



Posting Title: Operations Admin I - III (Senior)

Auto req ID 60934BR

Position Type Part Time

FLSA Status Nonexempt

Job Summary

Responsible for performing the clerical and administrative functions for any or all hub and station operational areas, including linehaul, quality assurance and customer service. Tends to damaged and incorrectly addressed packages in a timely manner to optimize delivery time. Serves as a customer's first line of contact for a variety of issues.

Minimum Education

- High School Diploma or GED required

Minimum Experience

- Previous clerical or customer service experience preferred

Required Skills, Abilities and / or Licensure

- General business skills such as typing; data entry and review; and use of phone, copier, and fax
- Software skills, including use of Microsoft Office software and web-based applications
- Customer service skills necessary to effectively and professionally respond to requests
- Time management, organizational and multi-tasking skills necessary to work in a fast-paced environment, handling various tasks and changing priorities, while maintaining a high attention to detail and accuracy to achieve daily assignments and goals

Address 3901 Dawes Road

City Rockford

State Illinois

Zip Code 61102

Search Engine Description Administrative

Domicile Location P611

EEO Statement

FedEx Ground is an equal opportunity / affirmative action employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce

Apply online at

<https://sjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25736&siteid=5029&jobid=87134>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Office Assistant / Receptionist

ENEL - Chicago, IL

Enel Power company is looking for a polished professional to fill an immediate opening for an Office Assistant/Receptionist.

JOB DUTIES:

Greet Visitors

Process timesheet each Monday morning and the first day of the month for contract and other employees.

Manage Phone and voicemail system

Coordinate maintenance issues

Update phone list

Reserve conference Rooms

Order food for luncheons.

Distribute mail and all shipments received upon arrival

Complete expense reports as requested by employees/admin.

Travel Arrangements

Process invoices and send to accounting

Order/distribute office supplies

Office Meeting Coordination

Set-up room for meeting

Breakdown room after meeting

Book conference room

Arrange transportation

Oversee recruiting database

The hours of the position are Monday through Friday from 8:00-5:30 with a 1 1/2 hour lunch or a 1 hour lunch and (2) 15 minute breaks. The position will pay \$15.00 - \$17.00 per hour.

REQUIREMENTS:

3-5 years of Office Assistant/Receptionist experience

Proficiency in MS Office

Excellent communication skills

The ability to learn quickly

Stable work history

Apply online at

<http://www.indeed.com/viewjob?jk=11ec4bbe7b6579c1&tk=19k3c8nrm5u8tb0q&from=recommendedjobs>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Cleaning Crew

Bristles Environmental Solutions - Chicago, IL

We are currently looking for reliable, dependable cleaning professionals to join our team. We require a proven track record of work commitment, consistency and quality. We will train you to deliver our customized, high quality service. We seek part-time employees who are available to work nights and weekends.

We are looking for individuals with the following:

- History of dependability, quality, the ability to work well with others and to take direction.
- Access to cell phone and dependable means of transportation (includes CTA/Public Transportation)
- Must be able to work nights and weekends and authorized to work in the United States.

Apply today at <http://www.indeed.com/cmp/Bristles-Environmental-Solutions/jobs/Cleaning-Crew-327669b40a1bc882>

ENV SERVICE WORKER

Facility Presence Bethlehem Woods Retirement Community
Department ENVIRONMENTAL SERVICES
Schedule Casual/ Part-time (no benefits)
Shift Day/PM rotation
Hours 7-3/3-11
Location La Grange Park, IL
Req Number 131151

Job Details

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=585044>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2101

Closing Date: 05/12/2015

Custodial/Attendant (H)

Date Posted: 4/28/2015

Location: Fosco Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 28 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt
Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Attendant Part-time (Central Region) -YEAR ROUND Job ID: 2096

Closing Date: 05/12/2015

Custodial/Attendant (H)

Date Posted: 4/28/2015

Location: Fuller Park

Region: Central

THIS POSITION IS BUDGETED FOR UP TO 25 HOURS PER WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

EXAMPLES OF DUTIES:

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

Knowledge, Skills and Abilities:

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73

Career Service

EEO: Service-Maintenance

FLSA: Non-Exempt

Salary: \$14.13 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Camp Counselor (Seasonal) -Harvest Garden REPOST Job ID: 2108

