



Job Title: Office Assistant - Opt 2

Agency: Corrections

Closing Date/Time: Mon. 06/23/14 4:00 PM Central Time

Salary: \$2,832.00 - \$3,856.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-14-0373

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Clinical Services Supervisor, provides supportive clerical functions within the Field Services office at the Stateville Correctional Center; files and maintains complete record systems; receives and processes release approvals; confers with Prisoner Review Board regarding parole hearings.

Position Number: 30010-29-82-230-11-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience; requires working knowledge of alpha numeric sequencing; requires working knowledge of office practices, procedures, and programs; requires working knowledge of grammar, spelling, and punctuation; requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

OPT 2: Requires ability to types accurately at 35 WPM

Work Hours & Location/Agency Contact: WORK HOURS: 8:00am to 4:00pm Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 ext. 6693.

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

Option 2 - Typing

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Job Title: Office Associate - Opt 1

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-82505

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs a variety of complex, specialized clerical duties for supervisory staff, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires knowledge and understanding of medical, technical and legal terminology.

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

Medical Field Operations 1112 S Wabash Chicago IL 60605

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).

Option 1 – General

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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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Member Benefits Coordinator

The Field Museum

Location: Chicago, IL

The Field Museum seeks qualified candidates for the position of Member Benefits Coordinator.

This is a full-time position within the Membership Department.

Qualifications

- Bachelor's degree preferred
- Ability to use Raiser's Edge to access member data and issue special exhibition tickets through Patron's Edge
- Must be available and willing to work weekends and holidays
- Strong interpersonal and problem solving skills required
- Customer service experience in an educational, cultural or entertainment environment or related field preferred
- Excellent organizational skills and multi-tasking skills
- Knowledge of computerized reservations and/or scheduling systems; Knowledge and experience in conference services and meeting planning techniques and practices
- Ability to work under pressure and handle multiple tasks simultaneously while receiving continual interruptions each day
- Quality negotiating skills to assist members and service department providers
- Ability to work independently while maintaining excellent communication and internal/external relationships
- Must accurately access and document information and recall new or changing procedures that may impact customers
- Must be flexible when it comes to office scheduling needs and able to adapt to all areas of member contact whether it is face to face, via letter/email or on the telephone

Apply online at <http://www.fieldmuseum.org/about/employment>

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services

Closing Date/Time: Tue. 06/24/14 5:00 PM Central Time

Salary: \$2,877.00 - \$3,985.00 monthly

\$34,524.00 - \$47,820.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-82379

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: 8:30 a.m. - 5:00 p.m.
Medical Field Operations 1112 S Wabash Chicago, IL 60605

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: Public Aid Quality Control Reviewer

Agency: Human Services

Closing Date/Time: Wed. 06/25/14 5:00 PM Central Time

Salary: \$4,077.00 - \$6,096.00 monthly

\$48,924.00 - \$73,152.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-97-82655

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in one of the behavioral sciences. Requires two years of professional experience in casework or related area. Prefers experience administering the Supplemental Nutrition Assistance Program. Requires extensive knowledge of public assistance policies and programs including SNAP. Requires extensive knowledge of agency policies, rules, and procedures. Requires extensive knowledge of interviewing techniques. Requires the ability to examine and evaluate data in accordance with established criteria. Requires ability to present and prepare clear, concise and accurate reports using Microsoft Office Suites and to interpret review findings and agency policies effectively in writing. Requires ability to establish and maintain satisfactory working relationships with other staff and the general public. Requires statewide travel, with overnight stays. Requires a valid Illinois Driver's License.

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

Bureau of SNAP Integrity 1112 S Wabash Ave, 5th Floor Chicago, IL 60605

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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Lighting Technician

The Field Museum

Location: Chicago, IL

Under direct supervision, the lighting technician works independently and part of a team to maintain exhibit lighting. S/he occasionally assists in the installation and focus of new exhibitions.

This position reports directly to Manager of Exhibit Maintenance, and works closely with Exhibit Maintenance Supervisor and Lighting Designer relative to lighting maintenance and exhibit lighting installations.

