



**Job Title Bus Operator**

Location Chicago, IL, US

Job Type Part - Time Temporary

Department Bus Operations

SALARY TARGET: \$16.12 - \$32.35 PER HOUR

**EDUCATION/EXPERIENCE REQUIREMENTS**

Required to submit to and pass drug and alcohol testing as mandated by the Federal Transportation Administration.

Required to be at least 21 years of age.

Required to have an acceptable driving record and a valid State of Illinois Class "B" Commercial Driver's License (CDL) or a valid State of Illinois CDL permit with the following three endorsements: KNOWLEDGE, PASSENGER and AIR BRAKES.

Must possess a High School diploma or GED equivalent.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Possess customer service experience or skills to provide outstanding customer service to passengers.

Must possess a comprehensive knowledge of the rules, regulations and procedures relative to the operation of surface vehicles.

Must possess a comprehensive knowledge of pertinent state and municipal traffic laws.

Must possess the skills necessary to accurately read and interpret bus schedules.

Must possess a thorough knowledge of the fare structure, transfer regulations and the rules and procedures governing Bus Operators.

Required to possess a knowledge of arithmetic.

Required to speak in a clear and accurate manner.

Must possess a thorough knowledge of the preparation and usage of applicable transportation forms.

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Title Janitor (Buildings & Grounds)**

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Facilities Maintenance

SALARY TARGET: \$13.70 - \$30.86 PER HOUR

Rate to be determine by applicant's entered service date and service date in union jurisdiction of this classification.

Performs various janitorial duties in cleaning and maintaining offices, washrooms, lunchrooms, work areas and bus turnarounds.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Must possess a valid State of Illinois Driver's license and be capable of operating a vehicle. Must perform the physical activities associated with this position.

**PHYSICAL REQUIREMENTS**

Extensive amount of stooping, bending, kneeling standing, walking and climbing ladders. Lifts, carries and maneuvers materials weighing up to 50 pounds.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Required to have knowledge of proper cleaning methods, techniques, materials and supplies relating to locations and surfaces to be cleaned.

Required to know how to properly and safely use cleaning solvents, chemicals and machinery and their proper application in a variety of situations and conditions.

Required to properly identify and report malfunctioning equipment, apparatus, heating and cooling systems, plumbing, electrical and related systems and apparatus.

Required to write and express oneself in a clear, concise and comprehensive manner.

This is a bargained for position and is not subject to CTA's residency ordinance.

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**Job Title: Support Service Worker - Housekeeping**

Agency: Veterans Affairs

Closing Date/Time: Mon. 04/13/15 4:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 34-50-15-89100

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs necessary institution housekeeping duties required to maintain cleanliness and a sanitary environment within all assigned buildings on the grounds, to meet all health and safety requirements. Cleans areas outside confines of building, but designated as complement of building such as walks, ramps, docks, porches and furniture and ash receptacles located on same. Sends linens and clothing to laundry and distributes upon return; keeps records and inventories of same. Reports building equipment shortages and necessary repairs to supervisor; cleans rugs and blinds.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six (6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area.

Work Hours & Location/Agency Contact: 7:00am - 3:00pm  
Rotating Schedule; Every Other Weekend Off; 1/2 hour lunch  
IL Veterans' Home, 1 Veterans' Drive, Manteno, Illinois 60950  
Contact: Human Resources / Jeri Gulli  
IL Veterans' Home, #1 Veterans' Drive, Manteno, Illinois 60950  
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](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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**Cashiers Associate**

Location: Chicago, IL  
Requisition ID: 861-894224  
Posting Date: 3/19/2015  
Shift: Flexible  
Status: Regular

**GENERAL PURPOSE OF POSITION:**

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

**FOCUS OF POSITION:**

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks  
Deliver excellent customer service and demonstrate a high degree of professionalism

**RESPONSIBILITIES:**

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements  
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers  
Communicate customer requests to management  
Enter all media from register into the tally program  
Maintain orderly appearance of register area and supplies stocked  
Any other tasks as assigned from time to time by any manager

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-5004440>

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## **Receiving Manager**

Location: North Riverside, IL

Requisition ID: 273-893880

Posting Date: 3/20/2015

Shift: Flexible

Status: Regular

### General Purpose of Position:

As part of the operations team, the Receiving Supervisor is responsible for the day-to-day operations of the receiving area. Responsibilities include staffing, training, scheduling, receiving, shipping, processing, equipment maintenance and loss prevention.

