



CHICAGO COOK  
WORKFORCE PARTNERSHIP



## HIRING EVENT for Pete's Fresh Market

**New Store Opening on Austin & Lake in Oak Park, IL.**

If you are interested in working for Pete's we welcome you to join us at:

**The 19<sup>th</sup> Century Club**

178 Forest Ave.

Oak Park, IL, 60301

**DATE: Tuesday, April 21<sup>st</sup>, 2015, 10AM – 2PM**

**Available Positions Inclusive of But Not Limited to the Following:**

•Management and Supervisory Positions

❖ Cashier	❖ Meat/Seafood Clerk	❖ Meat Cutter
❖ Cake Decorator	❖ Produce/Floral Clerk	❖ Maintenance Person
❖ Food Service Clerk	❖ Wine & Spirits Cashier	❖ Replenishment Clerk
❖ General Team Member	❖ Wine & Spirits Member	❖ All Other Positions

**To register contact AACF:**

708.848.1700

6707 North Ave, Oak Park, IL 60302 • P: 708.848.1700 • F: 708.848.3701 • W: [www.aacfworks.org](http://www.aacfworks.org)

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## **Safer Foundation**

### CRC-I Recruitment Event Announcement

Safer Foundation is hosting a CRC-I Recruitment Event on Thursday, April 23, 2015.

The event, which will start promptly at 9:30am, will be held at Crossroads Adult Transition Center, 3210 W Arthington, Chicago, IL. Applicants should be prepared to stay until 5:00pm.

Interested applicants must apply online for this position using the following link:  
<https://home.eease.adp.com/recruit/?id=10399931>

All applicants will receive an e-mail acknowledging receipt of their application.

## **Foreman**

Location: Bridgeview

Office: Revenue Services

Department: Bus Operations

### Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift. Assigns work to employees using Oracle, reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training. Provides technical expertise and knowledge to assist and support the maintenance staff/division vehicle fleet; handles all necessary reports. Other duties as assigned or required.

### Qualifications:

Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance. Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals. Candidate must be at least 21 years of age and possess or be able to obtain a valid class "A" Commercial Driver's License. The performance of these duties may be required at any time of the day and night, and day and night of the week. Supervisory experience is preferred. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=272](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=272)

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**Job Title: Administrative Assistant II - Opt N1**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 04/30/15 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: RC028

Bid ID#: IG0609

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction, functions as staff assistant to the Deputy Inspector General for Operations; conducts controversial, and/or sensitive investigations regarding grievance actions and disciplinary proceedings for the Deputy Inspector General for Operations; serves as liaison, representing the Deputy Inspector General in meetings and in working with agency staff and the public; monitors and coordinates staff training and new equipment orders for the office; travels statewide to attend meetings.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization. Requires ability to travel.

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

Location: Office of Inspector General, 401 South Clinton, 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: 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 N1 - Healthcare & Family Svcs

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Wed. 04/29/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1533016-333865

Minimum Requirements: Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

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

Work Hrs & Location/Agency Contact: Work Hours: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Joliet Office, 1619 W. Jefferson Street, Joliet, IL 60435

Supervisor: Vacant

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd, 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: Health Information Administrator**

Agency: Human Services

Closing Date/Time: Wed. 04/29/15 4:59 PM Central Time

Salary: \$2,674.00 - \$6,488.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10.79/89842

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision of the Quality Manager functions as the Health Information Administrator to provide professional direction of the overall health information services program to include planning organizing and supervising the preparation and maintenance of medical, clinical and statistical records and reports. Requires thorough knowledge of the principles and practices of health information management to meet standards of state and federal laws and regulatory and accrediting agencies.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to four years of college and certification by the American Health Information Management Association as a Registered Health Information Administrator (RHIA) Requires one year of professional experience in a health information records facility; or requires knowledge, skill and mental development equivalent to four years of high school, completion of an approved medical records training program plus certification by the American Health Information Management Association as a Registered Health Information Technician (RHIT) Requires five years of progressively responsible experience as a RHIT in management of a medical records program.

