



**8:30 a.m. Saturday, July 11, 2015**



**Crossroads Adult Transition Center**

**3210 W. Arthington, Chicago, IL 60624  
(Please be prepared to stay all-day)**

*To be admitted, you must be dressed in business attire*

**Full-time and Part-time opportunities for  
ENTRY LEVEL SECURITY STAFF**

Work with a team of Corrections professionals to provide supervision and guidance to residents at an all-male residential correctional facility. Your role will contribute to the residents' successful re-integration back into society.

**POSITION: CRC-1 (Correctional Residential Counselor- 1)**

Located in an all-male adult residential correctional facility on Chicago's West Side

- Annual Salary: \$23,600.00 Minimum
- Full time: 40 hours a week
- Full- Time Benefits: Medical, Dental, Paid Holidays and Vacation
- Part time: 20 hours a week
- Apply:  
<https://home.eease.adp.com/recruit/?id=13665881>

**REQUIREMENTS**

- One year's work experience
- High School Diploma/GED
- Valid driver's license
- Mandatory overtime, as needed

**QUESTIONS???**

**Email: [resumes@saferfoundation.org](mailto:resumes@saferfoundation.org)**

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**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Thu. 07/02/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 1548010-485596

**Minimum Requirements:**

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 years of directly related professional experience; 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. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the Degree Program in Social Work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

**Work Hours & Location/Agency Contact:**

Work days/hours: Monday – Friday 8:30 AM-5:00 PM

Location: DCFS-6C0353 1026 S. Damen, Chicago, IL 60612

SUBMIT BIDS TO: Tracey Hardrick, Personnel Liaison

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor, Chicago, Illinois 60616

Phone: 312/328-2509 Fax: 312/328-2510

Email: [Tracey.Hardrick@Illinois.gov](mailto:Tracey.Hardrick@Illinois.gov)

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Office Associate - Opt 1**

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/29/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IWCC-50-15-0014

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Commissioners, candidate prepares case files for oral arguments. Duties include photocopying and collating case files for dissemination to the Commission panels and their staff attorneys. Provides clerical office support to the unit supervisor and professional staff. Prepares and photocopies Commission documents as needed.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to follow oral and written instructions.

Work Hours & Location/Agency Contact: Monday - Friday; 8:30 AM - 5:00 PM  
Illinois Workers' Compensation Commission  
100 W. Randolph St., 8th Floor, Chicago, IL. 60601

How to Apply: Send applications to:  
Illinois Workers' Compensation Commission  
100 W. Randolph St., 8th Floor, Chicago, IL 60601

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](http://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](mailto: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 Associate - Opt 2**

Agency: Children & Family Services

Closing Date/Time: Mon. 06/29/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 1549005-491688

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

**Minimum Requirements:**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

**Work Hours & Location/Agency Contact:**

Work Hours/Days 8:30 am to 5:00pm/ Monday to Friday

Location: 15115 S. Dixie Hwy, Harvey, Ill 60426

**Tracey Hardrick, Personnel Liaison**

Bureau of Operations – Cook, 1911 S. Indiana, 10th Floor , Chicago, Illinois 60616

Phone: 312-328-2509 Fax: 312-328-2510

Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

**How to Apply:**

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**Job Title: Public Service Administrator - Opt 2**

Agency: Workers Compensation Commission

Closing Date/Time: Mon. 06/29/15 11:59 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IWCC-50-15-0011

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to four years of college, preferably with courses in accounting, business, IT or public administration. Requires prior experience equivalent to three years of progressively responsible financial experience in public or private organizations. Requires experience with budget principles and practice. Requires proficiency with Microsoft Office products including: Access, Excel, PowerPoint, Word, Outlook and Visio). Requires ability to analyze administrative problems and adopt an effective course of action. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires abilities to estimate and budget for future needs and cost of personnel, equipment, supplies and services. Desires a Master's degree in Accounting, Business Administration, IT or Public Policy. Desires experience with Enterprise Resource Planning (ERP) integration projects and software. Desires experience with State government appropriation process.

