



**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Thu. 05/01/14 5:00 PM Central Time

Salary: \$4,291.00 - \$6,452.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1433015-333442

**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 Hours & Location/Agency Contact: Work Hours: Mon-Fri 8:30AM to 5:00PM

Location: DCFS Waukegan Office 500 N. Green Bay Road Waukegan, IL 60085

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office 8 E. Galena Blvd Aurora, IL 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).

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**Job Title: Correctional Sergeant**

Agency: Corrections

Closing Date/Time: Tue. 04/29/14 4:00 PM Central Time

Salary: \$4,079.00 - \$6,019.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 3

Plan/BU: RC006

Bid ID#: IDOC29-82-14-4065

Position Number: 09717-29-82-310-12-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer training program; requires one year of experience as a Correctional Officer in a penal or security institution; requires thorough knowledge of institution's physical layout and prison operation; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires elementary knowledge of purposes, methods and practices of modern correctional institutions; requires visual/audio acuity; requires ability to climb, bend, stoop, run, jump, walk and stand for short or extended periods of time; requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures; requires a valid driver's license; requires ability to properly use firearms.

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

WORK HOURS: 3 POSITIONS: 7am - 3pm with days off of Tuesday/Wednesday

3pm - 11pm with days off of Monday/Tuesday

3pm - 11pm with days off of Saturday/Sunday

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

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693

**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: Labor Conciliator**

Agency: Department of Labor

Closing Date/Time: Thu. 05/01/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: 15-IDOL-0024

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Assistant Manager of the Conciliation and Mediation Division, investigates and reviews payroll and a variety of other employer and employee records for compliance with the Illinois Prevailing Wage Act and the Employee Classification Act. Investigates/Settles alleged violations of the Worker Adjustment and Retraining Notification Act (WARN), whistle blower protections under the Environmental Protection Act and the Child Care Act, Equal Pay Act, VESSA and other IDOL Labor Laws and related statutes. Represents the agency at various governmental, educational, business and workforce related meetings.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably supplemented by courses in labor law. Requires three years of professional experience in industrial relations, business management or the negotiation of labor disputes. Requires extensive knowledge of labor organizations, labor laws and the procedures involved in negotiations for the settlement of labor disputes.

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

Monday - Friday 8:30am to 5:00pm (no weekends or State holidays)

Illinois Department of Labor 160 North LaSalle Street c-1300 Chicago, IL 60601

Apply To: Illinois Department of Labor Attention: Deborah Morris

900 South Spring Street Springfield, IL 62704

[deborah.morris@illinois.gov](mailto:deborah.morris@illinois.gov) fax: 217-782-0596

HOW TO APPLY IF YOU ARE NOT A CURRENT STATE EMPLOYEE, NOR, HAVE EVER HELD CERTIFIED STATUS WITH THE STATE OF ILLINOIS: Please submit a completed and signed CMS-100 Employment Application and submit with a cover memo indicating the specific vacancy identification number you are bidding on to the contact/address listed above. You will need to receive a valid grade from Central Management Services (CMS). In order to obtain this grade, please follow the instructions below.

\*\*\*\*Note: CMS and the bidding agency are two separate entities therefore, submitting your CMS-100 application to CMS for a grade is not in lieu of submitting a CMS-100 to the bidding agency.

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

Agency: Employment Security

Closing Date/Time: Thu. 05/01/14 11:59 PM Central Time

Salary: \$2,877.00 - \$3,995.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: RCRA# 11473

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of office practices and procedures; composition, grammar and spelling, including legal terminology. Requires the ability to use and operate complex computerized systems on mainframe, to use a PC with software programs (including but not limited to MS Word, Excel, PowerPoint and Outlook), peripheral computer equipment, and telephone systems. Requires the ability to work within short timeframes; make decisions independently; work with and maintain confidentiality of documents and case information; and the ability to type accurately at 45 wpm.

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

Work location: 33 South State Street Chicago, Illinois

Certified IDES employees must follow the instructions on the internal IDES posting (not NEOGOV instructions).