Work Hours & Location/Agency Contact: Monday -Friday 7am-3pm  
Summer Doxie / Chicago Read Mental Health Center  
4200 North Oak Park Avenue, Chicago, Illinois 60634 fax 773-794-5583

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: Mental Health Technician Trainee I**

Agency: Human Services

Closing Date/Time: Sun. 04/26/15 5:00 PM Central Time

Salary: \$2,577.00 - \$3,454.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 15

Plan/BU: RC009 Bid ID#: 10-75-86731

**Minimum Requirements:**

Requires elementary knowledge of nursing care, first aid and personal and environmental hygiene and health care. Requires ability to participate in and successfully complete a comprehensive training program. Requires ability to adjust to and function effectively in an environment with developmentally disabled patients. Requires physical ability to pass CPI training; requires physical ability physically restrain patients to prevent them from hurting themselves or others; requires physical ability to conduct unit rounds; requires physical ability to respond to facility-wide emergencies; requires visual and hearing acuity levels to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation. Requires ability to write clear & cohesive statements in the clinical records. Requires mental ability to exercise good judgement in all human interactions & patient care activities. Requires ability to develop and maintain harmonious working relationships with direct care staff. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification

Work Hours & Location/Agency Contact: 8 positions 6:30 am - 3:00 pm Rotating Days Off; 7 positions 2:45 pm - 11:15 pm Rotating Days Off

**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: Office Associate - Opt 2**

Agency: Human Services

Closing Date/Time: Thu. 04/30/15 4:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-81-89857

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under the direction of the Payroll Supervisor, performs complex and specialized clerical duties as facility timekeeper/payroll clerk; on a routine basis. Communicates on a regular basis with Unit Directors, Nursing Supervisors, Department Heads and other management staff to assure timely and accurate submission of all payroll/timekeeping data; answers inquiries and provides instructions regarding department and facility procedures and policies; may complete reports or assists in the completion of special projects utilizing Data-Ease or Lotus software programs on a personal computer.

Minimum Requirements: Requires High School education plus 2 years progressively responsible office experience; working knowledge of basic software usage; knowledge of agency program rules and regulations; Must be able to type 45 wpm.

Work Hours & Location/Agency Contact: Shift: 8:00am - 4:00pm

Location: Elgin Mental Health Center - Payroll/Timekeeping

Contact: Human Resource Office

Elgin Mental Health Center, 750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**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 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](mailto: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](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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## **Manager of Paratransit Contracted Bus Operations**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Division Manager, the Manager of Paratransit Contracted Bus Operations manages the City of Chicago and Suburban paratransit carrier contracts. Responsibilities include managing, monitoring, and reviewing the performance of the City of Chicago and Pace suburban bus contract carriers; analyzing and conducting contractor on site visits to ensure contract compliance; identifying inefficiencies and directing/providing technical assistance; supervising and monitoring the investigation, processing and resolution of customer complaints; monitoring and reviewing calculation of monthly payments to contractors; analyzing and recommending planning and implementation of service changes and modification. Duties would also include composing of RFP for services and other local contract or intergovernmental agreements as needed in response to local municipalities. This position will assist and supervise public events and represent Pace at public meetings, etc. In addition, will perform other duties as assigned or as required.

### **Qualifications:**

Qualified candidate must have a Bachelor's Degree in Business or Logistics or related discipline or equivalent work experience; 10 years paratransit or transportation experience, preferably in a public sector environment. Must be highly proficient in the use of computer software, specifically Microsoft Office Suite, with special emphasis on Excel, Word and Outlook, along with familiarity with Oracle accounting software. Must have excellent written and verbal communications skills necessary to write documents/analyses related to the duties of the job. Must have the ability to respond quickly within a dynamic environment with tight deadlines. Some Government procurement and or preparation of RFP experience is preferred. Qualified candidate must have a good work history. Must have a valid state of Illinois Drivers License. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=681](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=681)

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**Operation Administrator**

Location: Chicago  
Office: Revenue Services  
Department: Paratransit

**Job Description:**

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

**Qualifications:**

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

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 and maintain a valid Illinois Driver's License.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=655](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655)

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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)

**P/T Driver/ Clerk**

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

Job Description: Under the direction of the Regional Manager-South Holland or designee, the Driver/ Clerk is responsible for taking loaner/unassigned vans for preventative and unscheduled maintenance, wash vans and delivery of temporary loaner replacement vans to vanpool drivers throughout the Pace service area. On days when van movements are not required, the part-time Driver/Clerk will perform various clerical duties including data entry and filing as needed.