### Focus of position:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks

Deliver excellent customer service and demonstrate a high degree of professionalism

### Skills and Competencies:

Ability to provide outstanding customer service

Ability to develop and train work force, build relationships, utilize skills of workforce most appropriately

Ability to process information and merchandise through computer system

Ability to manage receiving operations effectively

Ability to maintain a fair, consistent set of standards as they apply to work force

Ability to adjust priorities and manage time wisely in a fast-paced environment

Ability to maintain records and documentation pertaining to work force

Ability to communicate in a clear, concise, understandable manner, listen attentively to others and provide instructions to all associates

Ability to operate all equipment necessary to perform the job

Ability to stand for extended periods, and to move and handle merchandise, which entails lifting, and perform all functions as set forth above

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Apply online at <http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-manager-north-riverside-illinois-job-5004973>

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

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

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1533012-334166

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 8:30 AM to 5:00 PM

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

Supervisor: P. Foster-Stith

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd, Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

**How to Apply:**

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

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**Job Title: Clinical Psychologist**

Agency: Human Services

Closing Date/Time: Fri. 04/17/15 4:00 PM Central Time

Salary: \$6,033.00 - \$9,268.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-81-75927

Description of Duties/Essential Functions Benefits Supplemental Questions  
Provides Clinical Neuropsychological Assessment services on a Forensic Unit. Signs first certificates for admission; testifies in court regarding discharge, aftercare and continued treatment recommendations. Provides clinical expertise in the area of Psychology to other clinical staff. Liaisons with community agencies regarding patient's needs. Performs Quality Improvement projects to ensure quality of services.

**Minimum Requirements:**

Requires doctoral degree in psychology and registration as a psychologist by the Illinois Department of Professional Regulations. Supplemented by two years of supervised experience in health services.

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

Shift: 8:00 am - 4:00pm with weekend hours

Location: Elgin Mental Health Center: Forensic Treatment Program

**CONTACT INFORMATION**

Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

**How to Apply:**

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

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**Job Title: Commissioner Assistant**

Agency: Commerce Commission

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

Salary: \$3,928.00 - \$8,182.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: MC-12

Bid ID#: 31-1501

**Minimum Requirements:**

The successful candidate will be a law school graduate with academic school. Standing in the upper third of the law school class and/or experience on the editorial board of review of a law school are preferred. In addition, the Commissioner Assistant should have superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; and the ability to apply human relations skills in interaction with ICC staff, representatives of government and private industry.

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

8:30 a.m. to 5:30 p.m., Monday through Friday

160 North LaSalle Street, Ste. C-800, Chicago, Illinois

Cheryl Barrett

HR Analyst

Illinois Commerce Commission

527 E. Capitol Ave.

Springfield, IL 62701

217-557-4206

[cbarrett@icc.illinois.gov](mailto:cbarrett@icc.illinois.gov)

**How to Apply:**

Submit a cover letter, resume, and CMS-100 by April 15, 2015 to: Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701.

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**Job Title: Electrician**

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

**Minimum Requirements:**

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

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

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

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

Agency: Employment Security

Closing Date/Time: Tue. 04/14/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: RCRA 11567

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in the social sciences and one year professional experience; or requires five years of work experience in program research, evaluation, or design with three of the years at the professional level. Requires working knowledge of program research techniques and design of operational systems; agency programs, service goals, activities and operational systems. Requires elementary knowledge of state and federal regulations impacting on the design or operation of programs. Requires the ability to establish cooperative working relationships, communicate verbally and in written form, use mainframe and automated computer systems and related software programs.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

**WHERE TO APPLY:**

IDES 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).

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**Job Title: Executive I - Opt C1**

Agency: Employment Security

Closing Date/Time: Tue. 04/14/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County Zone 1, Illinois

Number of Vacancies: 1

Plan/BU: RC062

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration and requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires working knowledge of the functions of state government; the principles of governmental accounting; and IDES policies and procedures. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships; and to use a PC, handheld scanner and software programs, including Microsoft Office suite and agency specific computerized inventory systems. Requires ability to lift and carry up to 50 pounds. Requires physical ability to climb stairs and ladders, to bend and stoop, be on hands and knees or on feet for long periods of time. Requires the ability to travel.

Work Hours & Location/Agency Contact: WORK LOCATION: Central Office

Work Hours: 8:30 - 5:00, M - F

WHERE TO APPLY: IDES 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).

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**Job Title: Health Information Associate**

Agency: Human Services

Closing Date/Time: Fri. 04/17/15 4:00 PM Central Time

Salary: \$3,124.00 - \$4,402.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-81-73926

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience or completion of high school and three years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of department codes, rules and regulations as related to health information records and state and federal laws governing use of health information in disclosures and court actions. Requires knowledge of medical, psychological and psychiatric terminology. Requires ability to use personal computers, hardware and software applications and the ability to abstract, analyze and interpret health information records and data. Requires the ability to effectively communicate and maintain working relationships with staff, patients and the general public.