Closing Date: 05/18/2015

Nature/Camp Counselor (S)

Date Posted: 5/4/2015

Location: Central Administration - CULTURE ARTS NATURE

Date Available: ASAP

Harvest Garden Program Description

Harvest Garden is a 3-season program—spring, summer, and fall. It includes after-school programming during the second spring session (5 weeks), continues through summer day camp (6 weeks), then concludes with the first fall session (5 weeks). Participants learn how to start an organic garden and keep it growing, how to harvest and use the produce, and then how to “put the garden to bed” for the winter. They prepare foods that they grow and participate in a variety of activities (crafts, music, etc.) related to and using produce from their garden. At the end of day camp, participants are invited to a Harvest Festival – at which they will exhibit their produce, compete for prizes, and participate in a variety of activities. Must be able and willing to work through October

CHARACTERISTICS OF THE CLASS: Under supervision, provides recreational activities for children during the operation of day camp activities in the Chicago Park District. Performs related duties as required.

EXAMPLES OF DUTIES: Leads camp programs in a variety of Park District parks. Accompanies groups of children on field trips to education institutions, public functions or recreational activities. Supervises children to ensure their safety and well being. Leads and participates in games, drills and agility exercises. Reads to children and teaches simple painting, drawing, songs and similar recreation activities. Brings supplies and equipment necessary for activities.

MINIMUM QUALIFICATIONS:

Training and Experience: Current enrollment at an accredited college or university for a Bachelor's Degree.

Knowledge, Skills and Abilities: Experience working with children is required. The ability to stand, sit, bend and kneel frequently.

Union: SEIU-Local 73 EEO: Para-Professional

FLSA: Non-Exempt

SALARY: \$ 17.85 PER HOUR

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Sales Category Manager / PEPSI

Oakbrook Terrace, IL

Sales

Proactively identify and lead category management initiatives that provide insights, drive category growth while increasing Frito-Lay's sales and profits, focusing on share.. Communicate business opportunities and recommend action plans by working with Regional Business Team, Key Account Managers, and our customers to develop persuasive fact based turnkey and custom sales analysis and presentations. Develop customized selling solutions leveraging all available selling materials and enablers provided by PepsiCo, IRI, and our customers. Work with other advanced analytics team members (HQ, West Division, Region), specifically with dedicated space management members to design and develop the optimal approach and methodologies to link assortment and space strategies and methodologies to expand Frito-Lay's share space in-line and on the perimeter. Build and maintain long-term relationships with Region customers through objective insight development and presentations. Other duties and responsibilities include managing schematic and assortment optimization, new item communication, creating Region selling materials and score carding performance. Manage, coach and develop two Frito-Lay Category Analyst and/or other support labor.

Qualifications:

Bachelor's degrees. 3-5 year's work experience in CPG industry. Intermediate to advanced Category Management skills to leverage syndicated data to drive performance for the category and Frito-Lay. Advanced analytical acumen and problem solving capability. Advanced Excel and PowerPoint skills and data management Proven ability to "tell the story" and frame information in a way that is visually compelling and easy to understand for internal/external audiences. Sales and customer presentation skills, proven capability to lead discussions with customers. Highly collaborative with capability to work cross functionally to lead teams from position to influence. Innovative thinker with capability to design new methodologies and approaches in partnership with other cross functional resources Key leadership skills that include setting the agenda, taking others with you, and selling with insights.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

Job Ref: 68383BR

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=68383BR&cult=en-US>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Driver - Relief Schedule (Full Time/Days) (CDL A Required) / PEPSI

Chicago, IL
Supply Chain

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.)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity
Job Ref: 5000016605210

Apply online at

<http://www.pepsicjobs.com/en/jobdetail?slug=5000016605210&cult=en-US>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Finance Manager / PEPSI

Chicago, IL

Finance

As the Sales Finance Manager supporting the Central Region at PepsiCo, you will be the key Finance contact responsible for providing the financial expertise and recommendations that enable effective decision-making within the business. This is your opportunity to take your financial and analytical skills to the next level with endless possibilities!

The Finance Manager will be the key finance contact for the HyVee, Central Grocers, Schnucks, and Aldi teams. The Finance Manager will provide overall leadership for the period end results, preparation of forecasts, Annual Operating Plan (AOP) and Innovation Growth or Integrated Business Plans, along with financial analysis, reporting and budgeting.

