



Bus Servicer

Location: Elgin

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, makes service calls. Services all revenue equipment and trucks.

Operates and services washrack and cleaner, as required.

Parks and spots equipment as directed. Accurately records fuel and oil dispensed at service island and bus cleaning.

Custodial and other duties as assigned or required. Empty farebox vaults, take farebox readings. Responsible for completing all required documents and reports for work performed.

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

Qualifications:

Qualified candidate must be at least 21 years of age and possess or be able to obtain a valid class "B" Illinois Commercial Driver's License, knowledge of service area, knowledge of commercial service equipment, including high pressure pump, greasing units, etc., and ability to operate all Pace revenue equipment.

Candidate must be able to lift 50- 75 lbs.

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

Previous diesel experience and/or technical training is required. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=388

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Bus Supervisor

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, responsible for supervising all field operations which include investigating accidents, passenger incidents, vehicle breakdowns and monitoring the performance of Bus Operators.

Conducts continuous checks on schedules, routes, passenger loads and boarding, road conditions, and adherence to Company rules and schedules by Bus Operators.

Assists and instructs Bus Operators on maintaining service in emergency situations. Performs Dispatch duties as needed.

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 have a minimum of three (3) years experience in transportation. Must be at least 21 years of age and have a valid Illinois Commercial Driver's License (CDL) Class B or equivalent, extensive knowledge of transit system, supervisory ability, excellent written and verbal communication skills, and ability to make quick, accurate decisions.

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 have a good work history.

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Dispatcher

Location: Melrose Park

Office: Revenue Services

Department: Bus Operations

Job Description:

Under the direction of the Superintendent of Transportation, or designate, performs dispatcher functions encompassing supervision and coordination of bus routes and Bus Operators. Maintains work assignment board on daily basis.

Operates base radio coordinating detours and notifies proper authorities in emergencies, breakdowns or upon Bus Operator's request.

Maintains appropriate dispatch paperwork. Answers phones and field calls.

Assists with bus operator run/vacation picks, passenger complaints, monitor reports and monitors bus operators compliance with Pace rules policies and procedures.

Other duties as assigned or required.

Qualifications:

Qualified candidate must have at least five (5) years experience in transportation. Must be 21 years of age and possess or be able to obtain a valid Class B Commercial Driver's License.

Must possess: good written and verbal communication skills; extensive knowledge of transit system; supervisory ability; excellent interpersonal skills; ability to make quick, accurate decisions and proficient use of computers with focus on Microsoft Windows.

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

Management experience preferred. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=168

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Foreman

Location: Evanston

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, will assist with supervision of Maintenance personnel.

Performs administrative duties as required.

Updates and maintains Vehicle Repair Logs.

Assigns work to Maintenance employees by generating work orders in Oracle, inspecting work and closing work orders.

Monitors and directs vehicle servicing, cleaning and facility cleanliness. Assigns facility repairs/cleaning and ensure work is completed.

Inspect facility to ensure it is safe and secure in accordance with Pace policies and programs. Other duties as assigned.

Qualifications:

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have a high school diploma and mechanical and supervising/managerial education and be at least 21 years of age.

Class A CDL and A/C certifications required. The performance of these duties may be required at any time of the day and night, any day and night of the week.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=661

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Full-time Bus Operators

Location: North Aurora

Office: Revenue Services

Department: Bus Operations

Job Description:

Transports passengers on a pre-determined route and assists with route and fare information as well as boarding and deboarding bus.

Monitors farebox to ascertain correct fare has been deposited, dispenses and collects transfers.

Files a defect card daily, noting mechanical and body defects on vehicle. Reports to dispatcher via radio any route detours, or whenever passengers might require assistance of police, medical or other services.

Records farebox readings and special passenger counts as required. Maintains daily work sheet and completes accident/incident reports when necessary. Other duties assigned or required.

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

Qualifications:

Must be at least 21 years of age, and be able to obtain a valid Class "B" Illinois Commercial Drivers license.

Must have a good work history and a record of safe driving (5 years). Must successfully pass a training and route familiarization program.

Excellent oral and written communication skills are required. Must be able to work long hours, split shifts and weekends.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=1

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Mechanic (2)

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections, diagnosing, troubleshooting and performing general repairs on all company vehicles and equipment.

Removes and replaces all units and rebuilds small components. Must make service calls, complete all required documents and must account for all materials used in accordance with the work order system.

Must be able to work independently and may perform Foreman's duties as needed. Performs duties of the classification and 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 possess at least three (3) years previous diesel/gas experience and/or technical training.

Must be 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license and Air Conditioning Certification, successfully pass examination for the position, and have a complete set of hand tools sufficient for performing the duties of the position.