Qualifications: Qualified candidate must be at least 21 years of age have a valid driver's license, excellent organizational, verbal and written communication skills. Geographic knowledge of the 6-county Chicago region preferred. Qualified candidate must have a good work history and driving record.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=542](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542)

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**Servicer**

Location: Evanston

Office: Revenue Services

Department: Maintenance

**Job Description:**

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels and for fueling and cleaning of company vehicles, while accurately recording both.

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed. Maintain bulletins, fliers and other materials on vehicles as directed.

Responsible for routine cleaning of vehicles, building, grounds, and equipment utilized in performing these duties.

Building custodial duties such as snow removal, cleaning, painting, groundkeeping, etc. as assigned.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

NOTE: This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

**Qualifications:**

Must be at least 21 years of age, and possess, or be able to obtain, a valid class "B" Commercial Driver's License, have knowledge of service area and the ability to operate all Pace equipment.

The performance of these duties may be required at any time of the day and night, any day and night of the week.

Qualified candidate must be capable of heavy lifting. This is a safety sensitive position. Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=353](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=353)

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**Job Title: Paralegal Assistant - Opt SS**

Agency: Human Services

Closing Date/Time: Thu. 04/30/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

\$43,764.00 - \$64,104.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-17-89887

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as prelegal, medical or premedical, English, and statistics. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education. Required ability to write in a clear and concise manner. Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in clear and logical form. Requires ability to organize and present statistical data. Prefers knowledge of administrative hearings rules, regulations and process. Prefers knowledge of case docketing processes and the ability to successfully schedule and monitor a large caseload. Requires the ability to communicate verbally and in writing in Spanish at a colloquial skill level.

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

DHS, 69 W. Washington, Chicago, IL 60602

Please submit applications to: Milee Butcher / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor , Springfield, IL 62762

FAX: 217-524-2116

**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 SS - Spanish Speaking

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**Job Title: Public Aid Quality Control Reviewer**

Agency: Healthcare & Family Services

Closing Date/Time: Thu. 04/30/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IG0610

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, reviews the provision of medical services by various providers; provides comprehensive and investigative case record reviews and categorical assistance for cases statistically selected random samples; conducts collateral home visits; verifies and substantiates eligibility factors, proper handling of case, and/or legitimate receipt of services; gathers information and writes narrative reports on case review findings; reviews Federal and State policies, procedures, and regulations governing public assistance programs included in the review sample; attends and participated in meetings and conferences to discuss policy and procedural interpretations; travels statewide to conduct medical reviews and attend meetings and conferences.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in one of the behavioral sciences. Requires two years of professional experience in casework or related area. Requires ability to travel statewide to attend meetings and conferences.

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: 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: 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: Animal Care Technician 1 - Comparative Research**

Department: Comparative Research

Shift: 1st

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

Specialty: Biomedical Research

Job Number: 2015-0661

**Position Highlights:** Under administrative direction of the Animal Husbandry Supervisor and Associate Director of Operations of the Comparative Research Center, directly performs the daily animal husbandry and facility maintenance related functions of the Rush University Medical Center Comparative Research Center.

**Position Qualifications Include:**

High School Diploma or GED required. Some college level education a plus.

Basic knowledge and interest in laboratory animals; American Association of Laboratory Animal Science (AALAS) certified at the Assistant Laboratory Animal Technician (ALAT) or ALAT certification eligible is preferred.

**Basic understanding of:**

- a. Animal physiology and behavior.
- b. Animal husbandry and care procedures.

Knowledge of regulatory requirements

Must have current Illinois state driver's license.

Must have the ability to lift move and/or place objects of a minimum of 50 lbs. in a repeated fashion.

**Please Note:** This position requires work schedule on weekends, holidays and overtime when indicated by the CRC management. This position also requires the incumbent to wear a departmental pager while on duty.