Other certified State employees can send the CMS-100 Employment Application and Notice of Interest in Vacancy Form to:

IL. Dept. of Employment Security / Recruitment & Selection  
33 S. State Street, 8th floor Chicago, IL 60603

**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: Part-Time Clinic Coordinator II (4-HRS/Saturdays) Lincoln Park**

Department: MSP Anchor Lincoln P

Shift: 1st

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

Job Number: 2014-0617

**General Summary:** This position is part-time (4 hours a week) and the hours are every Saturday from 8:30 AM to 1:00 PM. This position is located in Lincoln Park, Illinois. Coordinates clinic activities including, coordinating all template management, scheduling, greeting and acknowledging patients throughout the check-in and check-out process, and coordinating referral and insurance authorizations, coordinating all telephone activities and troubleshooting business issues. The employee who holds this position exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service and Performance Standards.

**Principal Duties and Responsibilities:** Works with minimal supervision. Resolves office problems and facilitates solutions, confers with supervisor to resolve more complex issues, assists in preparing ad hoc reports, assists in training of new employees, generates letters requested by physician or patient, per office protocol. Manages physician's template and schedule in EPIC. Enters, per office protocol, non medication orders and/or referrals. Performs pre-certification of orders, procedures and surgeries. Performs data entry of in-patient or procedural professional charges as assigned. Collects time of service payments, posts payments in EPIC, and reconciles end-of-day receipts. Answers patient billing questions, coordinates set-up of payment plans, and refers as necessary to appropriate RUMC resources. Schedules, cancels and reschedules patient appointments, procedures, and surgeries. Appropriately transfers patients to pre-registration for insurance verification per RUMG policy. Greets and acknowledges patients at the front desk, checks patients in and out of the clinic, and performs practice designated activities to support new patients. Accesses EPIC to retrieve referrals, orders and other documentation and contacts various outside agencies to obtain referrals and other documentation. Coordinates administrative office functions as assigned including completion of EPIC administrative in-box messages.

**Qualifications:** High school diploma or equivalent required; college coursework preferred. Two or more years medical office experience required. Intermediate knowledge or Microsoft Office Suite (Word, Excel, PowerPoint) Excellent communication skills, written and oral.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140421112058&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140421112058&)

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**Job Title: Secretary III - Food & Nutrition (Part-time)**

Department: Dietary Admin

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2014-0512

**Job Description:**

Rush University Medical Center seeks a Secretary III to join our Food & Nutrition team! The ideal candidate would have a Bachelor's degree and five years of secretarial experience in a healthcare environment

**Position Highlights:**

With little supervision this person shall process the clerical, administrative, materials management and purchasing functions within the department. This position will perform secretarial, clerical and accounting tasks and will work in concert with the management or purchasing management. This person will exemplify the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Position Qualifications:**

At least five years of experience in the administrative clerical/purchasing field preferred. Excellent communication skills (verbal and clerical) and public relation skills for greeting all guests to the office, normally acquired through experience in office work. Knowledge of computer software - Excel, Word, Power Point, Publisher, Access, Lotus Notes, Report Express, SPSS, and eCompass – in order to design, implement and maintain complex data programs and prepare reports and presentations for the department normally acquired by extensive experience and formal business classes in this area. Experience in critical thinking in a high paced environment so that close supervision is not necessary, normally acquired by experience in such environments. Ability to consistently demonstrate professional appearance and grace under pressure so that the department reflects this appearance.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140421112441&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140421112441&)

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

Agency: Juvenile Justice

Closing Date/Time: Thu. 05/01/14 3:59 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: IDJJ 27-10-2014-259

Description of Duties/Essential Functions Benefits Supplemental Questions Under direction of the Principal, (Public Service Admin.), serves as administrative secretary in the preparation of technical educational reports and contractual agreements; utilizes software applications to input/maintain information. Functions with a wide latitude of independence in communicating and complying with school district educational and institutional policies and procedures. As secretary to the Principal, provides office support functions, input and retrieve information in the Juvenile Offender Tracking System (JTS), etc. Additionally maintains Educational Good Conduct Credit (EGCC) in accordance with legislative requirements.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires extensive knowledge of basic mathematics; requires working knowledge of the logic of computer programs/language; requires the ability to follow oral or written instructions; requires the ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires the ability to type accurately at 30wpm.