Work Hours & Location/Agency Contact: Monday - Friday: 8:30 AM - 5:00 PM  
Illinois Workers' Compensation Commission, 100 W. Randolph St., 8th Floor, Chicago, IL

How to Apply: Send applications to:  
Illinois Workers' Compensation Commission  
HR Department, 100 W. Randolph St., 8th Floor, Chicago, IL 60601

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Fiscal Mgt/Acct-Insur---

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## **Bartender**

As a Bartender, you ensure consistent drink quality by preparing orders in a short period of time and in accordance with recipes and guidelines established by the Food and Beverage department. You will also maintain a clean, sanitary, and safe work area in a fast paced environment, while providing superior guest service. Easier said than done, right?

Let's break it down into your soon-to-be responsibilities:

Greet guests in a timely and professional manner.  
Verify guests that purchase alcohol are at least 21 years of age.  
Possess full knowledge of bar and menu items and be able to make recommendations.  
Accurately take food and beverage orders from guests in a timely manner at the bar and lounge area.  
Deliver food and beverage orders within established time frames. Consistently use suggestive selling techniques.  
Ensure that alcohol is consumed in designated areas only.  
Set up and maintain appropriate stock levels for the bar.  
Assist in placing orders for all liquor and bar related supplies.  
Conduct inventory of all liquor and bar related supplies.  
At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests?

As a Bartender at AMC, you'll need to demonstrate:

Provide proof of age (21 or older).  
Possess basic food handling training and obtain any local or state mandated certification.  
Success in a high volume bar environment.  
Demonstrated ability to provide superior guest service.  
Have a high aptitude for math and cash handling.  
Demonstrate excellent verbal and written communication skills.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If helping run a food and beverage operation, great benefits and having fun matter to you, apply today at <https://www.amctheatres.com/careers/theatre-crew/bartender>

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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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## **Dishwasher**

As a Dishwasher, you assist the food and beverage team in making sure that every single guest enjoys the experience. How so? You maintain clean and sanitary conditions of all cooking utensils, flatware, china, and stemware. In addition, you maintain a clean and safe environment in all back-of-house areas. Easier said than done, right? Let's break it down into your soon-to-be responsibilities:

Clean and sanitize all cooking utensils, flatware, china, stemware and workstation throughout the shift.

Sweep and mop the stockrooms and walk-in refrigerator nightly.

Maintain dishwashing equipment by following manufactures' operating instructions.

Lock and secure food and equipment.

Clean all equipment in preparation for the next day.

At AMC, we live in a team-based culture where a take-charge approach exists at all levels. We offer continuous training and development programs, a highly competitive compensation plan and excellent benefits. Ready to get started? First, answer these questions: Are you passionate about doing what it takes to get the job done? Do you enjoy satisfying guests? Can you help run a food and beverage operation like a well-oiled machine?

As a Dishwasher at AMC, you'll need to demonstrate:

Ability to work at a fast pace while standing for long periods of time.

Complete basic food handling training and obtain any local or state mandated certification.

Possess good verbal communication skills.

Ability to follow instructions on safe use of all chemicals/cleaning materials.

Ability to work with minimal supervision.

Ability to, walk, lift, twist, bend, reach, and handle food products on a frequent basis.

Ability to stand on feet for an extended period of time.

Ability to ascend and descend stairs.

Ability to lift up to 50 pounds and move it 75 yards on a regular basis.

Ability to communicate and work effectively with supervisors and co-workers in a high-volume setting.

Ability to push trash carts weighing up to 50 pounds up to 250 feet.

As if working in the entertainment world wasn't enough, you're entitled to many benefits as an AMC associate including FREE movie passes, a 401(k) plan, and an employee assistance program. If making a difference, receiving great benefits and having fun matter to you, apply today at

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

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**Job Title: Administrative Manager**