Responsibilities

- Make sure that all exhibit cases are lit. Replaces burned out lamps.
- Maintains lamp inventory for temporary, permanent, and traveling exhibits.
- Make sure that all exhibit cases are lit. Replaces burned out lamps
- Maintains lamp inventory for temporary, permanent, and traveling exhibits
- Orders new lamps for exhibitions, tracks deliveries and stocks lighting storage while developing a working relationship with lighting vendor
- Maintain lighting fixture inventory including repair, cleaning, and replacement
- Maintains exhibit lighting equipment, developing cleaning schedules for dimmer panels and lighting fixtures
- Troubleshoots lighting problems and works with lighting supervisor and electrician to solve problems and implement solutions
- Works with maintenance supervisor to implement and track Facilities department work orders to repair lighting electrical problems
- Does low voltage electrical repairs
- Assists lighting designer on the install and focus of temporary exhibits
- Read drawings and written instructions
- Utilize shop skills to perform basic woodworking to assist on building of lighting prototypes
- Performs tasks as assigned by maintenance manager, maintenance supervisor, and/or lighting supervisor

Qualifications

- High school graduate required. Technical or associates degree a plus.
- Minimum of two years related experience
- Able to work on ladders and personnel lifts. Able to work at over 22 feet heights

Apply online at <http://www.fieldmuseum.org/about/employment>

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Job Title: Public Service Administrator - Opt 6

Agency: Human Services

Closing Date/Time: Fri. 06/27/14 5:00 PM Central Time

Salary: \$3,116.00 - \$9,765.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: 10-76-70755

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, independently performs Continuous Quality Improvement (CQI) Development and advanced level duties, which include project coordination and supervision of staff assigned to quality monitoring for Upstate Regions (1&2). Collaborates with hospital quality managers to verify that services to persons with mental illness meet professional/accreditation/regulatory standards; identifies and develops action plans designed to verify actual or potential problems are resolved and that actions are taken to improve quality and continuity of care. Provides technical assistance to hospitals and Central Office leadership staff for the purpose of planning services and policy development..

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years college with course work in a social or human services field, Requires three years progressively responsible administrative experience in a health or human services organization.

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

DMH Central Office 160 N. LaSalle Chicago, IL 60661

CONTACT Melissa Bringle

Bureau of Employee Services 100 South Grand Ave East 3rd Floor Springfield, IL 62762

Fax: 217-524-3385

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 6 - Health & Human Services

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Job Title: Shift Supervisor - Stateville C.C.

Agency: Corrections

Closing Date/Time: Thu. 06/26/14 4:00 PM Central Time

Salary: \$6,567.00 - \$9,700.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Bid ID#: IDOC29-28-14-0094

Position Number: 40800-29-82-310-00-13

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer trainee program. Requires five years of supervisory experience in a custody program in a correctional institution or setting. Requires thorough knowledge and understanding of individual and group attitudes, and general behavior of inmates in a penal or correctional setting. Requires thorough knowledge of modern penal principles and practices relating to guard duties and to the control of inmates. Requires thorough knowledge of rules, regulations and requirements for the control of inmates. Requires extensive knowledge of the methods and techniques used in discipline of persons in a correctional center.

Work Hours & Location/Agency Contact: WORK HOURS: 11:00pm to 7:00am Friday through Tuesday with days off of Wednesday and Thursday.

LOCATION/AGENCY: IDOC Stateville Corr Center, P.O. Box 112, Joliet, IL 60434.

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815) 727-3607 extension 6693.

How to Apply:

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

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Senior Accountant - DIS000355

PRIMARY OBJECTIVE: Under the general supervision of the Executive Director of Payroll Services, the Senior Accountant will perform senior level professional accounting duties where the position works on moderate to complex accounting assignments.