Work Hours & Location/Agency Contact: Contact: Blanca Lopez  
IYC Warrenville 30W200 Ferry Rd. Warrenville, IL 60555 (630) 983-6213 Fax  
Work Hours: Monday - Friday 8:00 - 4:00 Off Days: Saturday/Sunday

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: Public Service Administrator - Opt 1  
Agency: Commerce & Economic Opportunity  
Closing Date/Time: Fri. 05/02/14 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: GB063  
Bid ID#: DCEO42-40-77695

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Policy and Grants Manager, develops, recommends, organizes, and implements programs for special populations, develops strategies to enhance and expand workforce programs and services statewide to special populations such as people with disabilities, veterans, ex-offenders, youth and other special populations in need of these services. Serves as the coordinator on policy and program issues that impact special populations including the provision of Rapid Response and Trade services; does research, grant development and maintenance for both state and federal grants; provides technical and specialized assistance on policy, planning and program issues; develops policy and procedures for revisions in federally established regulations for WIA and Rapid Response and other grant programs to improve workforce services and programs to special populations.

Work Hours & Location/Agency Contact:  
8:30AM - 5:00PM Monday – Friday, Days off: Saturday/Sunday  
Illinois Department of Commerce & Economic Opportunity, EMPLOYMENT & TRAINING  
OFFICE JRTC - 100 W. RANDOLPH - CHICAGO, ILLINOIS  
CONTACT / MAIL TO :Natalie Farmer /Human Resources Office  
500 East Monroe, 1st Flr. Springfield, Il 62701-1643  
PHONE:217-785-1577 FAX:217-524-0189  
MAIL TO: DCEO - Human Resources Office Attn: Natalie Farmer  
500 East Monroe, 1st Flr, Springfield, IL 62701-1643. FAX TO: 217-524-0189

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

Option 1 - Gen Adm/Bus-Mkt-Lbr-Per

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**Job Title: Public Service Administrator - Opt 6**

Agency: Children & Family Services

Closing Date/Time: Thu. 05/01/14 5:00 PM Central Time

Salary: \$6,201.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1449011-491215

**Minimum Requirements:**

Requires a master's degree in social work from a recognized college or university, three years of supervisory experience plus four years professional child welfare experience or an approved, related COA Master's Degree from a recognized college or university; requires a valid drivers license.

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 Hours & Location/Agency Contact:**

Work hours: Monday through Friday 8:30 AM to 5:00 PM

Location: DCFS 6201 S. Emerald Chicago, IL 60621 Team 6D0585

SUBMIT BIDS TO: SUE ALLEN-OATES

100 W. RANDOLPH, SUITE 6-100 CHICAGO, IL 60601

FX: (312)814-7134

**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: Revenue Collection Officer Trainee**

Agency: Revenue

Closing Date/Time: Wed. 04/30/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOR 9037

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collection Officer I; completes assignments of increasing difficulty under close supervision of a higher level collector.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires willingness and ability to travel frequently have access to an automobile and possess a valid Illinois driver's license and/or the ability to utilize public transportation.

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

Work Location: IDOR/Collection Bureau/Field Compliance

9511 W. Harrison Street Des Plaines, IL (Cook County)

Agency Contact: A & R Shared Services Center

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

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

**How to Apply:**

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

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**Job Title: Unemployment Insurance Revenue Analyst II**

Agency: Employment Security

Closing Date/Time: Thu. 05/01/14 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: RCRA# 11469

Description of Duties/Essential Functions Benefits Supplemental Questions

Under the direction of the Manager of the Employer Hot Line & Education unit, performs a variety of professional duties associated with answering employer inquiries for legal opinions or for general inquiries concerning an employer's liability under the Unemployment Insurance Act or exclusions from coverage; recommends referral of a more complex account problem to the Problem Resolution Section.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of college with major coursework in accounting, business, mathematics or a related field, plus three years of professional experience in account maintenance, investigation and analysis. Requires extensive knowledge of the Illinois Unemployment Insurance Act; employer's rights and obligations related to unemployment insurance contributions. Requires working knowledge of mathematical concepts. Requires ability to communicate effectively, both orally and in writing and gain and maintain effective working relationships with agency employees, employers and the public. Requires the ability to use a PC and related software packages such as word processing and spreadsheets, database management, e-mail and the internet.

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

Work location: 33 South State Street Chicago, Illinois

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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## **Store Driver**

Pittsburgh Paints

Our retail sales opportunities are among the best, offering you an environment that provides a fulfilling fast-paced workplace for employees, strong benefits, and advancement potential.

### **Job Description:**

In this Part Time Retail Sales/ Delivery Driver Role you will be the face of Pittsburgh Paints, providing exceptional customer service to new and existing paint contractors and customers by delivering quality products to meet their needs.

