



Driver - Relief Schedule (Full Time/Days)

Elk Grove Village, Illinois
Manufacturing and Production

Position fills in for delivery drivers who are not available for their shifts (due to vacation, illness, etc.). Routes for the relief driver typically change day to day. Position delivers products to stores on an established or contingency route or via dynamic dispatch to customers including convenience and gas stores, small supermarkets, drug stores, across a wide variety of weather conditions. Drives the delivery vehicle to a location, unloads and brings products into the store. Is responsible for ongoing rotating and stocking of products on store shelves, displays, vending equipment, and in coolers. Builds small displays and sets up promotional materials such as pricing signs and banners. Generates invoices and is responsible for daily settlement of cash and charges. Has frequent interaction with store management.

This position is labor intensive, requires lifting, loading and pushing/pulling cases ranging from 20-45 pounds per case repeatedly during work hours. It also requires reaching, squatting, and bending while delivering and merchandising products in the store.

PRIMARY ACCOUNTABILITIES:

- Deliver products and execute all promotions
- Service all scheduled customers by the end of shift
- Merchandise all accounts to local standards
- Follow DOT regulations
- Establish positive working relationships with primary contact at each account
- Regular, reliable, predictable attendance

BASIC QUALIFICATIONS:

- 21 years or older
- Valid CDL or Valid CDL Permit
- Pass the required drug test and physical capabilities test (if applicable)
- Pass the required background checks
- Pass DOT physical and DOT Road Test

HELPFUL EXPERIENCE:

- Operating trucks requiring a CDL license (e.g., performing basic functions like driving forwards, driving backwards, maneuvering in tight spaces, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive on shelves, rotating product, cleaning shelves, or eliminating out of stocks and out of date products, etc.)
- Operating equipment (e.g., pallet jacks, hand trucks, breakdowns, etc.)

Apply online at <http://www.pepsicojobs.com/job-detail?slug=2000030115010&cult=en-US>

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Storage Customer Service Representative

U-Haul Storage Facilities
U-Haul Moving & Storage of Brighton Park
3401 W 47th St
CHICAGO, IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

Whether your "regular" job is a full-time or part-time position at another company, being in the military, going to school or being a stay-at-home parent, the flexible schedules available at U-Haul will make it possible for you to join our team. We have a variety of positions available for moonlighters and the flexible schedules we offer provide many options.

As a Customer Service Representative perform various duties including:

- Levels inspection.
- Clean rental equipment.
- Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

- Sun - 7am to 7pm
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 6am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=130328&mode=

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Detail Specialist

U-Haul Repair Facilities
Forest Park Shop
FOREST PARK, IL

Description:

We are looking for a Detail Specialist to ensure that trucks, trailers and other equipment are thoroughly cleaned inside and out. This person will apply protective dressings to vinyl and rubber surfaces, clean inside and outside of truck cabs and van boxes, clean mirrors and windows, and make sure all equipment is "customer ready."

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - NA
Mon - 6am to 3pm
Tue - 6am to 3pm
Wed - 6am to 3pm
Thu - 6am to 3pm
Fri - 6am to 3pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129344&mode=

Certified Nursing Assistant

Department: 5 Northwest
Schedule: Full Time
Shift: PM/Night rotation
Hours: 3:00pm-11:30pm
Contact Information: Address: 1225 W. Lake Street Melrose Park, IL

Job Details: 1-2 years experience is required

The Nursing Assistant under the direction and supervision of the professional nurse performs various duties to assist the nursing staff in meeting patient treatment and care requirements. All duties are carried out in accordance with the established policies and procedures. Willingness to work under close supervision. Able to communicate effectively using written and verbal English. Good interpersonal skills. High School diploma or equivalent. BLS required. Certification as a nursing assistant required. One semester for clinical completed in an RN program accepted in its place of CNA certification.

Apply online at <http://www.westsubmc.com/About/careers.aspx>

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Clerk II

Department: HOME HEALTH

Schedule: Registry

Shift: Days

Hours: weekdays and weekends

Job Details:

Reporting to the Manager of Business and Billing Reimbursement, is responsible for filing and maintenance of health information records and data, records assembly, completion and archiving.

JOB SPECIFICATIONS:

Level of knowledge normally acquired through the completion of a High School diploma.

Previous experience in Home Health filing and data entry preferred.

Operates standard and/or automated office machines including but not limited to a personal computer, calculator, photocopier and fax/scanner.

