



Job Title: Accountant

Agency: Veterans Affairs

Closing Date/Time: Wed. 05/07/14 4:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-14-81476

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in business administration and/or accounting or four years of technical accounting experience. Requires elementary knowledge of professional accounting and auditing theory, principles, methods and procedures. Requires elementary knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to perform detailed work involving the application of accounting theory to routine accounting or auditing problems. Requires ability to evaluate accounting problems of moderate difficulty and to analyze and interpret less complex accounting records and reports. Requires ability to perform detailed work involving written or numerical data and make arithmetical calculations rapidly and accurately either manually or by machine. Requires ability to establish and maintain satisfactory working relationships with other employees and the public.

Work Hours & Location/Agency Contact: 8:00 am-4:30 pm Monday-Friday

Off Saturday and Sunday

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois 60950

Contact: Human Resources

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois 60950 815/468-6581 Ext. 328

How to Apply:

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

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Job Title: Administrative Assistant I - Opt S3

Agency: Central Management Services

Closing Date/Time: Thu. 05/08/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: CMS 8727

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Certification Section Manager of the Business Enterprise Program for Minorities, Females and Persons with Disabilities, performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council relations for the program. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations. Serves as representative of BEP attending outreach programs; assists in the production of matchmaker conferences for vendors. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.

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 one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires an appropriate, valid driver's license and the ability to travel, statewide.

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

Work Location: CMS/Business Enterprise Program

100 W. Randolph Street Chicago, 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
Option S3 - Dept Central Mgt Service

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Job Title: Corrections Residence Counselor I

Agency: Corrections

Closing Date/Time: Tue. 05/06/14 5:00 PM Central Time

Salary: \$3,916.00 - \$5,752.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 3

Plan/BU: RC006

Bid ID#: IDOC29-20-14-0516/0517/0518

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Corrections Residence Counselor II, performs security, custodial and control functions on an assigned shift at the Fox Valley Transition Center; performs paraprofessional counseling and coordinates housekeeping activities for residents.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school; requires two years of meaningful experience which would require development or establishing rapport on a personal basis; requires working knowledge of individual and group behavior; requires working knowledge of housekeeping, food preparation and household equipment; requires working knowledge of simple health and safety precautions, and of first aid methods.

PER UNION AGREEMENT THIS POSITION WILL BE AWARDED TO A FEMALE

Work Hours & Location/Agency Contact:

Work Hours: 1st shift: 7:00 am - 3:00 pm - Wednesday/Thursday off

2nd shift: 3:00 pm - 11:00 pm - Tuesday/Wednesday off

3rd shift: 11:00 pm - 7:00 am - Thursday/Friday off

Location: Fox Valley Adult Transition Center 1329 North Lake Street Aurora, IL 60506

Agency Contact: Patsy Musgrave Public Safety Shared Services

1301 Concordia Court, PO Box 19277 Springfield IL 62794-9277

217-557-6015

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

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Job Title: Phlebotomist - Part-time/2nd Shift

Department: RML Lab Support Services

Shift: 2nd

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

Specialty: Phlebotomy

Job Number: 2014-0554

Position Responsibilities:

Obtains blood specimens from patients by the invasive procedure of venipuncture.

Once proficient in adult and geriatric venipuncture and with additional training, the phlebotomist performs skin puncture on neonates, skin puncture or venipuncture on children and adolescents and radial artery puncture on adults.

Acts as a liaison between the physician and Rush Medical Laboratories.

Is responsible is responsible for collecting specimens for routine, preoperative, timed and STAT collections.

Interacts and communicates with physicians, nurses, laboratory personnel and other members of the health care team.

Position Qualifications Include:

High school graduate or equivalent

A minimum of two years of phlebotomy experience in a hospital setting

National Phlebotomy Association or equivalent certification highly preferred

Excellent interpersonal and communication skills

Availability to work some weekends

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140425153417&

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Zone Leader - Chicago

Reports to: Regional Manager

Location: Chicago, IL

Responsibilities

Lead, motivate, manage, and direct work for Leasing Agents, Maintenance, Custodial, and Pest Control teams in a geographic area (zone) predominantly in South and West sides of Chicago

Ensure the health and success of 600-1500 scattered site apartment units

Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone

Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition

Ensure smooth interaction between residents, employees, and corporate office

Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending

Oversee the zone's other monthly purchasing costs

Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy

Audit apartment buildings in zone to ensure high level of quality

Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections

Recruit, train, assess, and cultivate talent on all zone teams

Qualifications/Minimum Skills to Apply:

2-year Associates degree

Customer service experience

Management experience

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Property management or entrepreneurial background a plus

Previous experience running/managing a multiple-site retail store/chain desired

Compensation and Benefits

Base pay will start at \$40,000 – 50,000/year, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus up to \$1000/month. Medical, dental, vision, life, and 401(k) available.