### **Job Responsibilities:**

- Performing local deliveries in a safe and efficient manner, utilizing a company vehicle
- Demonstrating a solid understanding of the local, geographic area
- Assisting customers by calculating surface volume and tinting paint
- Processing cash and credit transactions through Point of Sale (POS) terminal
- Tinting paint, matching paint and stain colors and making product recommendations to customers; this requires lifting, moving and stocking one and five gallon paint buckets
- Maintaining an understanding of local market, operations based selling and customer base
- Maintaining a neat and orderly store, keeping interior and exterior functional, safe and attractive
- Abiding by all company policies and procedures and maintaining safe and ethical working environment

### **Qualifications:**

- High School Diploma or GED, some college credit preferred
- 1 to 2 years of retail sales experience
- Ability to work part time hours with varied shifts, including nights, weekends, and holidays
- Excellent verbal and written communication skills
- Valid Driver's license
- Ability to lift up to 80 lbs. infrequently and 40 – 60 pounds routinely
- Proficient with Microsoft Office and internet applications

To discuss this opportunity in further detail, please contact our Recruiting Team via one of the following methods:

1. Phone: 1-866-751-1952
2. E-mail: [recruiter@ppg-careers.com](mailto:recruiter@ppg-careers.com)

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## **Administrative Assistant II**

Northwestern Memorial Hospital - Chicago, IL

**DUTIES:** - Provide coordination that may involve collecting and analyzing information prior to presenting to management; preparing reports; expediting work results; and establishing and revising work procedures with a variety of MS Office and other applications

- Greet customers and respond to inquiries in person or on the telephone or referring inquiries- Maintain customer confidence and protect operations by keeping appropriate information confidential

- Collect information, coordinate preparation of reports, analyze data and reviews potential solutions with management- Complete operational requirements by scheduling and assigning administrative reports and projects to other clerical staff, expediting work results and following-up on results- Maintain department schedule by coordinating calendars for department personnel, arranging meetings, conferences, teleconferences and travel.

- Create and revise systems and procedures by analyzing operating practices, record-keeping systems, forms control, supplies inventory and office layout- Make recommendations and following managerial review, implements changes- Read, research and route correspondence: draft letters and documents; collect and analyze information and initiate telecommunications

- As necessary, provide for the hand-delivery of documents and packages to other campus sites- Ensure operation of equipment by completing preventative maintenance requirements; call for repairs; maintain equipment inventories and evaluate new equipment and techniques for managers' review- Record meeting discussions by attending meetings and accurately recording key discussions and conclusions.

### **JOB QUALIFICATIONS:**

High School degree required- College studies and/or a minimum of two years of providing office services are strongly preferred- Basic understanding of Microsoft Office Software

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**Job Title: Administrative Assistant III - Cardiology**

Department: MSP Cardiology

Shift: 1st

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

Job Number: 2014-0561

Job Description: Rush University Medical Center seeks a highly experienced Administrative Assistant to join our Cardiology Team! The preferred candidate will have a Bachelor's degree in addition to five or more years supporting senior-level leaders in a healthcare environment.

General Summary: Under the direction of the Division Administrator the Administrative Assistant III is responsible for assisting the Chief/ Senior Vice Chair in the daily operations of the their office in accordance with Medical Staff Bylaws, Rules and Regulations, Joint Commission standards and other regulatory requirements; and hospital policies and procedures. Works closely with the Department Manager and assumes any responsibilities as may be requested by the Chairman, Vice Chairs and DoIM Directors. Provides overall administrative support for the Division of Endocrinology and Metabolism. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

**Knowledge, Skills and Abilities:**

Bachelor's degree preferred. At least 5 years administrative experience in a healthcare setting, preferably for senior level leaders. Ability to coordinate and prioritize multiple tasks, projects and schedules and work independently. Must possess strong project and time management skills. Must be customer-focused and interact effectively and efficiently, having excellent written and verbal communication skills with all levels of personnel. They will have the authority to make day-to-day decisions that would enable the office to operate at a high level of efficiency. Excellent computer skills required (testing required). Any appropriate combination of relevant education, experience and/or certifications will be considered.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

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**Job Title: Food Service House Attendant - Room 500**

Department: Room500 Dining Room

Shift: 1st

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

Job Number: 2014-0640

**Position Highlights:** Under direct supervision, assembles, operates and maintains foodservice supplies and equipment. Performs ware washing and pot and pan cleaning. Cleans kitchen, dining, and public areas. Clears and resets tables during meal service. Sets up, takes down, and moves tables, chairs, equipment, and supplies.

