



Mental Health Technician

Job Code: 120896

Facility: Hartgrove Hospital

Location: CHICAGO, IL US

Travel Involved: 0-10%

Job Type: Full Time

Minimum Education Required: Associate Degree

Category: Healthcare - Rehabilitation

FTE: 1.00

Position Summary:

Hartgrove Hospital is looking for individuals who want to pursue a career within behavioral health. The hospital is seeking entry level and experienced Mental Health Technicians who want to work with various populations including children, adolescents, and adults. This is great opportunity to launch and further ones career within the field of mental health! This is a chance to make a difference in the lives of the youth as well as adults. Make the choice to be a part of a winning team that is dedicated to helping others!

The Primary Responsibilities are as follows:

- Facilitate Therapeutic CBT group sessions.
- Provide direct patient care under the supervision of a Registered Nurse.
- Daily supervision and monitoring of resident's safety
- Supervise patients while documenting and reporting patient information accurately and appropriately.
- Assure compliance with applicable laws pertaining to psychiatric treatments.
- Maintain all patient documentation and records.

Qualifications

- Bachelor's degree in Psychology or related discipline strongly preferred.
- One year experience working in a behavioral health setting preferred.
- Must possess knowledge of general and psychiatric group processes, therapeutic relationships and processes, age specific growth and development, limit setting, crisis and behavior management and CPR training.
- Prefer strong customer service and organizational skills, accurate, thorough and timely follow-up with attention to detail.
- Must be self-motivated, professional individual who is customer focused.
- Bilingual (English/Spanish) applicants a plus!

Apply online at <http://www.hartgrovehospital.com/job-opportunities/>

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Inventory Control Assistant Part-Time 3 Am Start

Talent Area : Warehouse Operations

Location : Chicago, IL, USA

Requisition Number : 00022262

Full or Part Time : Regular Employee PT

POSITION DESCRIPTION

Responsible for warehouse inventory maintenance and reconciliation on a daily basis.

- Count all full goods and raw materials in the warehouse on a daily basis, manually or using a handheld scanner.
- Research and reconcile daily inventory variances.
- Reconcile the daily, monthly, and annual inventory to the SAP computer system.
- Identify and report close dated product.
- High school diploma or GED required.
- Associate's degree preferred.
- 0-3 years warehouse/inventory experience required.
- Prior auditing experience preferred.
- Strong computer and database skills.
- Strong math skills.
- Ability to read and follow directions.
- Ability to work with minimal supervision.
- Forklift certification is preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-control-assistant-part-time-3-am-start-chicago-illinois-job-1-4388175>

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Driver Merchandiser Relief

Talent Area : Transportation/Driver
Location : Chicago, IL, USA
Requisition Number : HV030778
Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for driving and delivery of pre-ordered product to assigned accounts and for rotating and stocking product.
Check accuracy and stability of the load.
Deliver products to customers.
Merchandise, display and rotate products according to company standards.
Invoice and collect monies due.
Pick up company property.
Secure company assets.
Ensure compliance with regulatory and company policies and procedures.
Settle all accounts daily.

High School diploma or GED preferred.
1-3 years of general work experience required.
1+ years of commercial driving experience preferred.
Local delivery experience preferred.
Prior grocery store and/or consumer products experience a plus.
Ability to operate a two or four wheel dolly.
Familiarity with DOT regulations.
Ability to work with minimal supervision.
Valid Class A or B Driver's License required.
Driving record within MVR policy guidelines required.
Must have the ability to repetitively lift, pull and push 50+ pounds, reach above head height, stand, walk, kneel, bend and reach.

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Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/driver-merchandiser-relief-chicago-illinois-job-1-4384646>

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Checker

Talent Area : Selection Required
Location : Niles, IL, USA
Requisition Number : 00022019
Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for verifying both inbound and outbound inventory matches.

- Ensure load accuracy at check in and check out by physically counting.
- Maintain required records.

- Enter inventory data in handheld.

- Visually inspect all incoming and outgoing vehicles (including climbing onto truck and manually opening bay doors).

- High school diploma or GED required.
- Associate's degree preferred.

- 1+ years of general work experience required.
- Prior warehouse/inventory/ auditing experience preferred.

- Strong math skills.
- Basic computer skills.

- Ability to work with minimal supervision.
- Forklift certification is preferred

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/checker-niles-illinois-job-1-4394011>

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Forklift Operator

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00022165

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for moving product or materials in a production or warehouse environment using powered tools and vehicles.