Department: Vyridian P&L

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1326

**Position Responsibilities:**

Provides leadership support to the Directors of Vyridian Office, including high level and complicated scheduling events. Oversees all office functions, including enforcement of policies and procedures, organization and maintenance, purchase of equipment and supplies, etc. functions for Vyridian staff. Assists Finance Director in month-end procedures by maintaining spreadsheets to track variances in staffing levels that impact budget. Completes forms and resolves issues concerning PTO, LOA, FMLA, and SCN. Completes weekly supplemental compensation forms involving calculating stipends, overtime, and fee for service (ex. Determine increase based on percentage given and calculated into new rate). Carries out space planning and development functions, including relocation of staff, furniture arrangement/purchases, phone system setup/maintenance, and computer set ups. Reconciles accounts and balances outstanding. Routinely coordinates with A/P for verification of payment. Works directly with Finance Director to seek alternate avenues of cost-savings for Vyridian. Assists in updating contracts for renewal or creating new agreements based on company template. Liaises with vendor from initial set-up to finalized agreement. Monitors workflow and file room processes, such as pulling files, filing encounter forms, EOBs, operative reports and referrals. Handles office/supply management and purchasing for all Vyridian offices. Trouble-shoots office equipment and if unable to resolve technical issues, contacts vendor to resolve. Updates spreadsheets for COTG agreement of all current and new equipment ordered for department (both locations).

**Position Qualifications Include:** Bachelor's Degree required. Minimum three years of office experience required. Knowledge of human resources policies and procedures. Advanced proficiency in Excel, Access, Power Point, Microsoft Word and Visio to produce complex documents. Excellent verbal, written skills

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Certified Medical Assistant, Gyne/Oncology**

Department: MSP Ob/Gyne

Shift: 1st

Full/Part: Type 1 (72-80 Hrs/PP)

Job Number: 2015-1309

Job Description: Certified Medical Assistant, Full Time

\*This position requires travel to offsite clinic locations such as Bourbonnais, New Lenox & Crown Point, IN one to two times per week\*

**Position Responsibilities:**

The Certified Medical Assistant is responsible for assisting Physicians, Mid-Level Practitioners, and Registered Nurses with the evaluation, management, and treatment of patients in multiple ambulatory care settings

The Certified Medical Assistant assumes responsibility for maintaining patient flow, the upkeep of exam and treatment rooms, and performing basic skills such as vital signs and point of care testing

The Certified Medical Assistant will administer intramuscular injections, immunizations, and over-the-counter medications under the direction of a Physician

Will travel to various off site clinic locations such as New Lenox IL, Bourbonnais IL & Crown Point, IN approximately one to two times per week

**Position Qualifications Include:**

Current Medical Assistant Certification by AAMA, AMT, or NCCT

Graduate of a Medical Assistant Program

Current CPR Certification

Minimum of three years clinical experience preferred

Previous experience in a float position or supporting multiple clinic sites

Ability to work weekends when necessary

Ability to travel to offsite clinic locations such as Bourbonnais, New Lenox & Crown Point IN one to two times per week

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20150622114057&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150622114057&)

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**Job Title: Food Service Assistant 2 - Cafeteria (Part-time)**

Department: Dietary Cafeteria

Shift: 1st

Full/Part: Type 2 (40-64 Hrs/PP)

Job Number: 2015-1161

**Position Highlights:**

Assembles, operates, and maintains food service supplies and equipment. Assists in tray assembly, loads carts, disposes of garbage and performs cleaning duties. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures. This is a part-time position that is 40 hours every two weeks; benefit-eligible

**Position Qualifications Include:**

High School Diploma or GED equivalent required.

Previous front line foodservice experience preferred.

Ability to communicate verbally and in writing in English is required.

Ability to demonstrate reading ability required.

Ability to demonstrate basic math skills required.

Good interpersonal and solid customer service skills required.

Able to operate foodservice equipment such as dish-machine, scrubber, etc required.

Ability to lift boxes/food weighing up to 65 pounds with or without accommodation required.

Work demands 100% walking and/or standing to include- standing in place for extended periods, stooping, bending, lifting, pushing and pulling.

Work environment involves the ability to tolerate temperature and climate changes (hot, humid, cold, steam, wet).

Ability to work close to hot equipment with potential exposure to broken glass, steam, moving belts, etc. required.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Summer Temporary**

Department: RES A Alzheimer Cntr

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2015-1255

**Position Highlights:**

Under supervision conducts a variety of established functions, including providing administrative assistance for RADC education/recruitment team. This is a temporary position which is 80 hours every two weeks, not eligible for benefits.

