



Utility Person

Location: Bridgeview
Office: Revenue Services
Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for maintaining proper fluid levels, interior cleaning and 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. May make service calls. Other duties as 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 possess or be able to obtain a valid Class "B" Illinois Commercial Driver's License with Passenger and Airbrake Endorsements.

Must have a good work history and a record of safe driving (5 years).

Must have knowledge of the service area and the ability to operate all Pace equipment.

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 be capable of heavy lifting.

Apply online at

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Temporary Sign & Shelter Technician

Location: Arlington Heights
Office: External Relations
Department: Sign & Shelter

Job Description:

Under the direction of the Supervisor of Passenger Facilities Maintenance, or designate, will install, clean and maintain shelters and bus stop signs throughout the six county region.

Maintenance will include replacing shelter glazing, repairing shelters, replacing signs, installing sign posts, applying decals and maintaining shelter and sign inventory.

Winter conditions may require snow removal duties at Pace shelters and passenger facilities including shoveling, operating a snow blower and snow plowing. Other duties as assigned or required.

Qualifications:

Qualified candidate must be able to repair and clean shelters, signs and perform maintenance at passenger facilities using basic hand and power tools, e.g., pop rivet tool, electric drill and saw, strapping tool, power washer, etc.

Must possess a valid driver's license, good driving record and be capable of heavy lifting.

Must be able to keep good records of work performed and complete work orders. Position reports to Pace Sign and Shelter Shop located at Pace West Division in Melrose Park.

May be required to work occasional evenings and weekends.

Must be able to work independently with minimal supervision.

Basic computer skills required. Qualified candidate must have a good work history. This is a safety sensitive position.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=592

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Part-time Bus Operators

Location: Evanston

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=110

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Job Title: Child Welfare Senior Specialist

Agency: Children & Family Services

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

Salary: \$5,334.00 - \$8,155.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1413050-137387

Minimum Requirements:

Requires a master's degree in social work, psychology, counseling, or other related human service areas, including, but not limited to, education or special education; requires five years of progressively responsible professional experience, including at least two years of demonstrated experience in interacting and negotiating, primarily on an independent basis, with other systems of services (mental health, developmental disabilities, substance abuse, specialized medical, special education) to ensure that children with special needs gain access to such services, with such experience having been in directing services for children in clinical settings for children; or two years of supervisory experience in providing services to special needs children in a state or private human service agency; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties.

Work Hours & Location/Agency Contact:

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: DCFS-Monitoring

1911 S Indiana Ave., Chicago, IL 60616 Supervisor: Donald Jurkowski

AGENCY CONTACT: Johnnie Rambo

DCFS Personnel 1911 S. Indiana Ave, 9th Floor Chicago, IL 60616

Phone: 312-328-2461 Fax: 312-328-2321

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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Fund-Raise & Scholarship Admin

Requisition # 18108

Position Type Full-Time; Salaried/Hourly Hourly

Category Other - Other Department College of Education

Campus Lincoln Park

General Summary

The Fund-Raise & Scholarship Admin will plan and implement fundraising efforts for the College of Education. This position will coordinate the COE scholarship process and provide administrative support to the Associate Dean for Development.

Minimum Requirements

- Bachelor's degree in a related field.
- 3 or more years of experience with development, advancement and alumni relations programs associated with higher education.
- Skill managing donations, gifts, pledges, and scholarship financial information.
- Skill in designing, manipulating, and maintaining databases and computer programs.
- Exemplary verbal and written communications skills.
- Excellent organizational and management skills.
- Excellent interpersonal skills, particularly the ability to work with individuals, groups, and organizations, both internal and external to the University.
- Advanced skills in prospect, acknowledgement, and grant submission databases.
- Personal computer literacy; demonstrated use and aptitude with Windows operating environment.
- Demonstrated experience with software in the following areas: web applications, databases, word processing, financial management, contact management, spreadsheet, and presentation tools.
- Interest in personal development and a career in development/fundraising.
- Energetic, self-starting, entrepreneurial and creative abilities.
- Approximately 12 major events per year with attendees ranging from 20–100 per event, with an average of 30-40.
- Ability to handle sensitive information confidentially.
- Ability to multi-task and work under pressure.
- Ability to work independently.
- Ability to occasionally work weekend and evening hours, as required.