The ability to understand and follow written and verbal instructions.

The interpersonal skills necessary to communicate in a courteous, clear and concise manner both verbally and in writing.

The analytical skills necessary to calculate accurate data and sort and file numerically and alphabetically.

Organizational skills necessary to complete multiple tasks in a timely manner.

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HR Associate Manager

Chicago, Illinois

Human Resources and Personnel

The Human Resources Manager (HRM) at PepsiCo plays a key role in executing a talent agenda that aligns with the team's business priorities. HRMs are expected to work closely with the teams they support to execute agreed-upon initiatives designed to address performance at both the individual and team levels. Initiatives HRMs will support include employee engagement assessment and action-planning; performance management; career coaching and planning; custom training; and organization design. HRMs will also play the critical role of coach and advisor to associates in the functions they support.

Key Responsibilities:

- Partner with teams to implement solutions to talent and organizational issues
- Assess employee engagement and develop action plans to ensure a positive, engaging, and supportive workplace
- Develop and lead training across multiple levels and topics
- Partner with Talent Acquisition to source and staff a diverse workforce, and ensure a positive onboarding experience
- Serve as advisor and coach to associates around career development and performance issues
- Participate in employee investigations and ensure appropriate outcomes and follow-up
- Leverage centers of excellence to build tools and expertise across teams supported
- Support the HR Manager/Director with labor relations processes including grievance resolution

Education/Certifications: •Bachelors Degree required; major in Industrial/Labor Relations, Human Resources Management, psychology, or other related field preferred
•Masters Degree in Business Administration, Labor Relations, or Human Resources Management preferred

Work Experience: •A minimum of 5 years of prior Human Resources Generalist and/or Organizational Development experience is ideal
•Experience practicing HR in a manufacturing or distribution environment is preferred

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status. If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 43667BR

Apply online at <http://www.pepsicojobs.com/job-detail?slug=43667BR&cult=en-US>

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Sales Associate - energy drink portfolio

Chicago, Illinois

Sales

Job Description: •This position contributes to the success of the Pepsi Beverages Company (PBC) by securing incremental availability of our energy drink portfolio within a variety of customer channels.

Major Tasks, Key Responsibilities and Key Accountabilities:

- Develop all assigned accounts relative to sales volume, product distribution, space allocation, and customer service
- Solicit new business to increase volume and package distribution
- Solicit the placement of equipment and sell sufficient product inventory
- Utilize point-of-purchase materials to create marketplace excitement and stimulate sales
- Ensure compliance with national and local execution programs
- Maintain and increase shelf facings, clean shelving and rotate product
- Provide excellent service to assigned accounts; Sell PBC's Service Advantage
- Merchandise product, secure barrel and rack placements, and build displays
- Compliance with Accounts Service as Scheduled measures
- Demonstrates a passion to drive results and exceed expectations
- Openly embraces new ideas and processes to develop "out of the box" ideas
- Ability to track and analyze data to ensure targets are achieved
- Self motivated and strives to create a team focused execution approach
- Works well as a team with Location Small Format customer representatives to drive collective volume

Basic Job Qualifications:

- Bachelor's degree and/or equivalent work experience
- A minimum of 1 year of fact-based direct selling experience

Preferred Job Qualifications:

- Beverage or Consumer products experience

PepsiCo is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability or protected veteran status. If you'd like more information about your EEO rights as an applicant under the law, please download the available EEO is the Law (<http://pep.jobs/eeo-poster>) & EEO is the Law Supplement (<http://pep.jobs/eeo-poster-supplement>) documents by copying and pasting the appropriate URL in the address bar of your web browser.

Job Ref: 43650BR

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
1955 W North Ave
MELROSE PARK, IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Full-Time

Hours Needed: (These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm
Tue - 8am to 5pm
Wed - 8am to 5pm
Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=130520&mode=

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General Manager - Trainee

U-Haul Regional Marketing Offices
UHC of Chicago and Chicago Western Suburbs
1955 W North Ave
MELROSE PARK, IL

Description: In a training capacity, observe and perform duties and operations necessary to qualify for the job of General Manager of a moving center. Learn cash management policies and procedures necessary to direct a profitable center. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Full-Time