**Position Responsibilities:**

Attends and provides assistance with community events, including event setup (catering arrangements, room preparation) presentation support (handing out presentation materials, assisting with other presentation needs), and event teardown. Prepares correspondence to existing and potential research participants. Collects data via in-person and/or telephone interviews with research participants. Enters data on to computerized forms; edits form, which includes checking data for completeness and accuracy. Assists with internal auditing and chart reviews for research participants. Travel offsite around metropolitan Chicago area may occur. Other projects, as requested.

**Position Qualifications Include:**

High School Diploma/GED Required

Bachelor's Degree preferred.

Good organizational skills required.

Ability to prioritize, good judgment and decision-making skills required.

Ability to demonstrate an intermediate level of proficiency in computer skills required.

Ability to work effectively in a multidisciplinary team required.

Rush University Medical Center is an Equal Opportunity Employer that welcomes and encourages all applicants to apply regardless of age, race, sex, religion, color, national origin, disability, veteran status, sexual orientation, gender identity and/or expression, marital or parental status, ancestry, citizenship status, pregnancy or other reason prohibited by law.

Apply online at

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**Job Title: Registered Nurse II**

Agency: Veterans Affairs

Closing Date/Time: Tue. 06/30/15 4:00 PM Central Time

Salary: \$5,293.00 - \$7,197.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 34-50-15-91354

**Minimum Requirements:**

Requires (a) graduation from an approved nursing education program resulting in an associate's or diploma degree in nursing and two years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and one year of professional nursing experience; or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois; requires extensive knowledge of professional nursing principles and procedures and theory; of normal and abnormal reactions to various drugs and medications. Requires ability to maintain harmonious working relationships with patient care staff; to guide, motivate and to orient and educate assigned patient care staff.

Work Hours & Location/Agency Contact: Monday-Friday: 7:00am - 3:00pm

Off Saturday and Sunday; 1/2 hour meal break

IL Veterans' Home-Manteno, 1 Veterans' Drive, Manteno, Illinois 60950

**Human Resources**

IL Veterans' Home-Manteno

1 Veterans' Drive

Manteno, Illinois 60950

Phone: (815) 468-6581 ext. 328

Fax: (815) 468-1596

**How to Apply:**

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**Job Title: Reimbursement Officer I**

Agency: Human Services

Closing Date/Time: Mon. 06/29/15 4:00 PM Central Time

Salary: \$22.86 - \$30.47 hourly

\$1,721.08 - \$2,294.31 biweekly

\$3,729.00 - \$4,971.00 monthly

\$44,748.00 - \$59,652.00 annually

Job Type: Full-Time

Location: Cook County Zone 4, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-82/91401

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, serves as investigator for Madden MHC. Presents suits to the Attorney General's Office for filing and interviews recipients and/or relatives to obtain information used in determination of financial liability.

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to completion of four years college with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law. Requires one year work experience in the reimbursement field. Requires working knowledge of the principles of hospitalization and life insurance, requires working knowledge of the Federal Health Care Law as it pertains to recipients at State Facilities. Must attend and pass all mandatory training

Work Hours & Location/Agency Contact: Epar #91401

7am - 3pm Mon- Fri Medical Records Department

Wanda McNeal/Personnel

Madden Mental Health Center, 1200 S. First Ave., Hines, IL. 60141

Fax# 708-338-7078

**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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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**Job Title: Human Resources Associate - Opt 2**

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 4:59 PM Central Time

Salary: \$3,314.00 - \$4,274.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10/79-91265

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction of the Human Resources Director, performs specialized human resource activities in the Human Resource Office of Chicago Read Mental Health Center; processes personnel transactions, interprets Personnel Rules, Pay Plan and contract agreements; administers the Group Insurance Program and Worker's Compensation Program.

**Minimum Requirements:**

Requires knowledge skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:  
Monday-Friday 8am-4pm

**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](http://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](mailto: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: Executive I - Opt H7**

Agency: Human Services

Closing Date/Time: Wed. 07/01/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-91415

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Local Office Administrator, serves as Office Manager of a local Family & Community Services (FCS) office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

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

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
West Suburban FCRC, 2701 W Lake Street, Melrose Park, IL 60160

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option H7 - Dept Human Services

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### **Coordinator of Public Outreach**

Location: Arlington Heights

Office: External Relations

Department: Marketing & Communications

Job Description: Under the direction of the Department Manager, Marketing, or designate, responsible for the coordination and implementation of Pace's customer-facing outreach. Sets up speaking engagements with organizations across the six-county region. Develops and executes messaging and presentations. Coordinates production and delivery of promotional materials. Liases with Pace's outreach contractors. Other duties as assigned.