- Records and reviews journal entries and supporting documentation for recording expenditures, reclassifications and budget transfers into general ledger on a timely basis.
- Reviews financial documents to ensure accuracy and proper allocation to accounts as well as complying with approved contract and funding guidelines.
- Create new pay codes and reconcile payroll sub ledger to GL.
- Monitors account balances to ensure availability of funds.
- Review, analyze, and reconcile the bi-weekly on and off-cycle payroll data on the payroll reports before and after processing to ensure the accuracy of the data sent from the payroll system to the general ledger.
- Review and analyze the automated time & attendance system and other payroll related systems or interfaces that send data to the payroll system.
- Prepares monthly payroll account analysis and reconciliation of assigned general ledger or grant accounts to ensure proper balances are reported.
- Responsible for identifying, investigating, and reporting all discrepancies and working with appropriate personnel to ensure that all reconciling items clear in a timely manner.
- Able to use HRMS to develop complex payroll queries, to analyze and reconcile payroll data and records. Use the data to develop, perform and review trend and variance analysis.
- Assist with the PeopleSoft HCM upgrades.
- Participate with user testing of payroll data in system.
- Develop and run test scripts.
- During the upgrade and post implementation, continue to analyze the payroll system and, if necessary, recommend and develop process changes or improvements.
- Work with OIT to enhance the payroll system.
- Assists in the annual financial audit by compiling fiscal data to be reviewed by external auditors and included in the Comprehensive Annual Financial Report as well as other reports.
- Review work and assist in training of payroll analysts. Performs related duties as required.

Qualifications

- Completion of a Bachelor's degree from an accredited college or university in Accounting.
- 3 to 5 years of professional accounting experience.
- Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, audit techniques and financial report preparation.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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College Library Assistant III - WIL0000269

Overview of the position:

Under general supervision, performs complex library clerical duties that require the exercise of judgment in the application of guidelines to specific library operations and services. Trains and oversees clerical staff.

- Oversees subordinate staff performing a variety of library clerical tasks; plans and organizes clerical work functions; trains subordinate clerical staff and student aides on various library clerical functions and procedures.
- Prepares and/or supervises the preparation of unit work activity reports; compiles data including book circulation statistics, amount of overdue fines collected and books purchased for inclusion in various library reports.
- Oversees and participates in ordering equipment and related library materials; participates in maintaining department financial records.
- Prepares work schedules for subordinate staff and student aides; reviews and approves time sheets.
- Performs complex bibliographic searches and makes complex adaptations to OCLC bibliographic records.
- Assists students in locating resource information and reference materials; assists professional librarians with book selection and in the inventory of books and library materials.
- Adheres to CCC Customer Service Excellence standards.
- Performs other duties as assigned.

Qualifications

- Graduation from high school supplemented by three years clerical experience including a minimum of five years library experience required; or an equivalent combination of training and experience. LTA certification preferred.
- Good knowledge of library clerical procedures and operations. Good knowledge of library resource and reference materials.
- Ability to plan, assign and review the work of others. Ability to maintain records and prepare statistical reports.
- Working skill in the application of library clerical procedures.

Chicago residency is required for all full-time employees within 6 months of hire.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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Job Title: Social Service Program Planner III

Agency: Human Services

Closing Date/Time: Thu. 06/26/14 5:00 PM Central Time

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

\$57,324.00 - \$86,964.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-89-82334

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction and utilizing a variety of software, processes original applications and more complex plans of correction based on reviews of social impact of treatment plans for the Training and Information Management Unit within the Bureau of Accreditation, Licensure and Certification (BALC). Investigates complaints regarding community agencies; assists on field surveys, prepares written reports of findings, recommends action and provides technical assistance to community agencies.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree plus one year progressively responsible professional experience in licensure/certification activities with community agencies serving persons with developmental disabilities or mental illnesses. Requires the ability to meet the requirements necessary to be classified as a Qualified Intellectual Disability Professional (QIDP) or Qualified Mental Health Professional (QMHP). Requires knowledge of DHS programs. Requires ability to travel. Requires proficiency in MS Office including but not limited to, MS Word, MS Excel and MS Access.

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

401 South Clinton 7th Floor Chicago, IL 60607

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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Child Care Associate

Req. Number: 25078-70063

Shift: Day

Qualifications:

High School diploma or equivalent; College courses in Early Childhood Education preferred.

Experience in child care

- Setting or equivalent combination of education and experience preferred.
- A sincere liking for children of all ages.
- Good communication skills necessary to effectively present information one-on-one and small group situations.
- Good organizational skills necessary to supervise children of various ages, abilities and interest levels.
- CPR - Flexible in work schedule
- Ability to work and function independently
- Innovative problem solving skills.
- Ability to work in a fast paced and constantly changing environment
- Ability to bend and lift small children from floor to shoulder height.
- Ability to bend, place and lift infants in/out of crib. - Good endurance and energy to play with children all day.
- Read and comprehend, in English, policy and procedures and children's books.
- Ability to distinguish color tones.
- Lift children weighing up to 50 pounds and over three (3) feet.
- Bend over and assist children on the floor.
- Move quickly in an emergency situation.
- Ability to stand, sits, walk and kneel to interact with children throughout the shift.
- Exposure to communicable diseases and/or fluids of children.