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128034&mode=

Facility Maintenance Helper

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description: Assist in the facility maintenance of U-Haul moving centers, storage centers and other U-Haul buildings. Perform work requiring nailing, sawing, cutting, painting, etc. Use power tools for repetitive operations. Perform clean-up duties at renovation site. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - NA
Mon - 8am to 4pm
Tue - 8am to 4pm
Wed - 8am to 4pm
Thu - 8am to 4pm
Fri - 8am to 4pm
Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=130615&mode=

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP, IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA

Mon - 8am to 5pm

Tue - 8am to 5pm

Wed - 8am to 5pm

Thu - 8am to 5pm

Fri - 8am to 5pm

Sat - NA

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=129289&mode=

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Hitch Professional

U-Haul Moving Centers
U-Haul of Des Plaines
1560 Mt Prospect Rd
DES PLAINES, IL

Description: Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

Sun - 8am to 5pm

Mon - 4pm to 7pm

Tue - NA

Wed - NA

Thu - NA

Fri - 4pm to 8pm

Sat - 4pm to 7pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=128583&mode=

Radiology Technologist

Department: Radiology

Schedule: Registry

Shift: Rotation

Job Details: Responsible for performing radiological diagnostic services on a daily basis, according to protocols established by the Director. Obtains films of highest quality under minimal direction and supervision. Responsible for professional performance and decision making in accordance with the clinical, fiscal and organizational objectives of the department and hospital.

JOB QUALIFICATIONS

1. Completion of an Allied Health Education and an AMA approved program in Radiology.
2. Current ARRT certification and IDNS licensure (or Registry eligible)
3. CPR certification
4. Excellent interpersonal communication skills
5. Ability to handle information in a sensitive and tactful manner

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Hitch Professional

U-Haul Moving Centers
U-Haul Moving & Storage of Plainfield**S
11238 Rte 59
NAPERVILLE, IL

Description:

Be familiar with and able to recommend, sell, and install complete towing packages according to manufacturers' specifications while using good mechanical practices. Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status: Temporary/Seasonal

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm

Mon - NA

Tue - NA

Wed - NA

Thu - NA

Fri - 7am to 8pm

Sat - 7am to 5pm

Apply online at http://jobs.uhaul.com/job_detail.aspx?aval_job_id=130598&mode=

Security Officer

Department: SECURITY DEPARTMENT

Schedule: Part Time

Shift: Rotation

Job Details:

The security officer performs activities necessary to the provision of a safe and secure environment for employees, patients and visitors of the hospital. High School diploma required. Previous security experience and/or training in Health Care Security preferred.

PSTN 12 Security Officer Certification. Must have valid IL Driver's license. FOID card, 20 hour certificate preferred.

Apply online at <http://www.westsubmc.com/About/careers.aspx>

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Customer Management Associate Account Representative

Chicago, Illinois

Sales

The Key Account Manager for Retail Sales contributes to the success of the Pepsi Beverages Company by executing a selling strategy in assigned retail accounts. This person is responsible to manage key customer relationships to include negotiating customer agreements that deliver against annual operating plans while successfully delivering against the customer's expectations. The KAM must develop strategic account plans in order to create sales proposals yielding profitable account development and growth. Further, this person must prepare and conduct quarterly internal presentations to ensure senior management alignment on plans and strategies.

Major Tasks, Key Responsibilities and Key Accountabilities:

- Maximize volume and revenue in key assigned accounts by utilizing fact-based selling methods
- Cultivate strong relationships with customers
- Activate local and national marketplace initiatives and promotions to build brand development and maximize brand performance
- Ensure customers are complying with PBC contract requirements
- Work closely with the Selling Operations team to improve overall customer satisfaction
- Analyze business trends to develop business growth strategy

Basic Job Qualifications:

- Bachelor's degree
- A minimum of two years of fact-based direct selling experience

Preferred Job Qualifications:

- Consumer packaged goods experience

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Job Ref: 44125BR

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Job Title: Physical Therapy Aide II - Nursing

Agency: Veterans Affairs

Closing Date/Time: Wed. 04/09/14 4:00 PM Central Time

Salary: \$2,869.00 - \$3,953.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-14-75440-2

Description of Duties/Essential Functions Benefits Supplemental Questions
Assists patients in carrying out range of motion exercises and routine generalized strengthening exercise programs as designated by a licensed physical therapist; assists patients in walking, which may or may not be with an assistive device; cleans and oils braces, walkers, canes and other equipment used in physical therapy, changes linens on tables and other equipment used in physical therapy; administers various treatments; consults with supervisor on treatment activity; assists in preparing patients for treatments, dressing and undressing, personal hygiene, or positioning patients on treatment table or whirlpool; sets up equipment for specified treatment; records patient participation in established therapy programs; transports patients to and from treatment area.