Must have the ability to read/follow blueprints, schematics, maintenance manuals and to operate test equipment. Knowledge of the service area and the ability to operate all company equipment is also required. Must be capable of heavy lifting. 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 have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=475

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Mechanic Helper

Location: Des Plaines

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for performing preventive maintenance inspections and general repairs on all Company vehicles and equipment.

Makes all types of service calls, may perform Foreman's duties as needed and must complete all required documents and account for all materials used in accordance with work order system.

Performs duties of the classification and other duties as assigned or required.

Qualifications:

Qualified candidate must possess at least one (1) years previous diesel/gas experience and/or technical training and meet the criteria of Pace's Mechanic Training Program. Must successfully pass the Air Conditioning Certification.

Must be at least 21 years of age and must have, or be able to obtain, a valid "A" Commercial Driver's license with Airbrake and Passenger endorsement.

Must successfully pass examination for position and have a good starter set of hand tools for performing the duties of the position. Knowledge of the service area and the ability to operate all company equipment is required.

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

This is a safety sensitive position. Qualified candidate must have a good work history.

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Operation Administrator

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description:

The Operations Administrator is responsible to maintaining the functionality of the Chicago Paratransit office.

This includes but is not limited to: coordinating meeting rooms; assists Paratransit managers and staff in the management of various projects; supervises front desk receptionists; answers service inquiries and communicates with internal and external customers; processes vendor billings and receivables; assesses vendor performance and contract compliance; orders office supplies, coordinates servicing of all office equipment, reconciles vendor invoices and submits to accounts payable, responsible for petty cash; coordinates and maintains the use of Pace vehicles for use by staff; reconciles sign in and timesheets; organized Pace office functions, communicates notices to staff as required by management, maintains contractor contact information, prepares routine correspondence for meetings and other duties as required.

Qualifications:

Bachelor's Degree or equivalent work experience and three or more years of experience in paratransit operations preferred.

Work is primarily performed in an office setting but travel may be required.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions, and must be prepared to write documents related to job duties using the word processing applications.

Must have and maintain a valid Illinois Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=655

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Operations Administrator II

Location: Chicago

Office: Revenue Services

Department: Paratransit

Job Description: Under the direction of the Sr. Project Manager, Chicago ADA Services this position is responsible for providing support services for the oversight of the various Pace paratransit program and/or projects. This position assists with administering all paratransit programs and/or projects including, but not limited to: Mobility Direct, Taxi Access Program, and ADA paratransit services, local dial a ride programs and local coordinated paratransit projects. This individual would be responsible for collection, review, and data documentation required by Pace from Chicago paratransit providers to ensure compliance with contractual obligations. Duties include representing Pace at meetings including, but not limited to, Chicago Department of Business and Consumer Affairs, MOPD, advocate consumer agencies, and ADA Advisory Committees. This position is responsible for the timely processing of service provider and or TAP payments to vendors and managing inquiries or issues associate with all paratransit services, including, but not limited to Chicago area ADA services, local DAR paratransit programs, Mobility Direct, Taxi Access program, and other paratransit service as they are implemented throughout the Pace service area. In addition, this position may be responsible for the adherence of policies and procedures for the purpose of quality control and compliance with federal, state, and local laws and regulations. This position processes complaints and implements the Pace no show policy, investigates incidents, passenger behavior issues and driver and or contractor staff behavioral issues. In addition, this position assists with the development of procedural and operating manuals and provides support in Paratransit daily operations.

Qualifications: Qualified candidate must have at least one (1) year operations experience in Paratransit or Mobility Management, or have equivalent relevant work experience. A Bachelor's Degree, and prior demand response and/or dispatching experience are preferred. Candidate should have the ability to work with numerous communities, social and municipal agencies. A good math aptitude, budget experience and accounting knowledge are also preferred. Previous experience with Microsoft Word, Excel, PowerPoint, database programs and other reporting software is required. Knowledge of Trapeze is preferred. Candidate must have excellent written and oral skills. Applicant must be able to undertake public speaking. Applicant must have a good work history and possess a current and valid drivers license. Must be able to manage traveling by vehicle within the six (6) county RTA region and access other modes of transportation to travel outside of the RTA region. This includes carrying equipment and documents needed.

Apply online at

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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

General Labor Warehouse- Full Time and Part Time at Apet in Dundee

Dundee, IL

Job Description

include: Cleaning tanks, equipment maintenance, order picking, stocking, inventory control, product labeling and caring for fish. Looking for hard working people with a willingness to learn. There is advancement potential. Knowledge of tropical fish

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/janitor>

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Summer Food Transportation Driver

Catholic Charities of Chicago

Responsible for ensuring the efficient, safe handling, and timely delivery of refrigerated meals to all Summer Food Program events throughout the summer months of operations in accordance with Catholic Charities of the Archdiocese, Chicago Department of Public Health, and United States Department of Agriculture policies, procedures, regulations and rules.