Job Description:

Reporting to the Older Adult & Childcare Supervisor provides care and instructions for children in a comfortable, friendly, safe and secure environment. Assists in nursery programs including daily activities, Family Days/Nights, family programming, classes, and other family and special events. Accountabilities: 1. In conjunction with other child care associates, plans daily activities and special events that encourage growth development, and a healthy lifestyle. 2. Maintains excellent customer service to the members, guests and staff.

Apply online at <http://jobs.advocatehealth.com/chicago-suburbs/other/jobid5550968-child-care-associate-jobs>

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Concessionist

As a concessionist at AMC® you'll sell fresh, appetizing and properly prepared food and beverage items to our guests. And smile a lot because, hey, you work in the movies. You'll also maintain the cleanliness of the concession area and work fast as most concession sales occur 15 minutes prior to showtime. What's a job without a little pressure, right?

Feast your eyes on your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Pop popcorn, pour drinks and serve hot dogs, MovieNachos®, pretzels, yogurt and other specialty items

Greet guests, assemble food orders, operate point-of-sale terminals and make accurate change

Transport bags of raw popcorn, cans/boxes of seasoning oil, syrup boxes, buckets of ice and other stock

Maintain cleanliness of entire concession stand including cooking equipment, counters, shelves, glass display cases, condiment areas, preparation areas and stock rooms

Perform daily concession maintenance duties

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a concessionist at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Standing, walking, lifting, twisting and bending on a frequent basis

Capability to communicate and work effectively with guests in a high-volume setting

Good verbal communication skills as well as math and cash-handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/concessionist>

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Cashier

As a cashier at AMC® you'll operate the box office selling movie tickets and AMC Gift Cards (or gift certificates in Canada) to guests. You'll also field questions about content, provide directions to the theatre, answer the phone, inform guests about prices/policies and enroll guests in our favorite and yours: the AMC Stubs® program.

Let's take a look at your soon-to-be responsibilities:

Make certain guest service is friendly, helpful and fast

Complete ticket purchase transactions by:

Greeting each guest and identifying tickets requested

Reading a computer screen, operating a keyboard or dispensing manual tickets

Completing a credit card or MovieWatcher Rewards transaction or collecting cash and making accurate change

Thanking the guest

Ensure the security of all box office cash and tickets

Keep box office clean and well organized and update box office signage

Distribute and understand how to operate assisted moviegoing equipment

Enforce ratings to keep underage guests from accessing auditoriums with adult content

Perform daily box office maintenance duties and complete various reports as needed

Answer questions from guests and resolve any concerns

Assist with other functions as instructed by the General Manager

Uphold AMC's high standards and deliver entertaining company-wide programs

As a cashier at an AMC theatre, you'll also be required to demonstrate:

Proficient guest service, administrative and follow-up skills

Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners

Ability to communicate and work effectively with guests in high-volume setting

Good verbal communication skills as well as math and cash handling skills

Ability to meet tight deadlines under minimal supervision

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/cashier>

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Job Title: Senior Public Service Administrator - Opt 1 Temporary

Agency: Veterans Affairs

Closing Date/Time: Fri. 06/27/14 4:00 PM Central Time

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

Job Type: Temporary

Location: Kankakee County, Illinois

Number of Vacancies: 1

Bid ID#: 34-00-14-81940

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in business or public administration. Completion of Masters Degree preferred. Requires prior experience equivalent to four years of progressively responsible administrative experience in a public or business organization. Requires two to four years professional experience in community organization, social service work or in program planning and development. Requires thorough knowledge of public and business administration, principles and practices and also knowledge of agency programs, services and objectives. Requires ability to analyze administrative programs and adopt an effective course of action. Requires ability to develop, install, and evaluate new and revised methods, procedures and performance standards; and the ability to exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures.