Minimum Requirements:

Requires one year of experience in physical therapy aide work and/or training which has provided a working knowledge of the potential hazards involved in physiotherapy treatments, and necessary precautionary methods. Requires the ability to adjust, operate and make minor repairs to physical therapy equipment.

Work Hours & Location/Agency Contact: 7:00am-3:30pm on a Rotating Schedule
Every other weekend off 1/2 hour unpaid lunch

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

Contact: Jeri Gulli Phone: 815-468-6581 ext. 328 Fax: 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).

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Job Title: Public Service Administrator - Opt 1

Agency: Department of Labor

Closing Date/Time: Tue. 04/08/14 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: RC063

Bid ID#: 15-IDOL-0022

Description of Duties/Essential Functions Benefits Supplemental Questions
Subject to administrative approval of the Manager of Fair Labor Standards Division, plans, organizes, implements, controls and evaluates the Statewide Child Labor and Law Enforcement programs. This position serves as the assistant administrator of the division, assisting in the management of program operations; is responsible for coordination of all Child Labor program activities and directly supervises and trains compliance field staff; serves as Fair Labor Standards coordinator for mandated educational outreach to those regulated by the labor laws; resolves complex Fair Labor issues.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college and three years of responsible administrative experience in a public or business organization. Requires ability to manage a supportive agency program and effectively supervise employees. Requires extensive knowledge of agency programs, policies and procedures.

Work Hours & Location/Agency Contact:

Monday through Friday 8:30 am to 5:00 pm; weekends and State Holiday off

Illinois Department of Labor 160 N. LaSalle St. c-1300 Chicago, IL 60601

Deborah Morris / Human Resources Associate

900 South Spring Street Springfield, IL 62704 Fax 217-782-0596

deborah.morris@illinois.gov

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 with a cover memo indicating the specific vacancy ID number you are applying for to the Agency contact/address listed above. You will need to receive a valid grade from Central Management Services. In order to obtain this grade, please follow the instructions below.

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Job Title: Public Service Administrator - Opt 3

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 04/14/14 11:59 PM Central Time

Salary: \$6,021.00 - \$9,286.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: IWCC-50-14-04

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college in computer science, information technology or a related field; requires prior experience equivalent to three years of progressively responsible administrative experience in computer science or a related field; requires thorough knowledge of Workers' Compensation Commission policies and procedures; requires thorough knowledge of public and business administration principals and practices; requires ability to develop and maintain cooperative working relationships; requires ability to develop and manage a supportive agency program as needed; requires thorough knowledge of agency programs and service objectives, activities and operational systems; requires ability to develop, install, and evaluate new and revised methods, procedures and performance standards; Requires ability to exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures; requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services.

Work Hours & Location/Agency Contact:

Work Hours: Monday through Friday - 8:30 a.m. to 5:00 p.m.

Illinois Worker's Compensation Commission

100 W Randolph, Suite 8-200 Chicago, Illinois 60601

Agency Contact for Job Bulletin: Human Resources Department - 312/814-0702

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 3 - Mgt Info Sys/Data-Telec

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Job Title: Public Service Administrator - Opt 7
Agency: Corrections
Closing Date/Time: Wed. 04/09/14 4:00 PM Central Time
Salary: \$6,995.00 - \$10,409.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: VR704 Bid ID#: IDOC29-82-14-0056

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Asst. Warden of the Reception & Classification Center (Sr. Public Service Adm.), plans, organizes and directs the Reception & Classification unit; interprets and implements policies and procedures; supervises staff; prepares reports; coordinates the functions of the Records Office, mailroom and inmate property control.

Position Number: 37015-29-82-442-30-01

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in social sciences and three years of supervisory experience in a custody program in a correctional facility; extensive knowledge of the methods and techniques of developing and conducting programs; extensive knowledge of the principles and practices of penal administration and criminology; extensive knowledge of the attitudes, problems and behavior of resident under restraint.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00am to 4:00pm Mon through Fri with days off of Sat and Sunday.
LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60435
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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Rehabilitation Services Advisor I

Agency: Human Services

Closing Date/Time: Wed. 04/09/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-41-80189

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the general supervision of the Manager of the Community Rehabilitation/Support Employment Unit, coordinates, develops and administers contacts with service providers for direct services. Provides technical assistance to community leaders, employers, agency contractors and Division of Rehabilitation Services (DRS) field staff involved in Vocational Rehabilitation within the assigned territory.