Must adhere to scheduled routes and time of delivery and be capable of lifting 35-50 pounds while filling delivery truck with meals and offloading meals at various participating sites.

While driving, staff will operate the delivery vehicle safely; checking lights and safety equipment daily, obeying traffic laws, including; driving within posted speed limits, stopping and looking for traffic at all stop signs, driving defensively, reporting any unsafe equipment or working conditions to the supervisor, not allowing any unauthorized riders in the vehicle, and be able to read, comprehend, and be visually focused 100% of the time.

Preferred Requirements: A.A. degree. Two years of experience.

Minimum Requirements: High School Diploma or GED. One year experience.

Other Requirements: Must be available every weekday and weekends. At least 21 years old. Pass criminal background and drug tests. Must have a valid driver's license and clear driving record (CDL is not required).

Experience in a warehouse or a similarly physically demanding job required. Must be able to lift 35 – 50 lb. cases repeatedly each day outdoors in the summer heat.

Must be passionate about working with children and serving the community. Delivery experience preferred but not required.

Bilingual (English/Spanish) candidates will be considered favorably. Driver's license and reliable transportation. Program specific auto insurance.

NOTES: 2 openings.

Inquire at http://careers.npo.net/jobs/7222248/summer-food-transportation-driver?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Part-Time Servicer (6)

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=665

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Delivery Driver Helper

All times are in Central Daylight Time.

Job Location US-Bolingbrook IL

Posted Date 6/11/2015

Overview:

The selected candidate will be responsible for assisting with the efficient transportation and installation of product to customers in a manner and condition that meets customer and company requirements. Duties will include assisting with the delivery and installation of equipment and products (i.e. appliances, cabinets, and electronic equipment) to offices, warehouse locations and residential customers. Also responsible for assisting with timely reporting.

Responsibilities:

Assists with the transportation, installation and delivery of goods in accordance with the schedule as determined by supervisor. Properly secures loads and ensures loads are within weight limits. Verifies counts and condition of goods loaded and unloaded. Makes reports of overages, shortages, and breakage/damage as needed. Assures that all equipment/product is safely loaded and secured. Ensures good customer relations by consistently delivering orders on time and acting in a courteous and professional manner. Reports into the dispatch office when completing a scheduled delivery and/or when delayed. Assists with the completion of daily equipment (truck) maintenance logs, delivery, and driver logs. Verifies all customer documentation is complete and that all activity is reported accurately on the installation/driver's form, and returns all paperwork to the office on a daily basis. Assists with unloading trucks/trailers unit and assures that it is well kept and maintained. Operates the truck/trailer units in a safe manner. Reports any vehicle problems and defects. Must comply with all Federal Motor Carrier Safety Regulations (FMCSR) and other standards and regulations. Maintains a good driving record. Abides and follows company safety policy and conducts all activities as safely as possible.

Qualifications: Must be able to read, write, and speak English. A current/unexpired driver's license or state/federal ID card is required. Ability to lift up to 100 lbs. unrestricted is required. Must have general knowledge of moving techniques. Ability to work a flexible schedule, including overtime with little notice, and overnight runs is necessary. Must successfully complete a criminal background investigation and drug screen. Must maintain a clean criminal record and remain drug free.

Inquire at <https://jobs-fidelitone.icims.com/jobs/1868/delivery-driver-helper/job?mode=job&iis=Job+Board&iisn=Indeed.com&mobile=false&width=1008&height=500&bga=true&needsRedirect=false&jan1offset=-360&jun1offset=-300>

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Job Title: Office Associate - Opt 2

Agency: Agriculture

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

Job Type: Full-Time

Location: DeKalb County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOA 1606

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical and general office support functions relating to Pest Detection and Quarantine Program and Nurseries and Northeastern Field Operations Programs. Performs various data entry functions with regard to pest surveys and compliance agreements. Types various forms, letters and correspondence. Maintains files for pest detection and quarantine programs, nursery and pesticide programs. Assists with clerical duties with regards to pesticide certification testing. Responds to inquiries of a nontechnical nature in person or by phone regarding various Department programs from the general public and bureau field staff.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school and two years of related office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral and written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 wpm.

Work Hours & Location/Agency Contact: 8a-4:30p (1 hour lunch)
IL Dept of Agriculture / Bureau of Environmental Programs
DeKalb Office, DeKalb, IL

How to Apply:

Current State Employees should submit an application, bid form and most recent evaluation to the Illinois Department of Agriculture, Bureau of Human Resources, P.O. Box 19281 State Fairgrounds, Springfield, IL 62794-9281.

Non-state employees must take the written exam for the Office Associate, Option 2 with the Department of Central Management Services.

