901 Supervisor. W. Mitchell

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Regional Office, 8 E Galena Boulevard, Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Electrician**

Agency: Central Management Services  
Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time  
Salary: \$43.75 - \$45.50 hourly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 1  
Plan/BU: PR000  
Bid ID#: CMS 10429

Minimum Requirements: Requires experience necessary to qualify as a journeyman electrician. Requires working knowledge of the tools, methods and standard practices of the trade. Requires working knowledge of the established state and national electrical codes. Requires the ability to read, interpret and work from drawings and sketches. Requires the ability to perform all tasks usually associate with journeyman electricians. Requires the ability to inspect and perceive unsafe or faulty conditions in production, transmission and utilization of electricity. Requires skill in the use of tools of the trade. Requires ability to lift up to 20 lbs constantly, up to 50 lbs frequently, and push/pull up to 100 lbs occasionally (with assistance), and lifts over 100 lbs occasionally (with assistance) to perform repairs and in the maintenance of facilities. Requires a valid appropriate driver's license and the ability to travel to various sites/facilities. Requires the ability to utilize agency supplied material/equipment (e.g., pager, cell phone, etc.)

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

Work Hours: 7:30 A.M. – 4:00 P.M.; ½ hour unpaid lunch  
Work Location: Central Management Services  
Property Management/Facilities/Chicago/Northern Region  
Elgin Mental Health Center, 750 S. State Street, Elgin, IL (Kane County)  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 217-782-9925 Fax

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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## **Rental Sales Agent in Chicago Illinois United States / AVIS**

As a Payless Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

### **Compensation & Benefits:**

We provide a full-time or part-time schedule, PLUS an extremely lucrative commission/incentive/bonus plan. Full-time employees are eligible for comprehensive benefits package that includes Medical, Prescription Plans, Dental and 401K Savings Plan.

### **Rental Sales Associate Requirements:**

- Must have a high school diploma or equivalent
- At least 6 months of experience in a role where sales and customer service were key elements of your duties
- Ability to handle high-pressure sales and service situations in a calm and collected manner
- Willing to work various shifts including nights, weekends, and holidays
- Basic computer skills in order to enter information into our database
- Willing to complete pre-employment testing, drug screen, and background check

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-agent/3FDB6453AF50422099B0656676EBC3EB/job/>

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## **Courtesy Bus Driver in Chicago Illinois United States / AVIS**

As a Courtesy Bus Driver, you will transport customers to and from the airport terminal and the rental car facility safely in all weather conditions. You will greet and assist customers with their needs, luggage. You will communicate various stops along the way or other important information along the route via the intercom system helping them feel valued and making you - an important part of our payless team. You will also conduct pre and post trip bus inspections along with logging your daily work hours in the DOT book.

At Payless, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Basic Qualifications/Minimum Requirements: •Must have a high school diploma •At least 6 months of experience in a customer service role •Valid driver's license and a good driving record with previous driving experience •Must be willing and able to work a flexible schedule including nights, weekends and holidays •Basic computer skills in order to enter information into our database •Ability to Stand, Walk, Bend, Sit for up to 8 hours and lift and/or carry a minimum of 50 pounds

We provide you:

•Competitive pay •Medical, Dental, Vision & 401K •Full training to learn the business and enhance your professional skills In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays.

A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position.

Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/courtesy-bus-driver/2D01E4D3CFCC46BBBA02D6150598379D/job/>

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

Agency: Children & Family Services

Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1513033-131935

**Description of Duties/Essential Functions** Benefits Supplemental Questions  
Under direction, performs a variety of complex, specialized clerical support services for Agencies and Institutions Licensing staff, including the preparation of reports, file maintenance, records processing, typing, and other office support functions; exercises independent judgment and a command of legal, social, and medical terminology to review documents.