Preferred Requirements:•Personal computer literacy; demonstrated use and aptitude with Windows operating environment, experience with Microsoft Office; including: Word, Excel, Access, and Powerpoint.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18108/fund-raise-%26-scholarship-admin/job>

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Senior Tax Accountant

Requisition # 18111

Position Type Full-Time

Salaried/Hourly Exempt

Category Other - Other Department University Tax Services

Campus Loop Campus Location US-IL-Chicago

General Summary

The Senior Tax Accountant will assist the Tax Director in overseeing tax compliance for the University. The position will assist in the preparation and review of the University's various tax filings. The position will also gather and analyze data to ensure compliance with applicable tax laws. The position will assist in tax research and in the development of tax related training and informational material. The Senior Tax Accountant will also be expected to remain informed about changing laws that impact not-profit organizations and the higher education section, as well as assist in the development of related University policies and procedures.

Minimum Requirements

- Bachelor's degree in accounting or finance.
- Minimum of 4 years experience in tax compliance or tax consulting.
- Strong interpersonal skills.
- Strong written and verbal communication skills.
- Good analytical and problem solving skills.
- Advanced spreadsheet, database and word processing skills.
- Detailed-minded and extremely organized.
- Independent and self motivated individual, able to work in a changing environment.
- Ability to manage complex priorities successfully.
- Ability to work with many individuals at various levels throughout the University.
- Ability to analyze and assess complex tax compliance issues.

Preferred Requirements:

- Previous experience in Public Accounting, Higher Education or Not-For-Profit.
- CPA. •Graduate degree or progress towards. •PeopleSoft or other ERP experience.
- Proficiency in maximizing efficiency and use of computer systems.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18111/senior-tax-accountant/job>

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Administrative Assistant (2)

Requisition # 18115

Position Type Full-Time

Salaried/Hourly Non-Exempt

Category Other - Other Department Academic Integrity

Campus Loop Campus Location US-IL-Chicago

General Summary

The Administrative Assistant (2) will provide clerical and general administrative support for internal grants, faculty leaves, and the Administrative Councils (URC, QIC, and PSC).

Principal Duties and Responsibilities

- Provide administrative support for academic councils; prepare meeting documents, maintain Share Point site, etc.
- Process payment and reimbursement requests.
- Track spending of internal grant.
- Interact with grant application submission system.
- Provide general administrative support for office.
- Perform other duties as assigned.

Minimum Requirements

- Associate degree or certification in business or secretarial science (two year) program or equivalent experience with 3-5 years of experience in administrative/secretarial positions in a University/corporate setting.
- Experience with MS Office Suite.
- Knowledge of MS Word, Sharepoint, and Excel.
- Word processing skills.
- Quantitative/mathematical skills.
- Ability to do periodic light office lifting.

Preferred Requirements:

- Bachelor's degree in business or liberal arts.
- Experience with PeopleSoft system.
- DePaul budget manager experience
- Knowledge of Sharepoint.

Required Background Screening: All final candidates extended an offer of employment will undergo background screening.

DePaul University is an Equal Opportunity/Affirmative Action employer.

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

Apply online at <https://jobs-depaul.icims.com/jobs/18115/administrative-assistant-%28%29/job>

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APPLICATIONS TEAM MEMBER - ERP

Facility Presence Health - Corporate Office
Department ERP OPERATING MANAGEMENT
Schedule Full-time
Shift Day shift
Hours 8:00 am - 4:30 pm
Location Chicago, IL
Req Number 129760

SUMMARY

Participate in standardization and implementation of applications by process design, application design, build conversion, testing, training and rollout.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working knowledge of applications & implementations
Exhibits excellent oral and written communication skills
Ability to work collaboratively with project team, senior leadership, functional managers and external stakeholders
Ability to resolve risks and challenges, or to elevate issues to appropriate stakeholders for resolution

Education and/or Experience

Bachelors degree in Computer Science, Information Systems or related discipline required and five years of applications experience. Or 9 years of experience as a programmer, analyst or super user.
Strong process knowledge in the respective domain (HCM, Finance, Supply Chain)
Computer Skills
Strong functional and application competency of computer applications and data programs
Knowledge of Microsoft suite (Word, Excel, Outlook, PowerPoint, etc.)
Previous PeopleSoft experience preferred

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CLINICAL AIDE

Facility Presence Our Lady of the Resurrection Medical Center
Department SURGERY / Schedule Registry/PRN/Flex
Shift Day shift
Hours flexible 8-430
Location Chicago, IL
Req Number 128312