Minimum Requirements: Requires knowledge, skill and mental developmental equivalent to completion of four years of college with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely-related field. Requires minimum two years' experience in a related field.

Work Hours & Location/Agency Contact: 8:30 a.m-5:00 p.m. Monday-Friday
VR Support/Community Resources 100 West Randolph, Suite 5-300 Chicago, IL 60601
Marc Wade 100 S. Grand Ave, East, 3rd Floor Springfield, IL 62762
Fax: (217)524-3385

Candidates must be deemed qualified or have submitted an application to the Department of Central Management Services, 500 Stratton Building, Springfield, Illinois 62076 to receive a qualifying grade prior to the closing of the posting period. A copy of the current promotional or open-competitive grade (if applicable) and a CMS-100 Employment Application must be submitted with the bid form to the individual indicated above.

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
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Job Title: Security Therapy Aide Trainee

Agency: Human Services

Closing Date/Time: Fri. 04/11/14 4:00 PM Central Time

Salary: \$3,089.00 - \$4,315.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 11

Plan/BU: RC009

Bid ID#: EMHC-14-1109

Description of Duties/Essential Functions Benefits Supplemental Questions
Under immediate supervision, receives training and performs beginning level duties in the care and habilitation/treatment of patients who are in a moderate security forensic unit while receiving care for psychiatric symptoms.

Minimum Requirements:

Requires ability to participate in and successfully complete comprehensive training program. Requires ability to adjust to and function effectively in an environment with mentally ill patients.

Work Hours & Location/Agency Contact: Shift: To Be Determined
Elgin Mental Health Center - Training - Forensic Treatment Program

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Fax: 847-429-4933

Current State Employees will need to complete and submit a bid form and CMS100 Employment Application to the contact person above and take the written test. Non-State Applicants must apply below.

How to Apply:

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

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Job Title: Security Therapy Aide I

Agency: Human Services

Closing Date/Time: Fri. 04/11/14 4:00 PM Central Time

Salary: \$3,532.00 - \$5,110.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: EMHC-14-1102

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Nursing Manager and clinical guidance of a Registered Nurse, provides direct care and supervision to adults who need treatment and containment in a moderate security forensic unit while receiving care for psychiatric symptoms. Attends and provides input into shift meetings and staff training.

Minimum Requirements: Requires completion of an approved STA Training Program; Requires physical strength and ability to restrain combative individuals.

Any applicant who is not currently a State Employee should complete a CMS 100 application and go to one of the State Testing Site and take the test for Security Therapy Aide Trainee.

Work Hours & Location/Agency Contact: Shift: 11pm - 7am Part-Time (50%)
Work Location: Elgin Mental Health Center - Forensic Treatment Program (White)
CONTACT INFORMATION Human Resource Office
Elgin Mental Health Center 750 S State St., Elgin, IL 60123
Fax: 847-429-4933

How to Apply: Only currently certified state employees in this classification or current certified state employees that have been certified previously in this classification may be considered for vacancies for this position. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. If this would be a promotion you must submit a CMS-100B Promotional Application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. All other State employees may submit a Bid Form and CMS 100 application but will also need to take the Open Competitive Test for STA Trainee. 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: Senior Public Service Administrator - Opt 2A

Agency: Revenue

Closing Date/Time: Wed. 04/09/14 5:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 8599

Minimum Requirements:

Requires a Bachelor's degree, including 21 semester hours of progressive accounting courses; requires prior experience equivalent to six years of responsible administrative experience in state and/or federal tax auditing. Requires thorough knowledge of the various tax laws, rules, regulations, court decisions and other acts administered by the Department; requires thorough knowledge of auditing methods, procedures and techniques; requires extensive knowledge of the Federal Income Tax Act and the ability to relate its provisions to specific issues; requires ability to develop and manage a major agency program; requires ability to travel extensively, access to an automobile and possession of a valid, appropriate driver's license.

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

Work Location: Audit/Sales Tax 100 Randolph St. Chicago, IL (Cook County)

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110

Springfield, IL 62702

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

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 2A - Revenue Audit Field Manager

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