Work Hours & Location/Agency Contact: Work schedule: Mon-Fri, 8:30am-5:00pm

Position Location: IL. Dept. of Veterans' Affairs-Prince Home

1 Veterans Dr. Manteno, IL 60950

Contact: Human Resources

833 S.Spring Street Springfield, IL 62704

Phone: 217-785-1788 fax: 217-557-7235

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 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Storekeeper I

Agency: Human Services

Closing Date/Time: Thu. 06/26/14 5:00 PM Central Time

Salary: \$3,154.00 - \$4,440.00 monthly

\$37,848.00 - \$53,280.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-10-82327

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general direction, maintains inventory of office forms; prepares form orders for shipment to other points; checks each shipment received for correct quantity and acceptable quality; allocates storage space and bins; maintains clerical records of transactions; prepares requisitions; reorders forms; eliminates stock of obsolete forms on hand.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires one year experience in the keeping of stores and stores records. Requires ability to lift over 50 lbs.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.
9511 Harrison Street Des Plaines, IL 60016

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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Usher

As an usher at AMC® you'll clean and maintain the auditoriums, restrooms and lobbies while controlling access to the theatre and the auditoriums. That's right. You get the legendary task of tearing tickets. You'll also assist guests by providing direction and answering questions. We'll even help you with the answers.

Right this way to your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Control access to theatre by greeting, directing guests and tearing tickets
- Enforce ratings to keep underage guests from accessing auditoriums with adult content
- Monitor auditoriums for picture/sound quality, temperature, lighting and guest behavior
- Create a constant presence inside and outside auditoriums to deter any disruptive conduct
- Assist with crowd control and seating of guests in auditoriums
- Clean lobbies, restrooms, auditoriums and all exterior and common areas of theatre
- Change marquees, auditorium, lobby signage and poster cases
- Answer questions from guests and resolve any concerns
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As an usher at an AMC theatre, you'll also be required to demonstrate:

- Proficient guest service, administrative and follow-up skills
- Comfortable communication and cooperation with guests, supervisors, peers, subordinates, vendors or partners
- Standing, walking, lifting, twisting and bending on a frequent basis
- Ability to present a calm demeanor that deters people from engaging in disruptive conduct while encouraging positive interaction with guests

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and a 401(k) plan. If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/usher>

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Job Title: Switchboard Operator III

Agency: Human Services

Closing Date/Time: Wed. 06/25/14 5:00 PM Central Time

Salary: \$2,968.00 - \$4,140.00 monthly

\$35,616.00 - \$49,680.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-82425

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, supervises the operation of a centralized switchboard; maintains clerical records; establishes training sessions for new and alternate operators; responds to and resolves difficult calls; evaluates work performance of subordinates.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires two years experience as a telephone operator; requires extensive knowledge of switchboard operations; requires working knowledge of supervisory techniques; requires the ability to train and supervise new operators in all phases of switchboard work.

Work Hours & Location/Agency Contact: 8:30 a.m. - 5:00 p.m.
Northern FCRC 8020 St. Louis Skokie, IL 60076

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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Supervisor

As Supervisor at AMC® you'll assist the management team to make sure the theatre runs smoothly so that every single guest enjoys the show. You'll be the not-so secret to our success.

Let's take a look at your soon-to-be responsibilities:

- Make certain guest service is friendly, helpful and fast
- Maintain facilities that are clean, safe and in good repair
- Provide an experience that is comfortable, distraction-free and picture-perfect
- Serve fresh, appetizing and properly prepared food and beverages
- Assist with other functions as instructed by the General Manager
- Uphold AMC's high standards and deliver entertaining company-wide programs

As a Supervisor at an AMC theatre, you'll also be required to demonstrate:

- Proven supervisory experience with effective managerial and training skills
- Persuasive written and oral communication skills along with strong analytical skills
- Ability to effectively delegate and follow up with booth crew members
- Proficient guest service, administrative and follow-up skills
- Equally comfortable communicating and working with guests, supervisors, peers, subordinates, vendors or partners
- Ability to consistently meet deadlines in a timely fashion
- Standing, walking, lifting, twisting and bending on a frequent basis

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We expect that from you, too. We also offer continuous training and development programs, highly competitive compensation with performance-driven bonuses and excellent benefits including free movie passes and health and 401(k) plans.

If working in the entertainment world, delivering superior customer service and having fun matter to you, apply online today at

<https://www.amctheatres.com/careers/theatre-crew/supervisor>

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