Job Details

Provides transportation services of patients and ancillary equipment to and from the Cardiology department. Preferably 1 year of experience in Clinical Aide. High school diploma is preferred. Must have current CPR certification.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=195162>

CLINICAL SUPPORT TECH

Facility Presence Saint Joseph Hospital - Chicago
Department 8 NORTHEAST NURSING
Schedule Full-time
Shift 12 Hr. Shifts / Hours 7pm-7:30am
Req Number 126437

*SAINT JOSEPH HOSPITAL- CHICAGO
CLINICAL SUPPORT TECH
FULL TIME 7PM-7:30AM
TELEMETRY UNIT*

The Clinical Support Technician performs duties to assist in providing high quality patient care under the supervision of a registered nurse and is responsible for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the nursing unit. All duties are carried out in accordance with established policies and procedures.

Requirements: -Minimum 1 year of experience required.-Experience in an acute care setting. -High school diploma or equivalent required. -Certified Nursing Assistant required. -Experience reading cardiac rhythms.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=297128>

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ELECTRONIC PAYMENT ADMINISTRATOR

Facility Presence Health - Corporate Office
Department GENERAL ACCOUNTING
Schedule Full-time
Shift Day shift
Hours 7:30am - 4:00pm
Location Chicago, IL
Req Number 129507

Job Details

Provide administrative processing of all electronic payment systems including: Pcard (Purchasing Card), ePayables and Dynamic Discounting. Identify and develop opportunities for efficient processes and ways to maximize the revenue generating benefits of the electronic payment programs. Assure corporate policy and procedural compliance throughout the electronic payment systems while providing a high level of customer satisfaction to customers served by these programs.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=749803>

ENV SERVICE WORKER

Facility Presence Saints Mary and Elizabeth Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Full-time
Shift Rotation
Hours 6:30am - 3:00pm; 2:30pm - 11:00pm and 10:30pm - 7:00am
Location Chicago, IL
Req Number 129333

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=529401>

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ER TECHNICIAN

Facility Presence Resurrection Medical Center
Department EMERGENCY ROOM
Schedule Full-time
Shift 12 Hr. Shifts
Hours 7a - 7p
Location Chicago, IL
Req Number 127898

Job Details: The Emergency Department Technician works under the direction and supervision of a registered professional nurse carries out all assignments in the provision of patient care, as delegated by the registered nurse. All duties are carried out in accordance with established policies and procedures. Adheres to the mission, values and philosophy of Presence Resurrection Health Care (PHRC)

Requirements: High School diploma or equivalent. One year of work experience in a healthcare environment. Completion of certified nursing assistant program, or completion of at least one clinical nursing course in a nursing program; or completion of EMT-B course. Certified Nursing Assistant, or Illinois EMT-B (Emergency Medical Technician Basic) License required. BLS.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=401075>

FLOOR FINISHER

Facility Presence Resurrection Medical Center
Department ENVIRONMENTAL SERVICES
Schedule Full-time
Shift PM shift
Hours 9:30pm - 6:00am Mon- Fri rotating weekends
Location Chicago, IL
Req Number 126120

Job Details

Under direction, cleans and maintains hard and carpeted floor surfaces throughout the facility. Candidates must have a high school diploma or equivalent and prior related experience. Floor/Carpet maintenance preferred.

EOE of Minorities/Females/Vets/Disability

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FOOD SERVICE WORKER

Facility Presence Resurrection Medical Center
Department FOOD SERVICES
Schedule Casual/ Part-time (no benefits)
Shift Rotation
Hours 4:00pm - 8:00pm
Location Chicago, IL
Req Number 129373

Job Details: The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom. At least one year experience preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=525452>

HEALTH INFO ASST II

Facility Presence Saint Joseph Hospital - Chicago
Department HEALTH INFORMATION MANAGEMENT
Schedule Full-time
Shift Day shift
Hours 8am-4:30pm S or S and 4 weekdays
Location Chicago, IL
Req Number 127554

Job Details: Performs higher level clerical duties including but not limited to chart processing, release of information, birth certificate completion, physician incomplete record maintenance and data entry. Will typically specialize in one or more of the essential duties and responsibilities listed below. This individual will have a heavy focus on birth registration for SJH-C. Individual will be required to file birth certificates using electronic filing system.

Requirement: * Must have a high school diploma or equivalent. * Minimum of one year medical records experience. * Must have the ability to type 40 wpm. * Previous experience with the birth certificate process required. * Bilingual Spanish strongly preferred.