Company stock may be available for top performers.

Please submit resumes in word.doc format to: jobs@pangeare.com

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Resident Care Rep - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various phone targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Handle dispute resolution and create work orders

Process rent payments

Process rental applications

Follow-up with prospective tenants using email, phones, text, etc

Ensures collections procedures and processes are being followed

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Ability to multitask

Excellent time management skills

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

Must have M-F 9 a.m. – 7 p.m. and Saturdays open in order to apply for this job

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Maintenance Tech - Chicago

Reports to: Maintenance Supervisor

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets.

Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures.

Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim.

Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish. **Concrete/Roofing:** Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications: Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Compensation and Benefits:

Base pay starts at up to \$20/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

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Leasing Advisor - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various phone targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

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Evictions Prevention Rep - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various collection targets

Daily outbound/inbound calls to delinquent tenants

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications

Proven success in a previous collections role

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Compensation

Depends on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

Please submit resumes in word.doc format to: jobs@pangeare.com

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Job Title: Office Assistant - Opt 2 - Temporary

Agency: Veterans Affairs

Closing Date/Time: Wed. 05/07/14 5:00 PM Central Time

Salary: \$2,020.00 - \$3,840.00 monthly

Job Type: Temporary

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 34-50-14-81249

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numerical sequencing. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type 35 WPM.

Work Hours & Location/Agency Contact:

Temporary Position Lasting No Longer Than 6 Months

Monday-Friday 8:00am - 4:30pm 1 hour unpaid lunch

IL Veterans' Home #1 Veterans' Drive Manteno, IL

Jeri Gulli 815/468-6581 Ext. 328 815/468-1596

How to Apply:

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

Option 2 - Typing

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Job Title: Office Assistant - Opt SS2

Agency: Natural Resources

Closing Date/Time: Tue. 05/06/14 5:00 PM Central Time

Salary: \$2,896.00 - \$3,937.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 12-07-4678

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision, serves as the receptionist at the Region 2 Office; performs a variety of complex typing and clerical support for the Office, which includes typing, duplicating, mass mailings, and answering routine questions; translates to and from Spanish.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices, procedures and programs. Requires working knowledge of grammar, spelling and punctuation. Requires ability to type at 35 wpm. Requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday - Friday: 8:00am - 4:30pm, Saturday and Sunday off

WORK LOCATION: Illinois Department of Natural Resources

Region 2 Office 2050 W. Stearns Road Bartlett, IL 60103

WHERE TO APPLY: Illinois Department of Natural Resources

ATTN: Carrie Adams One Natural Resources Way Springfield, IL 62702

Phone: 217.782.0120 Fax: 217.557.8406

How to Apply:

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

Option SS2 - Spanish Speaking/Typing

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Job Title: Accountant

Agency: Veterans Affairs

Closing Date/Time: Wed. 05/07/14 4:00 PM Central Time

Salary: \$3,575.00 - \$5,237.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 34-50-14-81476

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in business administration and/or accounting or four years of technical accounting experience. Requires elementary knowledge of professional accounting and auditing theory, principles, methods and procedures. Requires elementary knowledge of office methods, procedures, standard office accounting machines and equipment. Requires ability to perform detailed work involving the application of accounting theory to routine accounting or auditing problems. Requires ability to evaluate accounting problems of moderate difficulty and to analyze and interpret less complex accounting records and reports. Requires ability to perform detailed work involving written or numerical data and make arithmetical calculations rapidly and accurately either manually or by machine. Requires ability to establish and maintain satisfactory working relationships with other employees and the public.