- Operate industrial vehicles and equipment.
- Transport raw materials, full goods and/or finished goods to designated area.
- Load and unload designated trailers and/or route trucks.
- Ensure compliance with regulatory and company policies and procedures.
- Move product and/or materials manually as required.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/forklift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Forklift certification is required. We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/forklift-operator-niles-illinois-job-1-4393482>

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Maintenance Planner - Hourly

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00019165

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for administering a preventive maintenance program for a production facility. Three to five years of related maintenance experience is typically required.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-planner-hourly-niles-illinois-job-1-4168583>

Dietary Attendant I

Department: Food & Nutrition Services

Schedule: Full Time

Shift: Rotation

Job Details:

Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

JOB SPECIFICATIONS:

Basic skills in reading, writing and arithmetic.

Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations.

The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria.

Ability to read and comprehend patient menus, recipes and task descriptions.

The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at

https://www.healthcaresource.com/unityhealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=638384

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Inventory Planner (3rd Shift, 10:00 PM Start)

Talent Area : Supply Chain

Location : Niles, IL, USA

Requisition Number : 00020825

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for maintaining inventory at maximum levels; supervisory or lead functions required.

- Count and reconcile daily inventory.
 - Monitor and track syrup usage in production runs.
 - Reconcile and confirm daily production orders.
 - Track and report efficiencies and yields associated with inventory/production.
 - Reconcile raw materials, all sales loads, and track/report in breakage, damage, and loss.
 - Report to management/supervision daily out of stock items/materials
 - Perform weekly age analysis and report any close dated product.
 - Assist in the training and development of departmental personnel.
 - Manage produced product replenishments to surrounding Sales Centers.
 - Manage inventory levels to plan at a third party warehouse.
 - Review, monitor, and address full good inventory levels to minimize potential out of stock risk to sales.
 - High level of customer service focus and response required as an operations liaison to a Sales Center.
 - Create and prioritize product replenishments (IBT's) to meet the DRP plan.
 - Generate and review daily reports.
 - Prepare and file reports.
 - Other duties as assigned by management.
-
- High School Diploma or GED required.
 - Bachelor's Degree in a related field preferred.
 - Minimum of 1 year Inventory Control experience.
 - Background knowledge of SAP preferred.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/inventory-planner-3rd-shift-1000-pm-start-niles-illinois-job-1-4300093>

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Trailer Mover - Class A Required

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : 00022302

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for moving trailers across lots during loading and related functions.

- Conducts a daily check of trailers for raw materials and full goods in addition to assessing for empty trailers and others that need to be relocated or loaded.
- Properly stores trailers not being used.
- Maintains proper order of customer pick up trailers brought to the docks.
- Ensure a complete and accurate list of trailers brought in and moved to the docks.
- Ensure that all trailers brought to the docks have their wheels chocked.
- Reports problems or damages that occur.
- High School diploma or GED preferred.
- 0 - 3 year of general work experience required.
- 1+ year prior warehouse/stocking/fork-lift experience preferred.
- Previous experience within high-speed industrial environment a plus.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail.
- Fork-lift certification is required
- Must be able to repetitively lift up to 60lbs
- CDL Class A required if transporting product on public roads.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/trailer-mover-class-a-required-st-charles-illinois-job-1-4396069>

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General Laborer, Warehouse Seasonal - 2nd Shift

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : HV028373

Full or Part Time : Seasonal/Casual FT

POSITION DESCRIPTION

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment

- Restock and replenish as appropriate.
- Perform general maintenance.

- Ensure compliance with regulatory and company policies and procedures.
- Fill in for other positions as needed.

- Perform general warehouse/production/cooler service duties.
- Periodic bending, kneeling, lifting of 50+ pounds and climbing.

- High School Diploma Preferred.
- 0 - 1 year of general work experience.

- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.

- Demonstrated attention to detail.
- Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-seasonal-2nd-shift-st-charles-illinois-job-1-4354020>

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Maintenance Mechanic Trainee

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00019372

Full or Part Time : Regular Employee FT

POSITION DESCRIPTION

Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.

- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.

- 0-1 years of industrial maintenance experience required.
- 0-1 years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.

- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-trainee-alsip-illinois-job-1-4263506>

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Seasonal Membership Sales Staff

Lincoln Park Zoo is dedicated to connecting people with nature by providing a free, family-oriented wildlife experience in the heart of Chicago and by advancing the highest quality of animal care, education, science and conservation.