**Minimum Requirements:**

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

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

Department of Children and Family Services

Regulation & Monitoring, 1911 S. Indiana, Chicago, IL 60616

Supervisor: Vacant Work Hours: 8:30AM - 5:00PM -- Monday thru Friday

Contact Person: Johnnie Rambo

Mailing Address: 1911 S. Indiana, 9th Fl, Chicago, IL 60616

Phone #: 312.328.2461 Fax#: 312.328.2321

**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: Painter**

Agency: Central Management Services  
Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time  
Salary: \$40.75 - \$42.38 hourly  
Job Type: Full-Time  
Location: Lake County, Illinois  
Number of Vacancies: 1  
Plan/BU: PR000 Bid ID#: CMS 10263

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires successful completion of a recognized painter apprenticeship program and two years of full-time journey level painter experience; or six years of full-time journey level painter experience. Requires working knowledge of the tools, equipment, materials, methods and practices of the trade. Requires ability to read, interpret and work from plans, simple drawings and blueprints. Requires ability to make simple mathematical computations in estimating area of surfaces to be painted. Requires skill in the use of the tools of the trade such as paint brushes, paint rollers, paint sprayers, power sanders, buffers, power washers. Requires ability to blend paints and match colors. Requires ability to work from heights (on ladders, scaffold and platforms), stand for long periods, move heavy equipment, materials, structures and furniture up to 50 pounds independently and up to 75-100 pounds with assistance. Requires a valid appropriate driver's license and/or an ability to travel.

Work Hours: 7:00 A.M. – 3:30 P.M.; ½ hour unpaid lunch  
Work Location: Central Management Services  
Property Management/Facilities/Chicago/Northern Region  
Ann Kiley Developmental Center, 1401 W. Dugdale Road, Waukegan, IL (Lake County)  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 217-782-9925 Fax

**How to Apply:**

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Plumber**

Agency: Central Management Services  
Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time  
Salary: \$41.20 - \$42.85 hourly Job Type: Full-Time  
Location: Kane County, Illinois Number of Vacancies: 1  
Plan/BU: PR000 Bid ID#: CMS 10348

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Facilities Manager, with day to day guidance from the Chief Stationary Engineer, performs journeyman level work in installation, maintenance and repair of sanitary fixtures, sewage systems, performs remodeling, renovation and maintenance of the Elgin Mental Health Center and in other CMS owned and managed facilities and centers in the Chicago/Northern Region as needed; travels to facilities to perform general plumbing work; lifts and carries up to 50lbs. Instructs unskilled workers performing or assisting with plumbing and similar tasks.

Minimum Requirements: Requires no formal education. Requires experience necessary to qualify as a journeyman plumber. Requires possession of a valid certificate of license as a journeyman plumber. Requires working knowledge of the tools, equipment, materials, methods and practices of the trade. Requires ability to instruct and direct unskilled workers. Requires ability to read, interpret and work from plans, simple drawings and blueprints. Requires skill in the use of the tools of the trade. Requires ability to lift and carry up to 50 lbs. Requires a valid appropriate driver's license and/or an ability to travel.

Work Hours: 7:30 A.M. – 4:00 P.M.; ½ hour unpaid lunch  
Work Location: Central Management Services  
Property Management/Facilities/Chicago/Northern Region  
Elgin Mental Health Center, 750 S. State Street, Elgin, IL (Kane County)  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Public Service Administrator - Opt 6/SS**

Agency: Children & Family Services

Closing Date/Time: Mon. 04/13/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 1533008-334840

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional investigators engaged in conducting child abuse/neglect investigations; directs the child protection program within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives to ensure compliance with statewide performance objectives; refers instances requiring potential disciplinary action to Area Administrator; translates and interprets, both orally and in writing, for Spanish speaking clients.

Minimum Requirements: Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: HOURS: Monday-Friday 8:30 AM To 5:00 PM  
WORK LOCATION: DCFS GLEN ELLYN OFFICE, 800 ROOSEVELT RD  
GLEN ELLYN, IL 60506 Supervisor: C. Ruzicka  
AGENCY CONTACT: LORA BUSSE-FLECK / DCFS NORTHERN REGION  
8 E. GALENA BOULEVARD, 4th FLOOR, AURORA, ILLINOIS 60506  
FAX: (630) 801-3530

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 6 - Health & Human Services

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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](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: Stationary Engineer**

Agency: Central Management Services

Closing Date/Time: Fri. 04/10/15 5:00 PM Central Time

Salary: \$7,645.56 - \$7,951.80 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 10455

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires a Stationary Engineer license. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving equipment/machinery up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate valid driver's license and/or the ability to travel. Requires working rotating shifts, including weekends and holidays. Requires the ability to serve on an on-call basis.