Work Hours & Location/Agency Contact: 7:30am - 3:30pm  
Elgin Mental Health Center ; Health Information Management

**Contact:**

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

**How to Apply:**

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

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**Job Title: Lottery Sales Representative**

Agency: Lottery

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

Salary: \$3,969.00 - \$5,913.00 monthly Job Type: Full-Time

Location: Cook County, Illinois Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: LOT 10392

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness; requires ability to independently complete ongoing assignments and to meet deadlines within rigid time frames; requires ability to communicate effectively with the public, officials, community groups and others, either orally or in writing; requires ability to meet people easily and establish and maintain good working relationships with the public and agency personnel, and use diplomacy and tact in dealing with controversial matters; requires ability to apply and interpret the lottery law, rules and regulations, and agency policies as they affect day-to-day operations; requires ability to independently conduct survey and studies and prepare reports of findings and recommendations in a logical and valid manner; requires ability and willingness to travel frequently and for extended periods of time, often keeping irregular hours. Requires possession of an appropriate valid driver's license.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of the Lottery

Sales/Region 6/Territory 607, 586 Territorial Drive - Unit A, Bolingbrook, IL

Cook County (Must live within 25 miles of Chicago-South, Pilsen area.)

Agency Contact: A & R Shared Services Center

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

217-558-0962 217-782-9925 Fax

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: Natural Resources Coordinator - Opt 5**

Agency: Natural Resources

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

Salary: \$3,792.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 12-32-4869

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, assists supervisor in resource management and planning at Illinois Beach State Park; serves as interpreter to the park visitors; explains natural and cultural aspects of the site to groups/individuals; collects and analyzes data to assist in natural and cultural resource projects; prepares and maintains various records/reports; represents supervisor at meetings.

**Minimum Requirements:**

Requires a Bachelor's degree in outdoor recreation or a related natural science supplemented by one year of directly related professional experience; requires a valid Illinois driver's license; requires elementary knowledge of Division objectives, policies, programs and services and State and Federal laws, rules and regulations pertaining to outdoor recreation; elementary knowledge of public relations principles and techniques, audio/visual and other interpretive methods, theories and practices; elementary knowledge of budgetary planning; ability to establish and maintain satisfactory working relationships; ability to provide task related direction and assistance to seasonal or intermittent employees; ability to deliver planned and impromptu informational presentations and ability to develop the core site interpretive program.

Work Hours & Location/Agency Contact: Work Hrs: Wednesday-Sunday, 8:30 am to 5:00 pm, 1 hour lunch, Monday & Tuesday off

Location/Where to Apply: Illinois Beach State Park / Saki Villalobos  
1 Lake Front Drive, Zion, IL 60099 (Lake County) 847-662-4811

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 5 - Resource Interpreter**

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### **Contract Carrier Maintenance Specialist**

Location: South Holland  
Office: Revenue Services  
Department: Maintenance

#### **Job Description:**

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

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

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

Assists senior inspectors on engine/transmission related items as well as bus renovation projects and retrofit campaigns.

Assists with matters relating to maintenance in the Vanpool Department. Fills in for the maintenance specialist in his absence. Other duties as assigned.

#### **Qualifications:**

Qualified candidate must have 3 to 5 years progressively responsible "hands-on" experience in bus maintenance or a related field. Extensive, in-depth working knowledge of all diesel coach systems, shop procedures and equipment.

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

Apply online at

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

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### **P/T Driver/ Clerk**

Location: Arlington Heights

Office: Revenue Services

Department: Maintenance

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

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

Apply online at

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

### **CATERING ASSISTANT**

Facility Presence Saint Joseph Medical Center - Joliet

Department PSJMC FOOD & NUTRIT SER

Schedule Casual/ Part-time (no benefits)

Shift Day/Night rotation

Hours varies

Location Joliet, IL

Req Number 134689

#### Job Details

Assist with daily catering events including room set up, service, and preparation of food and beverages for daily events.

#### Education and/or Experience

High school diploma or general education degree (GED)

PREFERRED: 6 months prior food service experience

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=10029369>

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**Servicer**

Location: Markham

Office: Revenue Services

Department: Maintenance

**Job Description:**

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

Must operate and service washrack/cleaner, empty farebox vaults, take farebox readings and park/spot equipment, as directed.

Responsible for completing all required documents and reports for work performed.

Other duties as assigned or required.

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

**Qualifications:**

Qualified candidate must be 21 years of age and have, or be able to obtain, a valid class "B" Commercial Driver's License with Passenger and Airbrake endorsements, have knowledge of service area and the ability to operate all company equipment.