The Zoo is looking for energetic, outgoing individuals with an enthusiasm for zoos and wildlife conservation sell memberships and ADOPT an animal sponsorships as well as solicit philanthropic donations. The right candidates will have customer service and/or sales experience and be driven to meet and exceed individual sales goals as well as support fellow staff members to achieve team goals.

Knowledge, Skills and Abilities

Enthusiastic, outgoing, and friendly.

Able to approach zoo visitors and sell memberships and ADOPTs.

Motivated to meet and exceed monthly sales goals.

Able to communicate clearly with diverse audiences.

Able to interact courteously and respectfully with supervisors, fellow employees, volunteers, zoo visitors and the general public.

Eager to learn about the zoo's exhibits, events and conservation projects and share this knowledge to engage potential members.

Able to work weekdays, weekends and holidays.

Education Requirements

High School degree (or equivalent). Some college (especially Sales, Business, or Marketing experience) preferred.

Experience Requirements

Experience in sales and/or customer service preferred.

Physical Requirements

Ability to remain on feet for several hours.

No allergies to plants or animals.

Ability to work outdoors in all weather conditions.

Ability to bend, stoop and reach as needed to set-up and breakdown membership kiosk display.

Ability to move membership kiosk cart as needed.

All employment queries should be directed to:

Human Resources hrjobs@lpzoo.org

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Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of

Closing Date/Time: Tue. 05/20/14 4:30 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 14-029

Minimum Requirements:

Requires knowledge, skills and mental development equivalent to the completion of high school; plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation; working knowledge of construction and maintenance tools, equipment and materials; elementary knowledge of one or more of the building and mechanical trades; ability to use power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner; ability to follow oral and written instructions including blueprints and other diagrams; ability to lift and carry 80 pounds. i.e., heavy boxes, supplies, etc; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. May require possession of appropriate driver's license.

Work Hours & Location/Agency Contact:

POSITION TITLE: Building/Grounds Maintenance Worker

SALARY RANGE: \$3,305 - \$4,731 Monthly

POSITION LOCATION: General Jones Armory 5220 Cottage Grove, Chicago IL

WORK SHIFT: Monday – Friday, 8:00AM – 4:30 PM BARGAINING UNIT: RC-042

FOR ADDITIONAL INFORMATION, CONTACT Ruth Moenck, 217-761-3633

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: Clinical Pharmacist

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 5:00 PM Central Time

Salary: \$6,419.00 - \$9,964.00 monthly

\$77,028.00 - \$119,568.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-89-77730

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the Chicago Metro Pharmacy Hub Manager, functions primarily outside the pharmacy department as the patient area pharmacist specialist; monitors computer generated medication profiles to identify potential health problems related to a medication treatment regimen and the appropriateness of the regimen as it relates to other patient computer based health information.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of an accredited five year College of Pharmacy, including formal training in clinical pharmacy practice or completion of the American Society of Hospital Pharmacists Introduction to Clinical Pharmacy. Requires current registration as a pharmacist in the State of Illinois. Requires one year professional experience as a registered practicing pharmacist.

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

Chicago Read Mental Health Center 4200 North Oak Park Avenue Chicago IL 60634

How to Apply: Please submit applications to: Charlotte Smith

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-3826

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: Dentist II

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 4:00 PM Central Time

Salary: \$7,179.00 - \$11,138.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: EMHC-14-1502

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction, plans, implements and supervises a comprehensive dental care and treatment program including preventative, diagnostic, operative, prosthetic, surgical and oral pathologic dentistry at Elgin Mental Health Center; studies and improves standards of dental care by selection and supervision of dental treatment personnel; performs dental services on Forensic and Community Psychiatric Services patients. Serves as a member of the treatment team.

Minimum Requirements:

Requires knowledge, skill and mental development required for graduation from an accredited college of dentistry; requires license to practice dentistry and oral surgery; requires two years experience in the practice of dentistry.

Work Hours & Location/Agency Contact: Shift: Day Shift; 8am - 4pm Mon-Fri.
Elgin Mental Health Center - Facility Wide

CONTACT INFORMATION: Human Resource Office
Elgin Mental Health Center 750 S State Street, 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 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: Executive I - Opt K1

Agency: Revenue

Closing Date/Time: Tue. 05/20/14 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: DOR 8988

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires extensive knowledge of the principles and practices of public and business administration. Requires the ability to develop and manage a supportive agency program. Requires the ability to analyze administrative problems and adopt an effective course of action. Requires the ability to develop and maintain cooperative working relationships. Requires a valid appropriate driver's license and the ability to travel.