Education/Certification: Bachelor's Degree Required (Finance or Business Administration) MBA preferred, CPA is a plus.

Work Experience: 7-10 years of progressive responsibility, ideally with supervisory experience, in some of the following areas: Financial Planning and Analysis, evaluating business performance, Financial Accounting and Control. Functional finance experience is a plus (e.g. Marketing, Sales, R&D, Operations, Procurement etc.)

Skills & Capabilities: Experience with forecasting and budgeting
Excellent analytical skills and the ability to translate analytical findings into actionable solutions and processes. Ability to function effectively in a team environment and gain the cooperation of individuals across the organization. Strong verbal and written communication skills to effectively interact with all levels of management. Strong influencing skills. Results-oriented with ability to initiate and lead projects to completion
Innovative thinker with a focus on continuous process improvement. Proficient in Microsoft Excel and PowerPoint with the ability to quickly learn various in-house software applications. Must be willing and able to travel up to 5% of the time

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status.

PepsiCo is an equal opportunity employer Minorities/Females/People with Disabilities/Protected Veterans/Sexual Orientation/Gender Identity.

Job Ref: 68822BR

Apply online at <http://www.pepsicjobs.com/en/job-detail?slug=68822BR&cult=en-US>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Mechanic - Production Maintenance (Full Time/Rotating Shifts) / PEPSI

Chicago, IL
Supply Chain

Position is responsible for repairing and installing production/manufacturing equipment. Inspects equipment for proper functioning and performs preventative maintenance duties per manufacturer's specifications. Diagnoses equipment malfunctions and makes repairs or adjustments as needed. Must have own hand tools. This position requires continuous work near heat, noise, gas, and chemicals. The position requires frequent lifting, climbing, standing, walking, crouching, squatting, bending and kneeling. The position may require weekend and/or holiday work.

BASIC QUALIFICATIONS: • 18 years or older • Pass the drug test; Pass the background check • Pass technical assessment; Knowledge of hydraulics, pneumatics, and power transmission

HELPFUL EXPERIENCE: • Experience with pneumatics/air compression (e.g., valves, cylinders, etc.). • Experience with hydraulics/liquid compression (e.g., valves, cylinders, etc.). • Experience with basic electrical systems (e.g., starters, fuses, contacts, relays). • Experience with mechanical systems (e.g., gear boxes, chains, sprockets, motors, seals, bearings, etc.). • Experience with kinematics (e.g., line speed/socket size ratios, etc.). • Experience with PLC (e.g., industrial maintenance, computer control systems, etc.). • Experience with electronics (e.g., level probes, flow meters, drives/VFDs, etc.). • Experience with. SERVO (e.g., intelligent/robotic motors, in-coders, etc.). • Experience with troubleshooting (e.g., diagnostics, problem solving, etc.) • Experience with schematics (e.g., electrical blueprints with switches, starters, maps, relays, fuses, etc.). • Experience with product manuals (e.g., reading and applying knowledge to make repairs). • Experience with compressors/ammonia systems (e.g., refrigeration systems). • Experience with pumps (e.g., troubleshooting, replacing seals/motors, understanding specs, etc.). • Experience with GOOD MANUFACTURING PRACTICES (e.g., procedures, safety, national standards such as lock-out/tag-out). • Experience with welding (e.g., stainless/mild steel, sanitary welding). • Experience with packaging/high speed production (e.g., bottling, consumer products, etc.).

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer. Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity
Job Ref: 5000018477010

Apply online at

<http://www.pepsicjobs.com/en/jobdetail?slug=5000018477010&cult=en-US>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Merchandiser (Part Time/Days/Seasonal)

Elk Grove Village, IL

Supply Chain

Position is responsible for product merchandising within large volume stores (Grocery, etc.). This includes stocking shelves, rotating shelved product, setting up displays, stocking and rotating products in coolers, organizing and rotating products in storage rooms, and moving products from storage to the sales floor. This position interacts with personnel at the store location.

This position is labor intensive, requiring lifting, loading, pushing and pulling cases weighing from 20-45 pounds per case repeatedly over 10-12 hour work period, as well as bending, reaching and squatting while merchandising and moving products.