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

Qualified candidate must be capable of heavy lifting. This is a safety sensitive position.

Qualified candidate must have a good work history.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=429](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=429)

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## **Receptionist/Customer Assistance Facilitator**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### Job Description:

The Receptionist/Customer Assistance Facilitator is responsible for operating the Chicago Office switchboard, assisting internal and external customers and for providing support to the Paratransit and Vanpool Departments in accordance with Pace policies and procedures.

This position is essential to achieve the goals of the Paratransit department as well as the mission of Pace as an organization. This includes but is not limited to: answering all incoming calls and either directing the call to the appropriate Paratransit staff person or researching/answering basic inquiries; preparing and/or assisting in the preparation and distribution of correspondence; coordinating meeting rooms; assisting Paratransit managers and staff in the management of various projects (including supervising of interns and temp staff); assisting with office supplies inventory; coordinating servicing of all office equipment; assisting with vendor and petty cash box procedures; assisting with organizing Pace office functions communicating notices to staff as required by management; and other duties as assigned.

### Qualifications:

Qualified candidate must have at least two years (2) years of experience as a receptionist or a relevant customer service related position. Candidate must have strong customer service skills, verbal communication skills, organizational skills, and computer skills.

Candidate must have the ability to work with multiple managers/staff; assist internal and external customers; and have the ability to manage a busy and rigorous phone activity.

Candidate must have the aptitude to work with various computer programs, including Microsoft Word, Excel and Trapeze.

Experience with these programs is strongly preferred. Applicant must have a word history and possess a current valid driver's license and a good driving record.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=701](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=701)

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## **Fast Food Attendant at Chicago Marriott Downtown Magnificent Mile in Chicago**

540 N Michigan Ave Chicago, IL

Job Type: Full Time

Shift: Morning

### Job Description

It's a powerful feeling, to belong. It's inspiring people to do more than they thought they could. It's leading the way by rolling up your sleeves to accomplish a common goal. It's taking a passion and turning it into your vision. Belonging is what it feels like to work at Marriott. If this sounds like the place for you, join us.

The Chicago Marriott Downtown Magnificent Mile, located at 540 North Michigan Avenue, Chicago, IL, 60611 is currently hiring a Attendant-Specialty Food Overnight.

Responsibilities include: Complete opening and closing duties including setting up necessary supplies and tools, cleaning all equipment and areas, locking doors, etc. Set up, stock, and maintain work areas. Input orders into cash register system and collect payment from customer. Take orders, record in MICROS system and prepare food and coffee beverages. Ensure that appliances (e.g., coffee makers) are turned on/off at the appropriate times. Bus coffee cart areas and tables. Clean dishes, utensils, work areas, tables and equipment throughout the day. Obtain change required for expected business level.

Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. Follow all company and safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation.

Speak with others using clear and professional language. Develop and maintain positive working relationships with others, and support team to reach common goals. Ensure adherence to quality expectations and standards. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Stand, sit, or walk for an extended time period. Perform other reasonable job duties as requested by Supervisors.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15000IT0>

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**Customer Service Representative at Courtyard Chicago Downtown/River North in Chicago**

30 E Hubbard St Chicago, IL

Job Type: Full Time

Shift: Morning

Job Description: It's a powerful feeling, to belong. It's inspiring people to do more than they thought they could. It's leading the way by rolling up your sleeves to accomplish a common goal. It's taking a passion and turning it into your vision. Belonging is what it feels like to work at Marriott. If this sounds like the place for you, join us.

The Courtyard Chicago Downtown/River North, located at 30 E. Hubbard, Chicago, IL 60611 is currently hiring a Guest Service Representative.

Responsibilities include: Organize, confirm, process, and conduct all guest check-ins/check-outs, room reservations, requests, changes, and cancellations. Secure payment; verify and adjust billing. Activate and file room keys. Process all guest requests and relay messages. Print contingency lists to have a record of all guests in case of emergency. Identify and explain room features to guests; supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest. Ensure that any outstanding requests or problems from the previous day receive priority and are resolved. Run and review daily reports/logs. Complete designated cashier and closing reports in the computer system. Accept and record wake-up call requests and deliver to appropriate department. Count bank at beginning and end of shift; secure bank. Process all payment types, adjustment vouchers, paid-outs, correction vouchers, and miscellaneous charges; provide change. Notify Loss Prevention/Security of any guest reports of theft. Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals. Comply with quality assurance expectations and standards. Stand, sit, or walk for an extended period of time. Move, lift, carry, push, pull, and place objects weighing less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15000H2L>

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