Specialized Skills: Of the one year of experience, requires managing commercial building projects, AutoCAD experience, and physical/space planning experience; overall proficiency in Microsoft Office suite; creating and formulating complex Excel spreadsheets including the use of formulas.

Work Hours & Location/Agency Contact: Work Hours: 8:15 A.M. – 4:45 P.M.

Work Location: Illinois Department of Revenue

Administrative Services/Property Management/Property Control

100 West Randolph Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0987 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 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 K1 - Dept Revenue

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Job Title: Stationary Engineer

Agency: Central Management Services

Closing Date/Time: Mon. 05/19/14 5:00 PM Central Time

Salary: \$42.79 / Hour Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: PR000 Bid ID#: CMS 8741

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of eight years of elementary school and four years experience in power plant operation and in firing high-pressure stationary boilers. Requires stationary engineer license certificate for the City of Elgin or the City of Chicago. Requires Chlorofluorocarbon (CFC) Certification or ability to obtain certification. Requires working knowledge of the principles, practices and techniques used in the operation of high-pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires the ability to keep simple records. Requires ability to follow oral and/or written instructions. Requires the ability to perform various tasks such as lifting and moving up to 50 pounds (up to 100 pounds with assistance); requires the ability to operate hand and power tools; requires ability to perform repairs and maintain equipment and machinery; requires the ability to handle chemicals in the maintenance of systems. Requires an appropriate, valid driver's license and/or the ability to travel. Requires working weekends and holidays. Requires the ability to utilize agency supplied materials/equipment (e.g. pager, cell phone, etc). The ability to read and understand mechanical blueprints, technical equipment manuals is preferred.

Work Hours & Location/Agency Contact: Work Hrs: Rotating Shifts; Rotating Days Off

Work Location: CMS/Property Management/Facilities/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

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

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 or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Stores Clerk

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 4:00 PM Central Time

Salary: \$2,647.00 - \$3,570.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: EMHC-14-1501

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine clerical and manual tasks such as the receiving, stocking and shipping of inventory in the Central Stores of the Elgin Mental Health Center; keeps simple records. Maintains the general area regarding the safety and sanitation requirements and serves as a back up in the processing, sorting of U.S. and inter-office mail, including social security and paychecks for hospital patients. Delivers daily all supplies and mail to all departments, including medication to patient treatment units.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years of high school. Prefers experience in the keeping of stores and stores records. Requires the ability to use a fork lift and requires a valid Illinois driver's license.

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

Location: Elgin Mental Health Center; Central Stores

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 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: Support Service Worker

Agency: Human Services

Closing Date/Time: Tue. 05/20/14 5:00 PM Central Time

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC009 Bid ID#: 10-72-81685

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

Work Hours & Location/Agency Contact: WORK HOURS: Mon –Fri 8:00 AM -4:30 PM
WORK LOCATION Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466

CONTACT PERSON: Alice M. Chambers / Human Resources Representative
Elisabeth Ludeman Center 114 North Orchard Drive Park Forest, IL 60466
708-283-3015

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: Office Clerk - Opt 1

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates 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).

Option 1 - General

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Job Title: Food Services Program Manager

Agency: Juvenile Justice

Closing Date/Time: Mon. 05/19/14 4:00 PM Central Time

Salary: \$6,913.00 - \$9,700.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: IDJJ27-17-14-1407

Description of Duties/Essential Functions Benefits Supplemental Questions
Under administrative direction of the Assistant Superintendent of Operations, manages and directs the food service operation at the facility; develops menus, inspects food and maintains safety and sanitary conditions of the Dietary unit; supervises staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in nutrition, dietetics or food service management; requires prior experience equivalent to three years of progressively responsible administrative experience in public or business organization; requires possession of a current Food Service Sanitation certificate; requires extensive knowledge of public and business administration, principle and practices; requires extensive knowledge of agency programs and service objectives, activities and operational systems; requires extensive knowledge of staff utilization and employee motivation; requires extensive knowledge of labor and employment development; requires extensive knowledge of agency policies and procedures; requires the ability to stoop, bend, reach, left and carry equipment and commodities up to 50 lbs.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 a.m. - 4:00 p.m. Mon through Fri, Days Off: Saturday and Sunday

LOCATION/AGENCY: IDJJ / IYC-Chicago, 136 North Western Ave., Chicago, IL 60612

CONTACT: Olivia Robles, Human Resource Rep., IYC-Chicago, 136 North Western Ave., Chicago, IL 60612 (312)633-5219 x-4080.

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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