Work Hours & Location/Agency Contact: 8:00 am-4:30 pm Monday-Friday

Off Saturday and Sunday

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois 60950

Contact: Human Resources

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois 60950 815/468-6581 Ext. 328

How to Apply:

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

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Job Title: Administrative Assistant I - Opt S3

Agency: Central Management Services

Closing Date/Time: Thu. 05/08/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC028 Bid ID#: CMS 8727

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Certification Section Manager of the Business Enterprise Program for Minorities, Females and Persons with Disabilities, performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council relations for the program. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations. Serves as representative of BEP attending outreach programs; assists in the production of matchmaker conferences for vendors. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.

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 one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires an appropriate, valid driver's license and the ability to travel, statewide.

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

Work Location: CMS/Business Enterprise Program

100 W. Randolph Street Chicago, 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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).
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Job Title: Corrections Residence Counselor I

Agency: Corrections

Closing Date/Time: Tue. 05/06/14 5:00 PM Central Time

Salary: \$3,916.00 - \$5,752.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 3

Plan/BU: RC006

Bid ID#: IDOC29-20-14-0516/0517/0518

Description of Duties/Essential Functions Benefits Supplemental Questions

Under general supervision of the Corrections Residence Counselor II, performs security, custodial and control functions on an assigned shift at the Fox Valley Transition Center; performs paraprofessional counseling and coordinates housekeeping activities for residents.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school; requires two years of meaningful experience which would require development or establishing rapport on a personal basis; requires working knowledge of individual and group behavior; requires working knowledge of housekeeping, food preparation and household equipment; requires working knowledge of simple health and safety precautions, and of first aid methods.

PER UNION AGREEMENT THIS POSITION WILL BE AWARDED TO A FEMALE

Work Hours & Location/Agency Contact:

Work Hours: 1st shift: 7:00 am - 3:00 pm - Wednesday/Thursday off

2nd shift: 3:00 pm - 11:00 pm - Tuesday/Wednesday off

3rd shift: 11:00 pm - 7:00 am - Thursday/Friday off

Location: Fox Valley Adult Transition Center 1329 North Lake Street Aurora, IL 60506

Agency Contact: Patsy Musgrave Public Safety Shared Services

1301 Concordia Court, PO Box 19277 Springfield IL 62794-9277

217-557-6015

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

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Job Title: Phlebotomist - Part-time/2nd Shift

Department: RML Lab Support Services

Shift: 2nd

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

Specialty: Phlebotomy

Job Number: 2014-0554

Position Responsibilities:

Obtains blood specimens from patients by the invasive procedure of venipuncture.

Once proficient in adult and geriatric venipuncture and with additional training, the phlebotomist performs skin puncture on neonates, skin puncture or venipuncture on children and adolescents and radial artery puncture on adults.

Acts as a liaison between the physician and Rush Medical Laboratories.

Is responsible is responsible for collecting specimens for routine, preoperative, timed and STAT collections.

Interacts and communicates with physicians, nurses, laboratory personnel and other members of the health care team.

Position Qualifications Include:

High school graduate or equivalent

A minimum of two years of phlebotomy experience in a hospital setting

National Phlebotomy Association or equivalent certification highly preferred

Excellent interpersonal and communication skills

Availability to work some weekends

Apply online at

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140425153417&

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Zone Leader - Chicago

Reports to: Regional Manager

Location: Chicago, IL

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Ensure the health and success of 600-1500 scattered site apartment units

Ensure collections procedures and processes are being followed, as this role is accountable for all income (rents) and expenses for zone

Follow-up and audit maintenance, repair, and other requests as addressed by team members who report to you, and ensure properties stay in excellent condition

Ensure smooth interaction between residents, employees, and corporate office

Oversee the zone's handling of maintenance items, including up to \$100,000 of monthly maintenance material spending

Oversee the zone's other monthly purchasing costs

Address elevated resident complaints and creatively solve problems to ensure resident happiness and continued occupancy

Audit apartment buildings in zone to ensure high level of quality

Ensure buildings can successfully pass CHA section 8 unit screenings and other inspections

Recruit, train, assess, and cultivate talent on all zone teams

Qualifications/Minimum Skills to Apply:

2-year Associates degree

Customer service experience

Management experience

Working knowledge of Microsoft Excel, Word, and mobile communication

Access to reliable automobile – REQUIRED

Property management or entrepreneurial background a plus

Previous experience running/managing a multiple-site retail store/chain desired

Compensation and Benefits

Base pay will start at \$40,000 – 50,000/year, commensurate with qualifications and experience, with the opportunity to earn a leasing bonus up to \$1000/month. Medical, dental, vision, life, and 401(k) available.