BASIC QUALIFICATIONS:

- 18 years or older
- Pass the drug test and physical capabilities test (if applicable)
- Pass the background check
- Must have car or personal transportation to access multi-store locations within assigned shift
- Valid driver's license
- Proof of insurance

HELPFUL EXPERIENCE:

- Working for a retail business or grocery store (e.g., understanding store operations, knowing the backroom and inventory, stocking aisles and shelves, etc.)
- Moving products within a store (e.g., safely stacking and moving products on equipment such as a u-boat, hand truck/dolly and/or breakdown, etc.)
- Merchandising products (e.g., filling shelves, building displays, making products look attractive, rotating products, cleaning shelves, eliminating out of stocks and out of date products, etc.)
- Managing backroom/stock room inventory (e.g., organizing pallets, stacking and storing inventory or products, etc.)
- Serving customers (handling customer complaints, responding to customer requests, or meeting customer needs)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability status. PepsiCo is an equal opportunity employer.

Minorities/Females/Disability/Protected Veteran/Sexual Orientation/Gender Identity
Job Ref: 5000018098510

Apply online at

<http://www.pepsicjobs.com/en/jobdetail?slug=5000018098510&cult=en-US>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Executive I - Opt H7

Agency: Human Services

Closing Date/Time: Tue. 05/12/15 5:00 PM Central Time

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

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-07-89816

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Executive II, Field Support Unit, Bureau of Collections, Office of Fiscal Services, DHS, performs professional work in identifying, developing, and implementing collection programs for the Bureau of Collections in five (5) counties in Regions 1 and 2; plans, organizes, and implements procedures for the identification, referral of potential administrative support cases; prepares small claims complaints; acts as the Bureau's representative in overpayment proceedings and as liaison between Local Office and Central Office staff regarding overpayments and recovery activities.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years college with course work in business or public administration. Requires one year of responsible administrative experience in a public or business organization. Requires working knowledge of principles of governmental accounting, program budgeting, personnel and statistics. Requires ability to travel.

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

Fiscal / Bureau of Collections

Cook County (rotation to Local Offices within Region 1 and 2)

Please submit applications to: Lisa Horsley / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor , Springfield, IL 62762 FAX: 217-524-2116

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 H7 - Dept Human Services

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Hearing & Speech Specialist - Opt B

Agency: Human Services

Closing Date/Time: Fri. 05/15/15 5:00 PM Central Time

Salary: \$4,983.00 - \$6,880.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC063 Bid ID#: 10-72-78013

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 7 day a week 24 hour facility, located on a 60 acre campus, with 42 Residential Homes, housing approximately 418 people with developmental disabilities. The hearing and speech specialist provides Speech and Language services to people who reside at Ludeman Center; Will conduct assessments of communication disorders; develops activities and programs to stimulate the development of speech and language. They will utilize sign language for individuals requiring such mode of communication; conducts staff training classes to teach employees basic sign language. Provide direct professional clinical speech/language pathology services to assigned case load; develops and implements therapy plans. Conducts standardized speech and language assessments and informal assessments to determine level of functioning in the area of syntactic, semantic and pragmatic language ability.

Minimum Requirements: Requires Master's Degree from an approved school of Hearing and Speech/Language pathology and an Illinois license in speech/language pathology. Requires ability to use sign language at a colloquial skill level.

Work Hours & Location/Agency Contact: Hours of work: 8:30am 5:00pm, 2 early days (6:00am 2:30pm) each month, 2 late days (12:30pm 9:00pm) each month. Will also work 1 Saturday or Sunday per month.

Elisabeth Ludeman Center, 114 North Orchard Drive. Park Forest, IL 60466

Contact Person: Alice M. Chambers

Elisabeth Ludeman Center, 114 N. 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).

Option B - Speech/Language Pathology

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Occupational Therapist Program Coordinator

Agency: Human Services

Closing Date/Time: Wed. 05/13/15 4:59 PM Central Time

Salary: \$4,716.00 - \$6,506.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10/79-73300

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Rehab Services Director, develops and implements the hospital's occupational therapy internship program; directs, instructs and coordinates the evaluations of students and volunteers. Directs, plans, develops and implements in service training program for OT interns, volunteers and rehab hospital staff; monitors and completes all documentation of services in accordance with all accrediting agency standards; provides guidance, direction and philosophy to occupational therapist and contract therapists for program development and treatment approaches which promote best practice.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of a bachelor's degree in occupational therapy from a recognized school. Requires licensure by the Illinois Department of Professional Regulation as a Occupational Therapist. Requires two years of professional experience as an occupational therapist.