EOE of Minorities/Females/Vets/Disability

Apply online at <http://careers.presencehealth.org/jobDescription.cfm?jobId=999846>

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Macy's Old Orchard Mall, Skokie, IL: Frontera Fresco Restaurant - Kitchen Supervisor, Full Time

Location: Skokie, Illinois

Job Category: Restaurant/Food Service

Requisition ID: 71224646

Overview:

The Restaurant Kitchen Supervisor supports the Restaurant Manager and/or Executive Chef in providing superior food products and maintaining a safe, efficient, professional, sanitary and profitable kitchen operation.

Key Accountabilities:

Assumes responsibilities of Restaurant Manager and/or Executive Chef in his/her absence. Assist in accountability of sales, expenses and bottom-line profits. Ensures team follows Food Division Standards and Best Practices. Demonstrate a positive role model for STAR standards of customer service. Ensure team prepares and presents food products following recipes and Food Division Best Practices. Monitor food quality by completing daily a.m. and p.m. line checks. Support a strong working relationship with store management. Assist in providing culinary and food production training on an on-going basis to associates. Other duties as assigned by supervisor.

Skills Summary:

Previous hospitality/food service experience.
Previous supervisory/management experience.
Skill in working as part of a team.
Exceptional communication and interactive skills.
Food production expertise including producing, purchasing, and utilizing to minimize waste and inventory. Effective computer skills.
Flexibility to fast-paced environment needs, demands and changes.
Analytical and organizational skills.
Experienced at training and motivating teams. Food/beverage knowledge.
Culinary degree/experience or equivalent preferred.
Spanish communication preferred.
Certification in sanitation and safe food handling practices.

Macy's is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online at <http://www.macysjobs.com/Search/JobDetail/71224646>

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Administrative Assistant

Location: Arlington Heights

Office: Internal Services

Department: Purchasing

Job Description:

Under the direction of the Department Manager, Purchasing and the Administrative Supervisor, Internal Services, prepares Board documents and facilitates the approval process for these documents within tight deadlines; maintains and archives purchasing files; proofreads, formats, and prepares solicitation packages for internal approvals; advertises and posts online our bid opportunities; facilitates the addenda process for our solicitations/bid opportunities; assists buyers with facilitating internal contract award approval processes, including approval process for board approved contract recommendations and preparation of contracts for Purchasing Manager or Executive Director execution; streamlines these processes when applicable; develops electronic/paperless processes to improve work flow as required or as applicable; answers the main Purchasing phone line and addresses vendors questions or directs them to the appropriate Purchasing staff; supports buyers during public bid openings/serves as a witness and verifies all bids; trains users on basic questions regarding releases and receipts in the Oracle system; assists Department and Section Manager in formatting, proofreading, and compiling monthly status and other reports; types correspondence; runs reports in Oracle as required; and other duties as assigned. Serves as a supplemental, high functioning Administrative Assistant and works cooperatively with the other Administrative Assistant in the Purchasing Department to support the Department Staff.

Qualifications:

Qualified candidate must possess advanced competence in Microsoft Word; intermediate competence in Microsoft Excel; intermediate competence in Adobe Professional; must have familiarity with the Internet for Purchasing website navigation and maintenance of the Purchasing website. Excellent written and verbal communication skills are essential. Qualified candidate must have two to three years of Administrative Support or Executive Assistant work experience, a high school degree; some college preferred and a good work history is required. Basic knowledge of procurement process and/or prior experience in a Corporate purchasing environment a plus.

Apply online at

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Job Title: Clinical Pharmacist

Agency: Human Services

Closing Date/Time: Tue. 07/01/14 5:00 PM Central Time

Salary: \$6,547.00 - \$10,163.00 monthly

\$78,564.00 - \$121,956.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 10-89-77730

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

Minimum Requirements:

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

Work Hours & Location/Agency Contact: 8:30 am - 4:30 pm
Madden MHC 1200 S First Ave Hines, IL

How to Apply:

Please submit applications to: Lisa Horsley
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Fl., 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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Building Maintenance Person

Location: Bridgeview

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance or designate, responsible for all scheduled preventive maintenance and minor repairs of building systems and equipment such as: power-operated equipment; hydraulic systems; HVAC; electrical and mechanical systems.

Routine cleaning of: maintenance area; minor lawn care and snow removal.

May work with Facility Maintenance Specialist on coordinating work/projects of outside contractors.