Company stock may be available for top performers.

Please submit resumes in word.doc format to: jobs@pangeare.com

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Resident Care Rep - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various phone targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Handle dispute resolution and create work orders

Process rent payments

Process rental applications

Follow-up with prospective tenants using email, phones, text, etc

Ensures collections procedures and processes are being followed

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

Ability to multitask

Excellent time management skills

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

Must have M-F 9 a.m. – 7 p.m. and Saturdays open in order to apply for this job

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Maintenance Tech - Chicago

Reports to: Maintenance Supervisor

Responsibilities include but are NOT limited to:

Plumbing: Install both domestic and commercial water tanks; sweat copper pipes from ½" to 2"; replace galvanized pipes from ½" to 2"; repair/replace hot water circulation pump; repair/replace broken stack lines; operate commercial rodding equipment; clean catch basins; repair or replace toilets.

Electrical: Replace breakers; identify, track, and fix different types of shortages; replace light switch/fixture; run an additional electrical line; replace commercial exterior light fixtures.

Carpentry: Install and repair doors and window systems; install and repair kitchen and bathroom cabinets; framing, drywall, tape, and paint; repair wooden interior and exterior stairs as well as wooden fences; repair and replace baseboards and trim.

Flooring: Lay ceramic tile around the bathtub surround; lay vinyl tile; repair wooden floors including sanding and varnish. **Concrete/Roofing:** Repair gutters and down spouts; repair cracked sidewalks and stairs; repair flat and shingle roofing; knowledge of tuck pointing and bricklaying a plus.

Qualifications: Must have own tools. Access to reliable automobile, cell phone, and valid driver's license with insurance. Honest and able to work in a self-directed, fast-paced environment with minimal oversight. Hard working and flexible on hours if necessary. Must commit to Pangea full time – not for contractors. Criminal and credit checks will be run as this position deals with cash and potential high stress. Management experience preferred. Computer literacy a plus.

Other Skills:

HVAC/Boiler Systems: Furnace installation and troubleshooting (both heat and AC); boiler installation and troubleshooting (both steam and water) for 24+ unit buildings.

Low Voltage: Installation and repair of commercial intercom systems for 24+ unit buildings. Knowledge of 220V. Knowledge of all aspects of Project Base Section 8 requirements, including compliance, recertification procedures, audits, inspections, and repairs necessary to pass inspections.

Compensation and Benefits:

Base pay starts at up to \$20/hour, depending on experience and skill.

Benefits include health insurance, two weeks' vacation and five sick days per year.

Bonus of up to \$1000 per year depending on performance.

Potential for promotion from within the company.

Periodic training and workshops provided.

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Leasing Advisor - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various phone targets

calls answered within 30 seconds

converted leads per week/month

99% customer satisfaction survey results

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Make outgoing phone calls to prospective tenants that once called Pangea

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications/Minimum Skills to Apply:

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Knowledge of South and West sides of Chicago a plus

Compensation

\$10-14/hour, depending on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

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Evictions Prevention Rep - Chicago

Reports to: Call Center Supervisor

Location: Chicago, IL

Responsibilities

Reach and exceed various collection targets

Daily outbound/inbound calls to delinquent tenants

Efficiently navigate our web-based customer relation management system and make updates and changes quickly and accurately

Follow-up with prospective tenants using email, phones, text, etc

Other ad hoc duties and projects as they come up

Candidate must feel comfortable working in a target-driven environment but also be flexible with process and target changes!

Qualifications

Proven success in a previous collections role

Leadership role in customer service/sales in high volume call center experience preferred

High school diploma required, more education preferred

Excellent computer (web browsing, typing, multi-tasking) skills required - test will be administered

Compensation

Depends on experience

Temporary hourly role to start, with chance for full time employment

If brought on full-time, benefits and incentive compensation (bonus) will be offered

Must have M-F 9 a.m. - 7 p.m. and Saturdays open in order to apply for this job

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