Work Hours & Location/Agency Contact: Monday-Friday 8:30am-4:30pm or 9am-5pm
CONTACT INFORMATION: Summer Doxie /Human Resource Office
Chicago Read Mental Health Center , 4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Assistant - Opt 2

Agency: Human Services

Closing Date/Time: Fri. 05/15/15 5:00 PM Central Time

Salary: \$2,845.00 - \$3,519.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC014 Bid ID#: 10-72-85739

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Staff Development Director, this position completes confidential functions for the director of staff development. such as policy and procedural recommendations, routine management reports, performance evaluations and training records, and coordinates and maintains Staff Development training records, and ensure the security of these files. This position will also coordinate the scheduling of classrooms for various training events, ; maintains timekeeping for personnel in training; composes and replies to correspondence, types memorandum, reports, training schedules and training curriculum, attends staff development meetings and takes, transcribes and distributes minutes. Conducts special projects such as gathering instructor evaluations and completing a preliminary report on the data. Establishes employee training files and maintains hard copy documentation and computerized training records of training and issuing training certificates.

Minimum Requirements: Requires general knowledge of rules and regulations, facility policies and procedures; requires the ability to type 60 words per minute. Requires the ability to operate a computer.

Work Hours & Location/Agency Contact:

Work Hours: 8:30-5:00 PM. Monday Thru Friday

Work Location: Elisabeth Ludeman Center, 114 N Orchard Drive , Park Forest, IL 60466

Contact Person: Alice M. Chambers / Human Resources Representative

114 N. 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).

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Lottery

Closing Date/Time: Wed. 05/13/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: LOT 10609

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires the ability to type accurately at 45 WPM.

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

Work Location: Department of the Lottery

Finance/Budget/Accounts Payable/JRTC Claims

100 W. Randolph – JRTC, Chicago, IL., Cook County

Agency Contact: A & R Shared Services Center

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

217-558-0962

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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Thu. 05/14/15 4:00 PM Central Time

Salary: \$5,293.00 - \$7,303.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 3

Plan/BU: RC023

Bid ID#: 10-81-90226-90227-90228

Minimum Requirements:

Position requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Position also requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact:

Day Shift: 3pm - 11pm

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 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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Senior Financial Analyst - Capital Markets

Agency: Office of Management and Budget
Closing Date/Time: Mon. 06/15/15 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 0001

Minimum Requirements:

Candidates must have, at a minimum, a Bachelor's degree in a field demanding strong analytical capabilities and strong writing skills. Degrees in finance, economics, public administration, accounting, physics, engineering, or a related discipline with an economic or quantitative emphasis will be considered. A Master's degree is preferred in the case of the Senior Financial Analyst.

The ideal candidate will possess the following skills and interests:

A commitment to public sector involvement and to public policy issues, and an understanding of or an willingness to learn the policy-making process;
Ability to conduct sound and detailed analyses from both a programmatic and a fiscal perspectives;
Ability to work in high-paced, fluid environment, providing accurate information frequently on very short timelines;
Ability to handle multiple tasks, and projects;
Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
Pro-active approach to work, to develop appropriate areas for analysis, to identify problems before they form and to offer solutions.

Work Hours & Location/Agency Contact:

This position is based in Chicago; occasional overnight travel is required.
Hours are 8:30am to 5:00pm, Monday through Friday.

How to Apply:

Submit resumes by mail, fax, or e-mail.
E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706
Fax: 217-524-4876

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Wed. 05/13/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 6

Plan/BU: RC009

Bid ID#: 10-75-89774

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs duties in one or more of the support service functions such as dietary, laundry, housekeeping, or clothing service on programmatic units. Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Minimum Requirements: Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Work Hours & Location/Agency Contact:
Detail Pool 6:30 am – 3:00 pm Rotating Days Off
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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).



Job Title: Social Services Career Trainee

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others