**Position Responsibilities:** Set up and breakdown, including moving of furniture, in conference and dining rooms. Set up and performs dish room and pot and pan room tasks required for the proper sanitation of service ware and equipment. Executes quality control monitoring and cleans work areas at completion of task. Set up and breakdown of breakfast and lunch buffet. Executes quality control monitoring and cleans work area at completion of task. Set up and execute Rush catering deliveries. Completes quality improvement monitoring and cleans work area at completion of task. Set up and breakdown of service stations with supplies, ice and water. Puts away food and supply deliveries and restock areas with supplies. Pre busses, clears and resets tables in dining room and conference rooms. Delivers food and assists servers with food orders and beverages. Transports dishes to and from dishwashing and service areas. Sweeps, mops, scrubs floors in all service and production areas; washes walls and windows as needed. Disposes of waste and trash in proper manner, cleaning and replenishing bags. Cleans and sanitizes all equipment, service and production areas including, but not limited to, storeroom, refrigerator, freezer, dining room, mop room and hand sinks. Performs other cleaning duties as assigned including power washing and carpet cleaning. Cleans all public areas, including restrooms and offices, replenishing supplies. Assists in linen quality controls, monitoring usage and limiting loss or damage. Trains new personnel as assigned. Orients dietetic interns to work areas as assigned. Performs related duties as assigned by supervisors. Complies with all regulatory agency standards and all departmental policies and procedures.

**Position Qualifications Include:** Ability to read, write, speak English; H. S. Diploma or GED required' Interpersonal skills, customer service oriented. Ability to exert 40 pounds of effort to push or pull, ability to lift and carry 65 pounds minimum, stooping, kneeling, reaching, able to communicate using a variety of audio-technology, able to see, 100% of time standing or walking.

Apply online at

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Registrar-Emergency Department  
Organization: Northwestern Lake Forest Hospital  
Job ID: TDS20142603-32031

**Description:**

The following information in red applies only to staff level positions. As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare.

**QUALIFICATIONS:**

At least one year of related work experience required, demonstrating a working knowledge of the job responsibilities and methods. High school diploma or G.E.D. Must be able to perform basic mathematical functions, read and write in English.

**ESSENTIAL FUNCTIONS:**

Interviews all customers to obtain and record pertinent information to ensure appropriate service, delivery and all necessary billing and record keeping. Collects and analyzes all required demographic, insurance and clinical data necessary to schedule, pre-register and register patients from all payor classes.

Shift 2 (Evenings)  
Expertise Non-Clinical-Administrative  
Education High School Diploma / General Equivalent  
Hours Part Time  
Work Location Lake Forest  
Work Experience 1-3

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## **Engineer-Grayslake**

Job ID: DGC20141604-55483

Organization: Northwestern Lake Forest Hospital

Description: The following information in red applies only to staff level positions. As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare.

QUALIFICATIONS: Required Three years or more of progressively responsible engineering experience in similar building environment which includes general certifications and training on HVAC / mechanical equipment Required Stationary Engineering License . Exception can be approved as a condition of hire to obtain license within 6 months of hire. Desired Certified Pool Operators License / CPI Certified / AIDET Training Certificate

ESSENTIAL FUNCTIONS: Observes meters, gauges and fuel levels to determine operating conditions of equipment / systems and regulates the performance within established standards. Performs preventative and general service on various pieces of industrial / commercial equipment and mechanical equipment / systems. Takes chemical readings of boilers, air conditioning systems, pools and related waters; adjusts or changes concentrated levels accordingly. Performs preventative maintenance and emergency repairs on commercial sterilizer and heavy duty industrial type equipment. Repairs and restores malfunctioning mechanical equipment and systems. Performs maintenance on hospital equipment such as desks, tables, TVs , nursecall ,kitchen, laundry, chairs, patient beds, wheel chairs, stretchers and walkers. Identifies and reports safety and fire hazards. Repairs interior and exterior surfaces of the building including minor roof repairs. Monitors and operates mechanical building control systems. Additional Functions Works with others in department on P.M.s, Electrical/Refrigeration/Painting projects, general maintenance and emergency repairs. On accession will perform primary security functions as defined in Security Officer job description. EEO/AA

Shift R (Rotating); Expertise Non-Clinical-Facilities; Education High School Diploma / General Equivalent; Hours Part Time; Work Location Grayslake; Work Experience 1-3

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**Senior Secretary-Glenview Diagnostic Imaging**

Job ID: JM20140304-03123

Organization: Northwestern Lake Forest Hospital

Description: The following information in red applies only to staff level positions. As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare.