#### Qualifications:

Qualified candidate must have a Bachelor's Degree or equivalent and a minimum of two years' experience in customer service or external outreach. Understanding of northeastern Illinois' public transit system a plus. Computer skills including Microsoft Office required. Must possess excellent organization skills including writing, oral and interpersonal skills. Must have a good work history and a valid driver's license.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=710](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=710)

### **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](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=542)

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### **Insurance Manager**

Location: Arlington Heights

Office: Internal Services

Department: Finance

#### Job Description:

Under the direction of the Chief Financial Officer, the Insurance Manager will be responsible for directing, managing, administering and coordinating the Agency's corporate property and casualty insurance needs.

This will include the placement of new and renewal insurance policies, the establishment of insurance requirements for the purchase of goods and services and for developing and maintaining systems to keep current the required evidence of insurance on file throughout the life of all agreements.

This position will also prepare and submit insurance applications, review and interpret the term and conditions of insurance policies, manage policy audits and coordinate insurance company inquiries and inspections.

#### Qualifications:

Qualified candidate must have a Bachelor's Degree in Business.

In addition, an Associate in General Insurance (AINS) designation or an Associate in Risk Management (ARM) designation is preferred.

Ten years of experience in working with commercial property and casualty insurance and five years experience working with transit risks is preferred.

The candidate must be accurate, detailed oriented and have a good work history.

The candidate must have an intermediate knowledge of Excel and the ability to work independently.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=706](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=706)

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**Job Title: Library Associate**

Agency: Veterans Affairs

Closing Date/Time: Thu. 07/02/15 4:00 PM Central Time

Salary: \$3,371.00 - \$4,826.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 34-50-15-86024-2

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction of the Adjutant, performs a variety of duties involving the facility library assisting the residents or members in providing specialized services in education or historical research. Examines, interprets and files requests for library materials by telephone or interoffice mail. Assists the members or residents by locating books, tapes and periodicals; explains library facilities and services; maintains circulation records; issues overdue notices; prepares reports on library activities. Reviews catalogues of publications recommending purchases and prepares book requisitions; may make minor repairs or arrange for rebinding. Directs the shelving of new and returned periodicals and books and tapes by author or reference number; scans book shelves periodically and rearrange out of order publications.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college; requires working knowledge of standard library methods and procedures; requires knowledge of the application of standard library techniques; requires working knowledge of accessioning, cataloging and reference techniques; requires ability to prepare and maintain circulation and catalog files and to prepare ordinary operating reports on library activities; requires ability to perform incidental typing.

**Work Hours & Location/Agency Contact:**

Monday – Friday 8:00 am - 4:30 pm (1 hour unpaid meal break)

Illinois Veterans Home @ Manteno, #1 Veterans Drive, Manteno, IL 60950

Human Resources Ph: 815-468-6581, ext. 328 Fax: 815-468-1596

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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## **Operations Administrator-Compliance**

Location: Chicago

Office: Revenue Services

Department: Paratransit

### **Job Description:**

Under the direction of the Project Manager, Regulatory Compliance, this position is responsible for monitoring the Paratransit carriers for compliance with federal, state, and local laws and regulations, as well as Pace contractual requirements.

This position assists in: maintaining the Pace Paratransit vehicle inventory; approving drivers/safety sensitive personnel and maintaining files of all providers' personnel; handling Call-In reports; processing A&I reports; approving vehicles for Pace service; maintaining the fleet replacement plans for Pace and the carriers; assisting with accident investigations and documentation; monitoring of the FTA DOT Drug and Alcohol program implemented by the various contracted carriers and municipalities; including site visits/audits; processing accident damage repairs, including associated capital requests; providing supporting Paratransit daily operations and performing other duties as assigned.

### **Qualifications:**

Qualified candidate must have at least three(3) years operations experience in Paratransit, Mobility Management or equivalent relevant work experience. A Bachelor's Degree, and prior demand response, advance reservation and 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 driver's 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

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=552](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=552)

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