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**Job Title: Guest Relations Associate**

Department: Guest Relations

Shift: 4th (Rotating)

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

Specialty: Customer Service

Job Number: 2015-0579

**Highlights:**

The Guest Relations Associate is responsible for providing a welcoming, high quality and supportive hospital service experience for patients, families, visitors and staff.

Responsible for greeting and responding to the needs of these customers by providing information, high quality service and support in a timely manner.

Expected to behave in a positive and enthusiastic manner as they are often the first contact patients and visitors will have with Rush.

In all interactions, the Guest Relations Associate will be mindful of the institutional values of innovation, collaboration, accountability, respect and excellence, and will exemplify the Rush mission, vision, and values and act in accordance with Rush policies and procedures.

**Position Qualifications Include:**

High School diploma or equivalent required

One year of college preferred

1-2 years previous job related experience

Strong organizational skills and multi-tasking skills

Ability to set appropriate priorities in a dynamic environment

Excellent customer service skills

Collaborate and work well with employees at all levels

Communicate effectively and in a positive manner, both orally and in writing

Good computer skills

Proficient bi-lingual skills a plus

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**Job Title: Financial Representative - Governmental Collections**

Department: HCF Govt Bill & Collection

Shift: 1st

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

Specialty: Billing/Collecting

Job Number: 2015-0783

**Position Highlights:**

Manage the open receivable including, securing reimbursement, the Medical Centers assets, minimizing financial risk, working on behalf our of patients financial liability. This role includes performing re-bills, Debit & Credits, adjustments, refunds, and claim corrections resulting from the multitude of claims and payer edits as well as responding to audits.

**Position Qualifications Include:**

Understanding of billing processes and eligibility requirements of private and governmental payers.

Must be able to enter and retrieve data within FSS0/ASF

Must be familiar with Nebo's eCare billing editors (Classic and CMS)

Proficient with Microsoft Windows, Excel, Access and Word

Must be able to work independently

Must have good time management skills and possess the ability to multi-task

Must have good oral and written communication skills in order to work effectively with a diverse number of internal and external contacts.

Previous experience in a hospital setting, familiarity with medical terminology and patient fiscal matters highly desired.

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**Job Title: Health Information Management Tech**

Department: Medical Records

Shift: 1st

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

Specialty: Health Information Mgmt

Job Number: 2015-0731

**Position Highlights:**

Performs a variety of technical duties requiring extensive external customer interaction Responsible for the completeness of the record and release of information in accordance with hospital, department and regulatory agency guidelines. Interviews patients, patient families, and/or others to obtain information needed to complete state mandated documents including, but not limited to birth and death certificates

**Position Qualifications Include:**

Knowledge

High school graduate or GED Required

College-level coursework in health information or accounting preferred

Experience in health information management experience preferred

Solid understanding of medical terminology and MS Office/Windows applications

Possesses general computer and software applications knowledge

**Skills & Abilities**

Interacts well with others . Able to direct the work of others

Demonstrates attention to detail and accuracy

Must be able to lift at least 50 lbs.

Transports charts, paper documents and records, and other items, mindful of patient privacy and security

Capable of concentrating on current tasks within an open, often distracting environment

Knowledge of Federal, State, and Accrediting Agency regulations.

Demonstrates courtesy, attention to legal and ethical issues and accuracy.

Maintains a demeanor and appearance appropriate for representation of RUMC

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**Job Title: Lab Tech 1 - Core Lab (Part-time/2nd Shift)**

Department: RML General Chemistry

Shift: 2nd

Full/Part: Type 3 (8-32 Hrs/PP)

Job Number: 2015-0634

**Position Highlights:**

The laboratory technician enters patient demographic information and places laboratory test orders in the LIS. Issues laboratory results over the telephone in a professional and courteous manner.

This is a representative description of duties for the above position. It is not an exhaustive list of duties which may be required.

**Position Qualifications Include:**

High School graduate or GED required

Medical Technology student

Knowledge of medical and laboratory terminology preferred

Typing skills of 35 wpm

The Technician's time is divided between laboratory test order entry and working in a laboratory

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