QUALIFICATIONS: Required: 1 to 2 years specialized or technical training, or equivalent, following successful completion of high school. More than one up to three years of related work experience required, demonstrating a working knowledge of the job responsibilities and methods. Desired, Healthcare experience.

ESSENTIAL FUNCTIONS: Answers phones, greets visitors, and provides assistance accordingly. Provides information and resolves problems exhibiting the willingness to provide service for the customers benefit. Communicates with a wide range of departments, employees, vendors, insurance companies, and physicians; and serves as a liaison on behalf of the Director and Managers to foster strong working relationships. Opens, sorts, screens and distributes all incoming correspondence and other mail. Maintains a sufficient inventory of all office and clinical supplies; creates purchase orders; and processes invoices for payment against purchase order or general expense reimbursement. Develops and maintains all necessary filing systems and record keeping. Assists with data entry, word processing, spreadsheet, presentation preparation and report generation. Accurately functions within all computerized systems based on specific department need. Demonstrates awareness of regulatory policies/rules pertaining to patients as well as the organization. EEO/AA

Shift 1 (Days)

Expertise Non-Clinical-Administrative

Education High School Diploma / General Equivalent

Hours Full Time

Work Location Glenview

Work Experience 1-3

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## **Intake Coordinator I- Psychiatry**

Job ID: LEW20141104-53131

Organization: Select All

Description: The following information in red applies only to staff level positions. As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare.

Northwestern Medical Faculty Foundation is a premier, multi-specialty physician organization committed to providing high quality care to patients, and to supporting the research and academic endeavors of the Feinberg School of Medicine, Northwestern University. The Northwestern Medical Faculty Foundation is seeking an Intake Coordinator to work in our Psychiatry department.

Responsibilities: In this role you will: - Act as a liaison between patients, clinicians and referral sources - Track sources of patient referrals. - Provides general intake function to all potential new patients for the divisions of General Psychiatry and the Eating Disorders Program; and, as needed, with the Asher Center for Depression, Sex and Marital Therapy and Women's Health Program. Phone triage of patient clinical needs. Inform patients of departmental policies regarding insurance verification, referral and authorization, point-of -service payment and cancellation policy. Coordinate initial appointment scheduling between patient, clinical and front desk staff.- Manages a caseload of short-term and long-term individual therapy patients. Perform diagnostic assessments, group and family therapy on an as needed basis. Be available for crisis intervention by phone or in person, on an as needed basis.

Qualifications: Our ideal candidate will have:

- Licensed Clinical Social Work or Clinical Psychology degree or equivalent relevant experience required.
- Previous experience in a mental health care environment.
- Skills in psychological assessment and individual and/or group therapy.

Shift 1 (Days); Expertise Clinical-Mental Health; Education Bachelors

Hours Full Time; Work Location Chicago  Main Campus

Work Experience 0-1

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**Social Worker LCSW**

Job ID: DS20141703-44217

Organization: Northwestern Memorial Hospital

**Description:**

The following information in red applies only to staff level positions.

As part of completing the application process, you will be required to complete an online-assessment which will be sent to your e-mail following the submission of your resume. This questionnaire should take you approximately 45 minutes to 1 hour to complete. Please note that your application will not be considered until there is a finalized assessment on file. If you have previously taken this assessment, you will not be required to take it again. We appreciate your interest in Northwestern Memorial HealthCare.

**QUALIFICATIONS:** Required: Licensure in Illinois (LCSW); Master's Degree in Social Work with experience in hospital social work, or related settings; A high level of interpersonal skills to affect positive Case Management Outcomes; Organizational skills necessary to prioritize and manage an appropriate caseload of patients coupled with performing the Social Worker functions; Self-direction required for daily work; Analytical skills necessary to independently collect, analyze, and interpret data, resolve problems requiring innovative solutions and to negotiate in sensitive situations.

Assumes responsibility for professional development and meeting social work CEU requirements by participating in workshops, conferences, and/or inservices. Complies with Northwestern Memorial Hospital policies on patient confidentiality including HIPAA requirements and Personal Rules of Conduct. AA/EOE.

Shift 1 (Days)  
Expertise Clinical-Mental Health  
Education Masters  
Hours Full Time  
Work Location Chicago  Main Campus  
Work Experience 1-3

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