Work Hours & Location/Agency Contact: Work Hours: Rotating Shifts and Days Off, including Holidays; Shifts 6:30am-2:30pm, 2:30pm-10:30pm, 10:30pm-6:30am

Work Location: Central Management Services

Property Management/Facilities Management/Chicago Northern

Chicago Medical Center, 2020 Roosevelt, Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

217-782-6239 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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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### **Rental Sales Associate in Chicago Illinois United States / AVIS**

As a Rental Sales Associate, you will assist customers with their vehicle rental to ensure a positive customer experience, while also promoting our additional products and services. The ideal candidate for this position is energetic, motivated by money, has a passion for customer service and enjoys working in a fast-paced environment.

#### **Basic Qualifications/Minimum Requirements:**

Minimum of 6 months of experience in a role where sales and/or customer service were key elements of your duties Valid drivers license and a good driving record Must be willing and able to work a flexible schedule including nights, weekends and holidays Basic computer skills in order to enter information into our database

At Avis Budget Group, we know your success is our success. In your first weeks, we provide you the training to attain your sales goals and maximize your earning potential by using our proven sales techniques. Additionally, as you move forward in your career, we provide a number of educational opportunities that will develop your skills and prepare you for advancement.

Excellence is rewarded at every level. From our best in class recognition for top sales performance to our CEO acknowledgements for outstanding customer service, Avis Budget Group is committed to acknowledging and rewarding you for a job well done.

In order to be considered for this outstanding opportunity, you must be sales driven, self-motivated, personable, dependable, and willing to work shifts that may include evenings, weekends, and holidays. Candidates must meet all basic qualifications and submit a complete application to be considered for this position. Successful completion of interviews, pre-employment drug screen and background check will be required.

Avis Budget Group is an EEO Employer Minorities / Females / Protected Veterans / Disabled

The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Avis Budget Car Rental, LLC or any of its employing companies or brands, including Avis, Budget, Budget Truck or AB Car Rental Services.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/rental-sales-associate/F38C4ED879DE4328B486A69219B47309/job/>

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### **Customer Service Agent in Chicago Illinois United States / AVIS**

As a Customer Service Agent you will work outdoors for your entire shift helping customers with their needs - whether it is directing customers as they return their rental vehicle, ensuring a smooth and safe traffic flow, assisting customers remove their valuables from the vehicle, expediting the conclusion of their vehicle rental experience or simply helping them feel valued while they wait. You will also clean the interior and exterior of the vehicles, identify and report any damage - making you an important part of the Payless team.

#### **Compensation & Benefits:**

We provide a full-time or part-time schedule, hourly base pay. Full-time employees are eligible for comprehensive benefits that include Medical, Prescription Plans, Dental, Vision and 401K Savings Plan.

#### **Basic Qualifications/Minimum Requirements:**

- Must have a high school diploma
- At least 6 months of experience in a customer service role
- Valid driver's license and a good driving record
- Must be willing and able to work a flexible schedule including nights, weekends and holidays
- Basic computer skills in order to enter information into our database

#### **We provide you:**

- Competitive pay
- Medical, Dental, Vision & 401K
- Full training to learn the business and enhance your professional skills
- Paid vacations

In order to be considered for this outstanding opportunity, you must be customer service orientated, self-motivated, personable and willing to work shifts that may include evenings, weekends, and holidays. A valid driver's license is required for all positions. Drug screening and a background check are a part of our hiring process. Payless Car Rental is an EEO Employer Minorities / Females / Protected Veterans / Disabled The information listed above is intended to describe the general nature and level of this position. Essential functions and responsibilities may change as business needs require. Your response to this advertisement may result in your consideration for employment with an affiliated company of Avis Budget Group, the publicly traded parent company of Avis Budget Car Rental, LLC and its subsidiaries. Offers of employment will be made by Payless Car Rental.