Responsible for completing all required documents and reports for work performed. Other duties as assigned or required.

Qualifications:

Qualified candidate must be at least 21 years of age and must have at least 3 years experience in comparable field, basic administrative experience and must pass Building Maintenance examination.

Must have, or be able to obtain HVAC certification, as well as, a valid class "B" Commercial Driver's License.

Must have a complete set of hand tools and be able to work any hours. Qualified candidate must have a good work history.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=281

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Foreman

Location: Markham

Office: Revenue Services

Department: Maintenance

Job Description:

Under the direction of the Superintendent of Maintenance, or designate, responsible for supervising the vehicle repair and maintenance activities of employees on their shift. Assigns work to employees utilizing Oracle. Reviews work orders for time and material used; monitors attendance; accepts road calls; gives instruction and on-the-job training to mechanics; handles all necessary reports. Other duties as assigned or required.

Qualifications: Qualified candidate must have at least four (4) years diesel/gas experience and/or technical training to include diesel engines, bus electrical, suspension and hydraulic systems, DOT regulations and preventive maintenance. Must pass Foreman exam and possess excellent verbal and written communication skills and the ability to read/follow blueprint, schematics and maintenance manuals. Candidate must be at least 21 years of age and possess a valid class "A" Commercial Driver's License. The performance of these duties may be required at any time of the day and night, any day and night of the week. Supervisory experience in preferred. 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=476

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description: Under the direction of the Superintendent of Maintenance, responsible to ensure all vehicles are serviced the night before, maintains maintenance employee attendance, vacation, and holiday records, monitors all mileage and fluid consumption reports/data, organizes and files all vehicle repair orders, schedules preventative maintenance and interior cleaning for revenue service vehicles and reconciles all revenue vehicle report data. Other duties as assigned.

Qualifications: Must have a Minimum of two years administrative and computer experience with focus on Microsoft Windows application and have a high school diploma. Must have a valid Driver's License.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=660

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Job Title: Human Resources Representative - Opt SS

Agency: Children & Family Services

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1407003-077237

Description of Duties/Essential Functions Benefits Supplemental Questions Under direction of the Employment Selection and Leaves Administrator, performs professional human resources assignments relating to selection and recruitment; researches, analyzes, and prepares structured interview criteria and related questions, monitoring to ensure compliance with applicable rules, regulations; interprets and explains applicable Central Management Services' (CMS) and Department of Children and Family Services (DCFS) rules, regulations, policies, and procedures regarding agency hiring operations; attends and performs recruitment outreach activities; translates and interprets, both orally and in writing, for Spanish speaking clients.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources; requires ability to use computer systems, software, templates, or other guides; requires travel and the possession of a valid driver's license; requires certification as a Rutan Interviewer within the first three months of employment in the position; requires ability to speak and write Spanish at a colloquial skill level.

Work Hours & Location/Agency Contact: Monday-Friday 830a-500p
100 W. Randolph, 6-100 Chicago Illinois 60601 Supervisor: Geny Chiaradonna
Send To: Tracie Crockrell
Office of Employee Services JRTC/100 W. Randolph, 6-100 Chicago, IL 60601
PHONE: 312-814-1222 FAX: 312-814-1224

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 SS - Spanish Speaking

4800 W. Chicago Avenue, Chicago, Illinois 60651
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Part-Time Facilities Maintenance Assistant

Location: Arlington Heights

Office: Internal Services

Department: Administration

Job Description:

Under the direction of the Department Manager of Administration, performs in-house internal and external building maintenance and service tasks requested at Headquarters.

In addition, performs various duties as assigned or required.

Serves as assistant to Pace's Senior Building Engineer.

Performs in-house internal maintenance tasks including supervision of contractor work on equipment, minor plumbing and electrical repairs, carpeting repair, painting and monitoring the building automation system, etc.

Responsible for external building maintenance and service tasks requested at Headquarters including snow plowing, landscaping between contractor visits and enforcing parking lot procedures.

Maintains inventory of fax and copier supplies. Monitors footprints service tickets and performs minor equipment repairs when necessary.

Qualifications:

Must have a valid Driver's license and have a high school diploma.

Associate's Degree preferred. 1 to 2 years in facilities maintenance desired.

Work is performed in normal office environment.

Must be proficient in computer word processing programs and computer applications to the extent required by specific job functions.

Apply online at

http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=667

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Part-time Bus Operators

Location: Melrose Park

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=145

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