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Thu. 06/25/15 5:00 PM Central Time

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

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-90856

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Calumet Park FCRC, 831 W. 119th St. , Chicago, IL 60643

Please submit CMS 100 (revised 10/2014) applications and bid form to:
Bureau of Employee Services
Lisa Horsley
100 South Grand Ave 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).

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Job Title: Public Service Administrator - Opt 8N

Agency: Human Services

Closing Date/Time: Thu. 06/25/15 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

\$73,692.00 - \$113,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063 Bid ID#: 10-90-91228

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction of the nursing supervisor, functions as the nursing specialist in Maternal & Child Health issues in an assigned area.

Minimum Requirements:

Requires a Bachelor's degree in nursing which includes accredited courses in public health nursing, supplemented by a Master's degree in nursing, public health, or related fields. Requires possession of an Illinois license as a Registered Nurse. Requires two years of public health nursing experience or equivalent and a working knowledge of Maternal and Child Health Programs.

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

Bureau of Maternal & Child Health, 3301 Wireton Road, Blue Island, IL 60406

Please submit CMS 100 (revised 10/2014) applications and bid form to:

Bureau of Employee Services

Lisa Horsley

100 South Grand Ave East, 3rd floor, Springfield, IL 62762 FAX: 217-524-2116

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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 8N - Nurse Registered II

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Job Title: Private Secretary II

Agency: Human Rights Commission

Closing Date/Time: Fri. 06/19/15 5:00 PM Central Time

Salary: \$3,136.00 - \$5,968.00 monthly

Job Type: Exempt

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 34202 TIRC

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of secretarial or business college and four years of secretarial experience; or completion of high school diploma or equivalent and six years of secretarial experience. Requires working knowledge of agency programs, rules and regulations; requires ability to type accurately; requires thorough knowledge of principles of office management and ability to apply human relations skills to interaction with management, officials of government, private industry and the public. College degree and/or experience in legal office preferred.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 a.m. to 5:00 p.m. Monday - Friday

LOCATION: IL Torture Inquiry and Relief Commission

Suite 10-300 James R Thompson Center, 100 W Randolph Street, Chicago IL 60601

AGENCY CONTACT: Dr. Ewa Ewa, CFO/Personnel Officer

IL Human Rights Commission

Suite 5-100 James R Thompson Center

100 W Randolph Street, Chicago IL 60601

PH: 312-814-6269

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

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Job Title: Residential Care Worker Trainee

Agency: Human Services

Closing Date/Time: Wed. 06/24/15 11:59 PM Central Time

Salary: \$3,001.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC009

Bid ID#: 10-44-ICRE91117 & 91118

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, provides the care, treatment and development of physically disabled children at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R). Trains and monitors students in residence in recreational, occupational and daily living skill activities. Collaborates with supervisory staff as well as other professional staff in making a coordinated and effective program tailored to meet the individualized need of each student. Maintains case documentation and other required reports. Serves as a mandated reporter under the Child Abuse and Neglect Act.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to an A.A. degree, preferably in child care, sociology or human services, or requires two years of experience in the care and supervision of children as could be gained in a day care facility or Head Start Program, plus requires the completion of an agency approved training program or an additional year of the above experience. Requires ability to travel in the community to escort children.

Work Hours & Location/Agency Contact: Shift Varies
Illinois Center for Rehabilitation and Education - Roosevelt
1950 W. Roosevelt Rd., Chicago, IL 60608
Attn: Benjamin Davis
312/433-3147 – Voice 312/433-3056 - 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).

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Job Title: Rehabilitation Workshop Instructor II

Agency: Human Services

Closing Date/Time: Tue. 06/23/15 4:00 PM Central Time

Salary: \$3,357.00 - \$4,825.00 monthly

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-81-90909

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, performs para-professional duties involving the training and supervision of clients in the Forensic Workshop at the Elgin Mental Health Center; ensures that goals are met and subcontract requirements are followed.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in rehabilitation, psychology, sociology or related field or four years high school and two years experience in a rehabilitation workshop or related field.

Work Hours & Location/Agency Contact: Shift: 8 am - 4 pm (Mon-Fri)
Location: Elgin Mental Health Center - Forensic Workshop

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: Thu. 06/25/15 4:59 PM Central Time

Salary: \$2,707.00 - \$3,323.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10/79-90424

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direct supervision of the Business Manager and functional supervision of the Support Service Coordinator I, performs general housekeeping duties in assigned areas at the CRMHC. Work is assigned to but not limited to inpatient units, unit offices, administrative offices, corridors, public areas, shops, closets, cafeteria and outlying buildings.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience cleaning in a hospital or large institution.

Work Hours & Location/Agency Contact:

Evenings 2pm-10pm Housekeeping Department

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).

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