Apply online at <http://avisbudgetgroup.jobs/chicago-il/customer-service-agent/48003B96B21F4DE1857D356765FA07E2/job/>

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### **Accounting Technician I**

Location: Arlington Heights

Office: Internal Services

Department: Finance

#### Job Description:

Under the direction of the Supervisor, Accounts Payable/Receivable, will be responsible for accounts payable processing.

Duties include entering vendor invoices and matching them against contracts, regular purchase orders and blanket purchase orders.

Invoice processing includes checking for correct pricing, proper authority to expend funds, etc.

May also perform or provide coverage for payments related to internal claim processing, expense report review, purchasing card statement review and payment interface and Vanpool driver reimbursement processing.

Some analysis work is required. Other duties as assigned or required.

#### Qualifications:

Qualified candidate must have 1 to 2 years of accounts payable experience, demonstrate good figure aptitude, and have previous experience working in a computerized accounting system.

Experience working in Oracle is a plus.

Good communication skills are essential.

Data entry and/or spreadsheet experience is required.

Qualified candidates must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=488](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=488)

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### **Part-time Maintenance Data Coordinator (3)**

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=660](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660)

### **HEALTH INFO ASST II**

Facility Presence Saint Joseph Hospital - Chicago

Department HEALTH INFORMATION MANAGEMENT

Schedule Full-time

Shift 8 hour shifts

Hours 9 to 5:30 M-F

Location Chicago, IL

Req Number 134358

Job Details: Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry. Will typically specialize in one or more of the essential duties and responsibilities.

Requirements: +Must have a high school diploma or equivalent. +Minimum of one year medical records experience. +Must have the ability to type 40 wpm. +Previous experience with processing birth certificates. +EPIC experience in an acute care situation preferred. +Spanish speaking a plus.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=762940>

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## **CLERICAL COORDINATOR**

Facility Presence Health Partners  
Department RHCP-ADMINISTRATIVE  
Schedule Full-time  
Shift Day shift  
Hours 8:00 am to 4:30 pm  
Location Chicago, IL  
Req Number 137506

### **Job Details**

Under supervision of Presence Health Partners Care Coordination Director and acting on own initiative, performs diverse clerical duties within the department.

Assignments may involve work of a confidential nature and require knowledge of the practices and procedures of the function.

Position handles differing situations, problems, and deviations in the work of the office according to the general instructions, priorities, policies and program goals.

Work will entail direct phone contact with members. Will also interface with payers and providers offering care, coordination services and setting up follow-up appointments.

### **Education and/or Experience**

High school diploma or equivalent. Minimum 2 years of medical terminology, medical assistant, medical office, or medical claims experience.

### **Computer Skills**

Microsoft Outlook, Word, Excel and Power Point experience required

This Position is located in Des Plaines, IL

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, were in communities big and small. Visit [presencehealth.org](http://presencehealth.org) to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10030764>

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**Contract Carrier Maintenance Specialist**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

**Job Description:**

Under the direction of the Department Manager, Maintenance & Technical Services, or designate, responsible for fleet inspections and fleet inspection letters, correspondence letters and monthly reports for Contract Carrier/Paratransit properties. Provides technical support for these Contract Carrier/Paratransit properties.

Responsible for analyzing of warranty and warranty related items from these properties. Monitors Contract Carriers/Paratransit properties in the day-to-day operation/rules/regulations.

Handles all emergency calls and related investigations for these properties, and assists personnel in matters relating to their facilities. Assists in new bus acceptance and inspections.

Assists senior inspectors on engine/transmission related items as well as bus renovation projects and retrofit campaigns. Assists with matters relating to maintenance in the Vanpool Department. Fills in for the maintenance specialist in his absence. Other duties as assigned.

**Qualifications:**

Qualified candidate must have 3 to 5 years progressively responsible "hands-on" experience in bus maintenance or a related field.

Extensive, in-depth working knowledge of all diesel coach systems, shop procedures and equipment. Good verbal/written communication skills.

One to three years administrative experience preferred. Must be at least 21 years of age and posses or be able to obtain a valid CDL license along with appropriate endorsements. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=300](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=300)

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**Foreman**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required. Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

**Qualifications:**

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=661](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661)

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